

Carbon and Co-benefits Decision Support Tool

Introduction

This Carbon and Co-benefits Decision Support Tool allows users to self-assess the impact of the proposed policies, initiatives, or services against your local authority's policy frameworks. It provides decision makers with a high-level assessment of how a Decision meets policy goals and can facilitate a process of revising Decisions to more fully meet these goals. Where more detailed assessment is needed, users should consult other tools that lead to a full assessment of specific impact areas as indicated (e.g., Environmental Impact Assessment, Cost Benefit Analysis). Users self-assess against nine impact areas (Equalities, Health, Resilience & Adaptation, Housing, Economy, Mobility & Connectivity, Carbon, Nature & Environment, Consumption and Production and the Net Zero Wales target). Depending on your answers, you may then be directed into a self-reported Carbon Assessment tab, where your paper will be compared to relevant best practice. If your paper impacts on people with 'protected characteristics', you will be directed to the Equalities Impact Assessment tab. You will also be required to complete the Welsh Language Impacts Assessment, where relevant.

Note that the Carbon Assessment does not yet assess embodied carbon and the tool does not go into the detail of intersectionality with regard to equality and inclusion impacts. As such, it is important that users take an 'overview approach' when using this tool to inform decision-making at your local authority.

Overview information	Please complete all fields
Name of policy / initiative / service to be assessed	Appointment of members to CJC GAC
Author(s)	Gareth Owens
Date of Assessment	11/09/2024
Document Version	1
Corporate objective being addressed	Not applicable
Department / function carrying out the assessment	Governance
Who is responsible for the implementation of the policy / initiative / service? (function head / department manager)	Gareth Owens
Brief description of the proposal or decision	The CJC is establishing a GAC and wants the council to appoint councillors and lay members to it
Value (£)	£0
Is this a strategy document?	No
If this is a strategy document will this strategy have an impact over multiple years?	No
Which area (e.g., name(s) of town or ward) does this policy / initiative / service apply to?	None directly
Is this a strategic decision?	No

Contents of this tool

This tool comprises the following sections. Instructions for each section are detailed on the relevant pages.

[Step 1: Impacts Questionnaire](#)

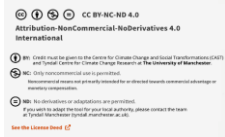
← Get started by clicking on this link.

[Step 2: Simple Carbon Assessment](#)

[Step 3: Equalities Impact Assessment \(if applicable\)](#)

[Step 4: Welsh Language Impacts](#)

[Step 5: Results](#)



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1. Impacts Questionnaire

Guide

This questionnaire will provide high level scoring on key impact areas related to your local authority's policy. The results are given a RAG (Red, Amber, Green) result indicating how the proposed Decision fits with the policy related to the impact area.

Definitions

Some questions have a 'red corner' in the cell; this indicates that there are guidance notes available to view in relation to that question. To view these, hover the mouse pointer over one of these cells (you can practice by hovering over this cell). In the cells next to the question there are also links to websites with further supporting information.

Impact areas

Questions for each impact area require a yes/no answer to determine if they are relevant. These are set to YES as default – once you have read through the questions in that impact area, you may select NO if this area is not relevant to your paper.

Different types of papers and confidence in your assessment

It is understood that various types of Decisions are being assessed through this tool. For some papers, for example new strategies, you may not feel able to answer all of the questions with confidence as this will depend on delivery. You should answer on the basis of what the strategy aims to achieve – however, this is an important opportunity to consider where issues at the delivery stage could undermine your aims. You should note these challenges and specify any mitigation measures needed to ensure delivery is in line with the original aspirations on the results page.

Some papers may have a number of projects within them and so the answers between projects could be different. Here we ask you to take a high level ('helicopter') view, assessing across the content of the paper. However, again, where there are particular areas that will have negative impacts or there are risks that the assessed level of positive impact will not be met – specific mitigation measures should be flagged by users on the results page.

Impact categories

The definitions of the possible impacts are as follows:

Yes, with long lasting and/or significant positive impact.	The proposal or decision has positive impacts that are long lasting (3 or more years) and/or are significant for large numbers of residents and/or a significant proportion of a particular group or community.
Yes, with short term (3 years or less) or limited positive impact.	The proposal or decision has positive impact, but will be limited in its effects or have a short lifespan.
No, the decision or proposal has no discernable positive or negative impact.	It will not affect any discernible positive or negative change.
Yes, but with short term (3 years or less) or limited negative impact.	The proposal or decision has negative short term or limited impacts.
Yes, but with long lasting (more than 3 years) or severe negative impact.	The proposal or decision has negative impacts that are long lasting (3 or more years) and/or are significant for large numbers of residents and/or a significant proportion of a particular group or community.

