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?	Reduces emissions	Introduction of environmental controls to support care of collections will increase carbon emissions from energy use; in the longer term, heat decarbonisation and decarbonisation of the UK electricity system will cut these emissions to net or near-zero. Disposal of items and collections' consolidation at Bailey House will mitigate the need for further storage. Construction or acquisition of additional storage space would have a carbon impact, from carbon emissions embodied in construction materials and/or from energy use on site.	N/A	A decarbonisation report has been carried out for Bailey House which included a review of heating systems and energy efficiency improvements such as insulation. Funding has been identified to renew the roof which will include additional insulation. A decision on the future of Bailey House is still under review: heat decarbonisation works will not commence before 2028, at the earliest. A further condition survey will be carried out which may incorporate some of the issues raised in the Decarbonisation report with a view to longer term planning to improve the building and reduce its carbon footprint. This will be subject to identifying the appropriate funding	Any changes in energy use at Wath Library and Bailey House will be reflected in the Council's greenhouse gas emissions accounting.

				and any support through grants.	
Emissions from transport?	Reduces emissions	Collections have been brought together in one store at Bailey House. This reduces the need for staff travel between sites.	N/A	Opportunities for further mitigation e.g., by shifting from private vehicles to public transport and active travel between sites, are limited by practical constraints: collection items may not be transported by public transport, due to an unacceptable level of risk of theft, loss or damage. A pool of one or more electric vehicles for Collections staff to transport items could cut emissions from staff travelling in their own vehicles between sites.	Staff mileage is within scope of 'Net Zero by 2030' emissions accounting, in the Council's climate change annual report. For emissions to be accurately reported, staff must claim for all travel between sites.
Emissions from waste, or the quantity of waste itself?	Increases emissions	Disposal of items from Museums, Arts and Heritage collections will have a carbon impact as these items become waste.	N/A	Disposal follows a procedure which emulates the Waste Hierarchy: items are either returned to their original donors or offered for 're-use' by other Accredited Museums, in preference to recycling; only those items which cannot reused or recycled are destroyed, to mitigate the total carbon and heritage impact.	Whether an object is transferred to new ownership, recycled or destroyed must be recorded as 'method of disposal' in line with the Spectrum (5.1) museum collections management standard. An indicative carbon impact may be calculated if objects' mass and material composition are known.

Emissions from housing and domestic buildings?	No impact	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	No impact	N/A	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	No impact	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:

During collections' removal from Wath Library, issues with objects' storage have been identified: remediation has involved the use of polythene for packing and storing, absent any more sustainable, suitable alternative materials. Disposal of some items may avoid using materials to store items which have no long-term future in their respective collections.

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

Implementing the Collections Management Policy to dispose of accessioned objects, unidentified finds and historic entries from collections managed by the Council's Museums, Arts and Heritage service will have a carbon impact as these items are returned to their original donors, transferred to other Accredited Museums' collections, recycled or destroyed. Removal of collections from Wath Library and their consolidation at Bailey House provides an opportunity to mitigate some carbon impacts, by removing the need for staff travel between sites. In the longer term, decarbonisation of heating systems and of the UK electricity system will cut greenhouse gas emissions from collections' storage; albeit the progress of works at Bailey House, further to the roof renewal identified above, will depend on funding opportunities and a decision regarding the long term future of the site.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Leanne Buchan, Head of Creative Programming & Engagement Lisa Howarth, Museums, Arts & Heritage Manager Louis Fitzpatrick, Building Officer Steven Cope, Commercial Energy Manager
Please outline any research, data, or information used to complete this [form].	Decarbonisation Report for Bailey House, David Rhodes and Steven Cope

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: CIA Arthur King, Principal Climate Change Officer