

#### 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?	No impact on emissions	The points in the action plan will have no impact on emissions from non-domestic buildings	N/A	N/A	N/A
Emissions from transport?	Reduces emissions	Emissions will reduce through greater attendance following confirmed appointments being made, as well as increased jobs being completed "right first time", limiting the total no. of journeys required.	As this affects the whole borough, emissions should slightly reduce through reduced traffic.	Both Mears and Equans have trialed electric fleet vehicles.	There are no specific emission impacts identified, although "right first time" is recorded corporately.
Emissions from waste, or the quantity of waste itself?	No impact on emissions	The Contractor Partners operate to the minimum Standards Charter to: Eliminate unnecessary waste by adopting the "reduce, reuse, recycle" philosophy.  By continuing with paperless, text message-based communication will reduce waste paper.	N/A	N/A	The contract partner's zero to landfill target is recorded on a monthly management information KPI submitted to the CIC service and performance and quality team.
Emissions from housing and domestic buildings?	Reduces emissions	Where possible, materials used for repairs and maintenance investment will be of a high thermal quality, renewable (e.g.	Slight reduction to emissions	N/A	EPC information monitored on an annual basis – all homes to achieve

		<p>biomass), or high efficiency standard to ensure that emissions stay as low as possible.</p> <p>The Contract Partners operate to the minimum Standards Charter to: Minimise negative local impacts (noise, air quality, etc.).</p>			EPC C rating by 2035.
Emissions from construction and/or development?	Reduces emissions	<p>The Contractor Partners operate to the minimum Standards Charter to: - Eliminate unnecessary waste by adopting the “reduce, reuse, recycle” philosophy. - Be a good neighbour, minimise negative local impacts (noise, air quality etc.), improve green areas (e.g. biodiversity, visual attractiveness etc.). - Reduce carbon footprint – be aware of main impacts on carbon emissions including the indirect carbon used in manufacturing processes and the direct impact of operations and logistics</p>	Impact will reduce emissions	N/A	N/A

Carbon capture (e.g. through trees)?	None	The points in the action plan will have no impact on emissions from non-domestic buildings	N/A	N/A	N/A
Identify any emission impacts associated with this decision that have not been covered by the above fields:					
Nil					

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

In order to ascertain the level at which these actions will reduce emissions, the service will monitor the relevant KPI, management information (MI) and EPC submissions on an ongoing basis (monthly for KPI/MI, annually for EPC). This will allow us to fully understand the impact these developments will have on emissions, and to what extent they will be reduced.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	George Temple, Head of Service; Contracts, Investment & Compliance/ Adult Care, Housing and Public Health.
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]	