

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 significant impact | N/A | Many of the events supported by the programme will take place in existing venues and therefore are not likely to add to this significantly. | None | Due to the small scale nature of the events, it is not considered feasible to monitor this. |
| Emissions from transport? | Small increase in emissions | N/A | The events are expected to increase visitors to the town centre. This will have a carbon impact which will depend on how visitors choose to travel. | Any communications or promotional material which includes information on travelling to events could highlight walking, cycling and public transport to travel to events (i.e. rather than advertising car parking). | As above. |
| Emissions from waste, or the quantity of waste itself? | Small increase in emissions | N/A | Events will generate waste such as food, banners and general litter which will have an emissions impact. | All event organisers are encouraged to manage their waste appropriately (i.e. reduce the amount of waste they create and recycle where possible). | As Above. |
| Emissions from housing and domestic buildings? | N/A | N/A | N/A | N/A | N/A |

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|-------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|
| Emissions from construction and/or development? | N/A | N/A | N/A | N/A | N/A |
| Carbon capture (e.g. through trees)? | N/A | N/A | N/A | N/A | N/A |
| Identify any emission impacts associated with this decision that have not been covered by the above fields: | | | | | |
| There are no further carbon impact associated with this programme. | | | | | |

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

The Town Centre Event Grants programme does not provide a large impact in respect of carbon emissions. Events are to be supported within existing venues and spaces reducing transport and infrastructure requirements which will reduce emissions. These activities are relatively small in scale and therefore their impact is considered to be low, however there may be opportunities to reduce emissions by highlighting lower-carbon travel options in any promotional communications and requesting event organisers to ensure that waste is minimised and recycled where possible.

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| Supporting information: | |
| Completed by: (Name, title, and service area/directorate). | Leanne Buchan Head of Creative Programming & Engagement Culture, Sport & Tourism; Regeneration & Environment |
| Please outline any research, data, or information used to complete this [form]. | N/A |
| 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. | N/A |

Tracking [to be completed by Policy Support / Climate
Champions]

Tracking reference: CIA251
Katie Rockett, Climate Change Officer