

## 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

- 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?	Reduces emission	Introduction of environmental controls to support care of collections	N/A	<p>Decarbonisation report has been carried out on Bailey House, this included a review on heating systems, and identifying emission improvements including insulation in the building.</p> <p>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 the carbon footprint. This will be subject to identifying the appropriate funding and any support through grants.</p>	Energy data management software

Emissions from transport?	Reduces emissions	The York and Lancaster Regimental Collection is currently stored at one central location which reduces travel usage. The Collections Management Policy supports the ongoing rationalisation of the collection to ensure it can continue to be stored at Bailey House.	N/A	n/a	Green house gas emissions reports through mileage claims for travel.
Emissions from waste, or the quantity of waste itself?	No impact	N/A	N/A	N/A	N/A
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:

All impacts are noted above.

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

A Decarbonisation report has been carried out on Bailey House to include a review on heating systems, and identifying emission improvements including insulation in the building.

Funding has been identified to renew the roof which will include additional insulation.

A Condition Survey will be carried out for Bailey House 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 the carbon footprint.

RMBC are working towards centralising the Rotherham Collections into one store to reduce the need for travel across the borough.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Leanne Buchan, Head of Creative Programming & Engagement Lisa Howarth, Museums, Arts & Heritage Manager Stuart Carr, Asset Management Manager 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]	