All Decisions will then be given a RAG (Red, Amber, Green) rating on applicable Impact areas. The definitions of these are:

All green. The proposal or decision is expected to have **positive impacts overall**, whether long or short term.

Equal number of red and green OR at least one red. The proposal or decision has both positive and negative impacts OR have net neutral impact with equal positive and negative overall outcomes. Careful consideration of trade-offs is recommended.

Mostly red, with at least one green. Careful consideration of trade-offs is necessary.

All red. The proposal or decision is expected result to **negative impacts overall**. It should receive most attention for mitigation or be avoided. Clear and evidenced justification to progress this proposal will be required.

Impacts Questionnaire

1. Equality and Welsh Language

Will this proposal or decision affect individuals or groups (e.g., residents, employees, visitors) in different ways, including for example, social equality and inclusion?

Yes
 No

Proceed to next question
↓

1	Will this proposal or decision disproportionately affect people with one or more protected characteristics ?	More help (web link)	<input type="text"/>
2	Will this proposal or decision affect other people or groups, for example, people with caring responsibilities, or those that are socially and economically disadvantaged ?	More help (web link) More help (web link)	<input type="text"/>
3	Will this proposal or decision affect local people's access to public services (e.g., community centres, transport services, health services)?	More help (web link)	<input type="text"/>
4	Will this proposal support communities in shaping decisions that affect them?		<input type="text"/>
5	Will this proposal or decision affect community cohesion ?		<input type="text"/>
6	Will this proposal or decision affect opportunities for people to use Welsh Language no less favourably than English language?	More help (web link)	<input type="text"/>
7	Will this proposal or decision affect Welsh culture and Welsh speaking communities?		<input type="text"/>

RAG Result

Comment - *please provide succinct statements.*

RAG Result	Comment - <i>please provide succinct statements.</i>

2. Health

Will this proposal or decision affect people's physical or mental well-being?

Yes
 No

Proceed to next question
↓

1	Will this proposal or decision affect the physical health of residents?		<input type="text"/>
2	Will this proposal or decision affect the mental well-being of residents?		<input type="text"/>
3	Will the proposal or decision affect residents' levels of physical activity?		<input type="text"/>
4	Will the proposal or decision affect levels of social isolation?		<input type="text"/>
5	Will this proposal or decision affect residents' access to healthcare facilities and services, including other caring services?		<input type="text"/>

RAG Result

Comment - *please provide succinct statements.*

RAG Result	Comment - <i>please provide succinct statements.</i>

6

Will this proposal affect the lifestyle and/or health of babies, children, and/or adults, for example, through access to and provision of healthy food?



3. Resilience and Adaptation

Will this proposal or decision affect your local authority's social, economic and ecological resilience and capacity to adapt to change?

Yes
 No

Proceed to next question
↓

1	Will this proposal or decision increase the environmental/climate, disaster, or public safety risks in your local authority?	More help (web link)	<input type="text"/>
2	Will this proposal or decision enable individuals, communities, or businesses to better withstand and recover from disruption more quickly and effectively?		<input type="text"/>
3	Will this proposal or decision affect current levels of vulnerability both for people and the environment?		<input type="text"/>
4	Will this proposal or decision make our communities and people feel safer at home and/or in their local area?		<input type="text"/>
5	Does this proposal or decision affect access to and provision of green and blue spaces?	More help (web link)	<input type="text"/>

RAG Result

Comment - please provide succinct statements.

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4. Housing

Will this proposal or decision affect housing in your local authority?

Yes
 No

Proceed to next question
↓

1	Will this proposal or decision affect people who are experiencing or at risk of any form of homelessness, including for example, rough sleeping?	More help (web link)	<input type="text"/>
2	Will this proposal or decision affect the accessibility or affordability of homes for residents?		<input type="text"/>
3	Will this proposal or decision improve derelict urban land or reuse redundant or underused buildings for local housing?		<input type="text"/>
4	Will this proposal or decision facilitate construction of new-build residential building(s)?		<input type="text"/>
5	Will this proposal or decision facilitate maintenance or improvement of existing residential building(s)?		<input type="text"/>
6	Will this proposal or decision affect mandates or regulations for landlords on building standards?		<input type="text"/>

RAG Result

Comment - please provide succinct statements.

