

#### 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](mailto: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?	None				
Emissions from transport?	None				
Emissions from waste, or the quantity of waste itself?	Unknown		Just as the Council's House to House Collections Policy notes that collections are a vital source of funds for many charities, so too are they a route for unwanted items to be kept in a circular economy: helping to divert some material from waste through e.g., clothing collection bags.	To mitigate the environmental impact collection bags might themselves have on the environment, the Council encourages collectors to use environmentally sustainable bags wherever practicable.	It is unknown what impact the Council's House to House Collection Policy has on carbon emissions, as there is no monitoring in place from which an emissions baseline could be determined.
Emissions from housing and domestic buildings?	None				
Emissions from construction and/or development?	None				

Carbon capture (e.g. through trees)?	None				
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Identify any emission impacts associated with this decision that have not been covered by the above fields:

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

No changes to the Council’s extant House to House Collections Policy (2023) are recommended by the reviewing officer, 12 months since the policy was introduced. There are no implications for carbon dioxide emissions or climate change, but it is recognised that a well-functioning House to House licensing system supports the Borough’s circular economy and can help to divert unwanted items from going to waste. Collectors are encouraged to use environmentally sustainable bags e.g., for clothing collections, wherever practicable.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Alan Pogorzelec, Licensing Manager, Community Safety and Street Scene (Regeneration and Environment)
Please outline any research, data, or information used to complete this [form].	Rotherham Metropolitan Borough Council. 2023. <i>House to House Collections Policy</i> . Available at Appendix 1.
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 379  Arthur King, Principal Climate Change Officer, Property and Facilities Services (Finance and Customer Services)