

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 impact				
Emissions from transport?	Increase in emissions, subject to mitigation	Potential emissions from transport of staff, freelance facilitators, contractors, volunteers, participants and audience members to and from events in the public programme.		<p>Implement targets that encourage partners to engage contractors and freelancers from the local supply chain (at least 30% from Rotherham and 40% from wider South Yorkshire, with only 70% from further afield) to reduce transport emissions.</p> <p>Encourage use of active travel and public transport by staff, volunteers, contractors, facilitators, participants and audience members, including working closely with partners in the public health and sport and physical activity sectors to safely support active transport.</p>	<p>Use Trace to monitor emissions at large-scale events delivered by Council services, and by Council services in close partnership with external partners.</p> <p>Programme Manager to work with the Children's Capital of Culture Evaluation Partner and the RMBC Climate team to devise toolkits / frameworks that can be easily and effectively used across a variety of partners to deliver carbon emissions and other</p>

					<p>environmental impacts of their work, and to deliver training in using these tools.</p> <p>Programme Manager/Creative Skills Manager to run regular (bimonthly) consortium meetings to monitor carbon mitigation measures and emissions across the trainee 'host' organisation cohort.</p> <p>Programme Coordinator to support effective and robust data collection across the trainee 'host' organisation cohort.</p>
Emissions from waste, or the quantity of waste itself?	Increase in emissions, subject to mitigation	Potential creation of waste through purchase, use and disposal of resources and infrastructure for use at the public programme.		Run regular 'consortium' meetings between both the host organisations and the trainees themselves, with a reoccurring agenda point around coordinating and 'pooling' use of key resources and infrastructure, reducing cost, emissions, and waste creation.	Use Trace to monitor emissions at large-scale events delivered by Council services, and by Council services in close partnership with external partners.

				<p>Link into Flux Rotherham and the RMBC Events team's Festival Network in order to better coordinate sharing of resources for delivery of large-scale public events.</p> <p>Children's Capital of Culture team members who have completed accredited Carbon Literacy training to deliver interactive training sessions with trainees, supporting them to identify and put into place practical action plans about how to reduce waste and emissions in the delivery of their activities.</p> <p>Trainees and their 'host' organisations will be encouraged and supported to run activities that respond to the 'World Beneath Our Feet' programming themes (one of four programming themes for Children's Capital of Culture's overarching programme). Activities around this theme intend to celebrate</p>	<p>Programme Manager to work with the Children's Capital of Culture Evaluation Partner and the RMBC Climate team to devise toolkits / frameworks that can be easily and effectively used across a variety of partners to deliver carbon emissions and other environmental impacts of their work, and to deliver training in using these tools.</p> <p>Programme Manager/Creative Skills Manager to run regular (bimonthly) consortium meetings to monitor carbon mitigation measures and emissions across the trainee 'host' organisation cohort.</p> <p>Programme Coordinator to support effective and robust data</p>
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				local green spaces, and raise awareness and understanding of practical actions that can be taken to protect the environment and reduce emissions.	collection across the trainee 'host' organisation cohort.
Emissions from housing and domestic buildings?	No impact				
Emissions from construction and/or development?	No impact				
Carbon capture (e.g. through trees)?	No impact				

Identify any emission impacts associated with this decision that have not been covered by the above fields:

The proposal relates to the recruitment and appointment of seventeen part-time trainees aged 16-to-25, across eight host organisations.

The trainees will work with their host organisations to deliver a public programme of cultural and creative events, workshops and activities that we anticipate will reach approximately 50,000+ attendees. Impacts and mitigations for this are as described above.

For any digital events or artworks created and shared by host organisations (including Council services), use the [Digital Carbon Calculator](#) and other resources recommended by the Climate team to estimate these activities' carbon impact.

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

Carbon impacts may be generated by:

- Staff, contractor, freelancer, volunteer, participant and audience travel
- The procurement and creation of waste resources in the course of running a major events programme
- The delivery of digital events (e.g., film screenings, livestreams).

Carbon impacts will be mitigated by:

- Encouraging use of suppliers within the local supply chain
- Encouraging use of public transport and active travel
- Programming activity at locations across the borough to reduce required travel for residents
- Create a 'pool' of shared resources for use across host organisations and wider networks in the delivery of events
- Upskilling trainees and their host organisations around identifying, and putting into action plans for, reducing carbon emissions

They will be monitored through:

- Use of Trace monitoring systems
- Bimonthly consortium meetings between host organisations
- Utilising a shared evaluation and monitoring toolkit across all project partners

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Sarah Christie Programme Manager, Children's Capital of Culture Culture, Sport & Tourism
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: CIA305 Katie Rockett, Climate Change Officer