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7. Carbon, Nature and Environment

Will this proposal or decision affect the natural environment, ecosystems, carbon emissions and local pollution in your local authority?

Yes

No

Proceed to next question
↓

1	Will this proposal or decision affect local air quality, for example, by changes in public levels of exposure to oxides of nitrogen (NOx), volatile organic compounds (VOCs) and particulate matter (PM10 & PM2.5)?	More help (web link)	<input type="text"/>
2	Will this proposal affect the level of water pollutants in the environment?		<input type="text"/>
3	Will this proposal affect the level of light pollutants in the environment?	More help (web link)	<input type="text"/>
4	Will this proposal affect the level of noise pollutants in the environment?		<input type="text"/>
5	Does this proposal or decision affect the amount of natural carbon sinks in your local authority, e.g., through maintaining and enhancing concentration of carbon and organic matter in soils?	More help (web link)	<input type="text"/>
6	Does this proposal or decision affect the visual amenity of the environment?		<input type="text"/>
7	Will this proposal or decision affect biodiversity, including principal species and their habitats?	More help (web link) More help (web link)	<input type="text"/>
8	Will this proposal affect sustainable agricultural practices in your county?		<input type="text"/>
9	Will this proposal or decision have a positive or negative effect on efforts to reduce carbon emissions across your local authority?		<input type="text"/>

RAG Result

Comment - please provide succinct statements.

8. Consumption and Production

Will this proposal or decision affect waste and recycling within your local authority?

Yes

No

Proceed to

1	Does this project or decision have an impact on the amount of waste produced, considering all waste streams and their life cycle including food waste?		<input type="text"/>
2	Will this project or decision affect current or future reuse or recycling rates?		<input type="text"/>
3	Does this proposal or decision consider resource efficiency and take steps to increase circularity?	More help (web link)	<input type="text"/>

RAG Result

Comment - please provide succinct statements.

next
question
↓

4	Will this proposal or decision affect levels of waste sent to landfill, including for example, single-use plastics and packaging in your local authority?		<input type="text"/>
5	What impact will this project or decision have on goals to minimise construction waste?		<input type="text"/>
6	Will the proposal support the reduction of emissions in the supply chains of the goods and services purchased by your local authority?	More help (web link)	<input type="text"/>

9. Climate Change Target

Enter text answer below (include summary of climate change mitigation measures)

How does this proposal or decision contribute to achieving your local authority's carbon/climate change targets? What more could be done to improve this contribution further?

[More help](#)
[\(web link\)](#)

The report has no impact on our carbon emissions

Impacts Questionnaire: Progress Checklist

You have fully completed the Impacts Questionnaire and can now proceed to the Next Steps below.

- 1. Equality and Inclusion
- 2. Health
- 3. Resilience and Adaptation
- 4. Housing
- 5. Economy
- 6. Mobility and Connectivity
- 7. Carbon, Nature and Environment
- 8. Consumption and Production
- 9. Climate Change Target

Next Steps

Based on your answers above, the following sections should be completed.

Click on the relevant link to take you to your next section:

[Step 2: Carbon Assessment](#)

Here you will be prompted to answer the following sections:

Buildings	Transport	Land Use
<input type="checkbox"/> Q.1a	<input type="checkbox"/> Q.2a	<input type="checkbox"/> Q.3a
<input type="checkbox"/> Q.1b	<input type="checkbox"/> Q.2b	
<input type="checkbox"/> Q.1c	<input type="checkbox"/> Q.2c	
	<input type="checkbox"/> Q.2d	

[Step 3: Equalities Impact Assessment](#)

[Step 4: Welsh Language Impacts](#)

[Step 5: Results](#)

2. Simple Carbon Assessment

Guide

The Simple Carbon Assessment tool scores the Decision against best practice for reducing carbon emissions that cause climate change in line with your local authority's targets. You only need to answer the sections indicated - this is determined by answers given in the Impacts Questionnaire.

Some questions require a yes/no response that is scored. Others require a comment that will provide additional context for a reviewer of the decision. If 'Non Applicable' is given as an answer add a brief explanation why this is the case.

