

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
 - **Impact:** identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions, increases emissions, or has no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
 - If **no impact on emissions** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
 - **Describe impacts or potential impacts on emissions:** two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If **impact unknown** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
 - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
 - **Describe any measures to mitigate emission impact:** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
 - **Outline any monitoring of emission impacts that will be carried out:** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A **summary paragraph** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
 - Author/completing officer
 - **Research, data, or information** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the **supporting documents** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
 - Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
 - Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact...	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	Describe impact or potential impacts on emissions across Rotherham as a whole.	Describe any measures to mitigate emission impacts	Outline any monitoring of emission impacts that will be carried out
Emissions from non-domestic buildings?	No	N/A	N/A	N/A	N/A
Emissions from transport?	Yes	Vehicles are required to deliver Transport Services in the form of 'Home to School', Looked After Children (LAC) and vulnerable young people and adults	Vehicles travel in and around the Borough to collect passengers, as part of this operation	Transport Services endeavour to group multiple passengers in vehicles and avoid single occupancy journeys	The aim is to develop KPI's around number of passengers per route and overall number of journeys. Mileage will be captured to make assumptions about carbon impact
Emissions from waste, or the quantity of waste itself?	No	N/A	N/A	N/A	N/A
Emissions from housing and domestic buildings?	No	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	No	N/A	N/A	N/A	N/A

Carbon capture (e.g. through trees)?	No	N/A	N/A	N/A	N/A
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Identify any emission impacts associated with this decision that have not been covered by the above fields:

N/A

Please provide a summary of all impacts and mitigation/monitoring measures:

The use of vehicles is integral to the Transport Services operation, however as this is an existing and ongoing requirement, the Cabinet Report given it discusses the replacement of the procurement arrangements, has no bearing on the carbon impact in this area. Nevertheless, it is identified that the Transport Services operation does have an impact on carbon, and in the strive for cost efficiency also considers that collating routes into multi-occupancy journeys has a positive effect on climate impact. As KPI's are developed for the Transport Services operation, measures such as "Miles per journey", "Number of passengers per route" and "Overall journeys" will incorporate climate impact and carbon output, so this can be monitored and mitigated as much as possible. As the overall number of qualifying children for transport provision increases at a rate of around 8% per year, the ongoing Authority's carbon impact will continue to rise, however these children may have been travelling to school prior via other less efficient means, (for example individual private car). The Cabinet Report to which this assessment pertains however, does not increase/reduce the carbon impact, whilst it is noted there is a carbon impact in this service area.

Supporting information:

Completed by: (Name, title, and service area/directorate).	Karen Mudford – Head of Fleet & Transport Services
Please outline any research, data, or information used to complete this [form].	Increase of children on Transport Services supplied by finance data and is a year on year average between 2019 and 2021.
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	