

#### 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	Depending on method for the consultation of residents there may be slight increased use of community buildings to host in person consultation.		Make use of existing facilities such as Riverside House for internal consultations or Attend community groups pre-existing sessions to host consultations as well as offering the option to consult online.	
Emissions from transport?	Reduce Emissions	<p>More accessible online / telephone services will reduce need to hard copy delivery / in person appointments.</p> <p>Understanding the demand for paper copies ensures hard copies are only delivered to those which have requested it, therefore reducing transport emissions in delivery.</p>	<p><b>Recommendation 1: Staff training and Further Improvements : Tenants Home Matters Editorial board &amp; Tenant Communications Working Group</b></p> <p>If training &amp; working groups are carried out in person there may be increased use of transport where attendees may usually not travel</p>	Encourage staff and board members to use active travel, public transport or car sharing when attending.	

Emissions from waste, or the quantity of waste itself?	Reduce Emissions	<p>Decreased printing and paper waste by Council officers and contractors as a result of circulating and receiving required information online or by phone. A small number of paper transactions may still be in use where required for accessibility.</p> <p>Outcomes of effective consultation with residents will reduce waste as paper copies will only be used where demand exists</p> <p><b>Recommendation G: Complaints and Compliments</b> Depending on method for the delivery of this campaign there may be use of materials such as flyers</p>		<p>Officers and tenants are encouraged to go online to view and submit information.</p> <p><b>Recommendation G: Complaints and Compliments</b> Create online campaign, include in existing publishing to reduce additional printing.</p>	
Emissions from housing and domestic buildings?	No Impact				
Emissions from construction and/or development?	No Impact				

Carbon capture (e.g. through trees)?	No Impact				
<p>Identify any emission impacts associated with this decision that have not been covered by the above fields:</p> <p>N/A</p>					

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

The recommendations from this report primarily focus on the delivery of information to tenants. The proposed recommendations are likely to have a positive impact in terms of emissions as services become more efficient and accessible, therefore reducing production and transport emissions. Relating to: **Recommendation H: Newsletter circulation & Further Improvement : Surveys**

The majority of the work will be carried out in day to day action by officers in their usual working environment, therefore the specific actions are likely to cause no change in emissions. Relating to: **Recommendation A: Letters, Recommendation B: Strategy, Recommendation C: Complaints and Compliments, Recommendation D: Website, Recommendation E: Newsletter accessibility, Recommendation F: Telephone calls & Further Improvement : Home Matters look**

Recommendations which may result in a slight increase of emissions include: **Recommendation G: Complaints and Compliments, Recommendation I: Staff training and Further Improvements : Tenants Home Matters Editorial board & Tenant Communications Working Group.** This will be dependent on methodology used to carry out campaign, consultation and survey. Likely impacts include but are not limited to; use of external buildings, transport to and from sessions and any materials needed.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Lynsey Skidmore, Housing Operations Manager, Housing and Estate Services, Adult Care, Housing & 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]	