

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? | None | N/A | N/A | N/A | N/A |
| Emissions from transport? | unknown | <p>The updated/revised policy supports and encourages educational visits undertaken by schools across the borough (maintained and academies who purchase the service via SLA) and other RMBC services. By their nature educational visits involve transport usually via coach. Visits have been a part of education for decades and the policy will not directly impact on the number or type of visits undertaken as the deciding factors are planned outcomes and cost.</p> <p>Over the past year due to COVID-19 educational visits have been suspended, as we move further down the COVID Recovery Road Map more educational visits will resume which will result in an increase of emissions from increased use of transport.</p> | <p>As in the previous column the policy applies to establishments across the Borough who purchase the service.</p> <p>From 1 April 2019 – 31 March 2021 8,600 visits were recorded by Rotherham establishments on EVOLVE (visits planning and approval web-based system). Any calculation of millage would need to be completed on an establishment and individual visit basis.</p> | <p>Currently no measures to mitigate emissions have been introduced.</p> <p>Potential measures for RMBC services could include limiting the type of coach or transport provider used e.g. only allowing use of coaches under a certain age or providers that have a carbon offset policy (research would need to be completed into availability of such providers). This option could potentially result in increased costs to either services, users or both which would have a negative impact on experiences offered to young people.</p> <p>The above measures could not be imposed on academies which applies to most schools in the Borough.</p> | None |

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|---|------|-----|-----|-----|-----|
| Emissions from waste, or the quantity of waste itself? | None | N/A | N/A | N/A | N/A |
| Emissions from housing and domestic buildings? | None | N/A | N/A | N/A | N/A |
| Emissions from construction and/or development? | None | N/A | N/A | N/A | N/A |
| Carbon capture (e.g. through trees)? | None | 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:

None.

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

The updated/revised Educational Visits Policy will not directly impact on increased emissions however by the nature of educational visits (local, national, and international) the use of transport will generate emissions.

Potential measures could be introduced to RMBC services however this is likely to incur increased costs to either services, users or both which would have a negative impact on experiences offered to young people.

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| Supporting information: | |
| Completed by: (Name, title, and service area/directorate). | Colin Gratton-Rayson, Outdoor Learning Manager, Early Help and Family Engagement, CYPS |
| Please outline any research, data, or information used to complete this [form]. | |
| 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] | |