

#### 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
<b>Emissions from non-domestic buildings?</b>	No Change				
<b>Emissions from transport?</b>	Small decrease in emissions	<p>Placing more children locally in Rotherham should reduce travel and associated emissions for staff travelling to out of area placements.</p> <p>There may be emissions associated with promotional activity (council officers travelling to events). There is no change to these emissions as this activity is already ongoing.</p>	Placing more children locally in Rotherham will support a reduction in the transportation of children in placement to school and activities should reduce as children will not need to be transported from out of area to access their school or family time.	Emissions from officer travel (to events or to placements) could be mitigated by officers choosing to travel by active travel (cycling or walking); public transport; or car sharing, where feasible.	<p>Emissions from staff travel are monitored by the Climate Change Team.</p> <p>It is not considered feasible to monitor emissions impacts of children's travel to school and family time.</p>
<b>Emissions from waste, or the quantity of waste itself?</b>	No Change				
<b>Emissions from housing and domestic buildings?</b>	No Change				

<b>Emissions from construction and/or development?</b>	No Change				
<b>Carbon capture (e.g. through trees)?</b>	No Change				

Identify any emission impacts associated with this decision that have not been covered by the above fields:

None identified.

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

There are some impacts on emissions from travel, namely:

- Reduction in travel emissions as more placements are provided for children within the borough – this affects both children travelling to school and family time, and officers carrying out visits.
- There is also a carbon impact in terms of officers travelling to promotional activities.
- Emissions from officer travel could be reduced by officers choosing to travel by active travel, public transport or car sharing, where possible. Emissions from staff travel are currently monitored by the council’s Climate Change Team.

<b>Supporting information:</b>	
<b>Completed by: (Name, title, and service area/directorate).</b>	Jane Wood Head of Service for Children in Care and Corporate Parenting
<b>Please outline any research, data, or information used to complete this [form].</b>	None required
<b>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.</b>	Not relevant
<b>Tracking [to be completed by Policy Support / Climate Champions]</b>	Tracking reference: CIA246