All questions need to be answered to score a section.

For any scoring a comment can be added as justification in the 'Comment' column.

Embodied carbon is not specified in the simple assessment - full life cycle assessment is required and advisable to comment on this.

The scoring is colour coded as follows:

Grey	No associated carbon impacts expected for decision.
Green	In the simple assessment the decision meets the highest standard in terms of practice and awareness.
Blue	In the simple assessment the decision meets most of the associated best practice with a good level of awareness.
Brown	In the simple assessment the decision only partially meets associated best practice and/or awareness is lacking, significant room for improvement.
Black	In the simple assessment the decision does not meet best practice and/or there is insufficient awareness of carbon impacts.

Simple Carbon Assessment

Buildings

✗ You do not need to answer section 1a

Q.1a If the Decision will contribute to the construction of a new residential building(s):

Comment - please provide succinct statements. Result

Question	Help	Answer	Comment	Result
State the design energy performance certification (EPC) of the building(s).			Enter text answer in the comment field →	
Does the proposed building fabric exceed required standards of energy efficiency (part L)?		<input type="text"/>		
Does the new building(s) include a natural gas or oil based heating system?		<input type="text"/>		
Are proposed buildings to Passivhaus standard?	More help (web link)	<input type="text"/>		
Have life cycle (embodied) carbon emissions of building materials been considered and minimised in building design and are steps taken to procure lowest carbon options?		<input type="text"/>		
Estimated additional costs to increase building air tightness and/or swap to low carbon heating.			Enter text answer in the comment field →	
Has a biodiversity impact assessment been completed and is onsite biodiversity net gain over 10%?	More help (web link)	<input type="text"/>		
Is there suitable pedestrian and cycle access from the new building(s) to all or some of the following amenities - food shopping/other shops/transport hub/health care services?		<input type="text"/>		
Building will include onsite renewable energy (Solar Photovoltaics (PV), Solar Thermal, Ground/Air Source Heat Pump)?	More help (web link)	<input type="text"/>		

✗ You do not need to answer section 1b

Q.1b If the decision will contribute to the renovation or maintenance of a residential building(s):

Comment - please provide succinct statements. Result

Question	Help	Answer	Comment	Result
What is the current EPC standard of the building(s) and what will it be following the intervention(s)?			Enter text answer in the comment field →	
If natural gas/oil heating systems are present will they be replaced with a low carbon alternative?		<input type="text"/>		
Have life cycle (embodied) carbon emissions of building materials being considered and are steps taken to procure lowest carbon options?		<input type="text"/>		
Will the building fabric be upgraded to improve energy efficiency?		<input type="text"/>		
Will a minimum EPC rating of 'C' be attained?		<input type="text"/>		

What additional costs are associated with upgrading building to EnerPhit standard after intervention)?	Help (web link) Help (web link 2)	Enter text answer in the comment field →	
Will onsite renewable energy generation (Solar Photovoltaics or Solar Thermal) be added as part of the renovation/maintenance?	More help (web link)	<input type="text"/>	

✗ You do not need to answer section 1c

Q.1c If the Decision will contribute to the construction of a new non-residential (including public) building:

Comment - please provide succinct statements. Result

State the design Energy Performance Certificate (EPC) or Display Energy Certificate (DEC) of the building.		Enter text answer in the comment field →		Result
Does the proposed building exceed required standards of energy efficiency (part L)?		<input type="text"/>		
Does the new building(s) include a natural gas or oil based heating system?		<input type="text"/>		
Does the building design include a Building Energy Management system or Building Management System ?		<input type="text"/>		
Estimated additional costs to improve to higher fabric efficiency standard.		Enter text answer in the comment field →		
Have life cycle (embodied) carbon emissions of building materials being considered and are steps taken to procure lowest carbon options?		<input type="text"/>		
Has biodiversity net benefit been incorporated into the project	More help (web link)	<input type="text"/>		
Is there suitable pedestrian and cycle access to/from the new building(s) for car free commuting?		<input type="text"/>		
Is there a bus/tram/train stop near (up to a mile) from the building(s) for car free commuting?		<input type="text"/>		
Will the development include multiple electric vehicle charging points?		<input type="text"/>		
Does the development include facilities for cyclists (secure, dry bike storage)?		<input type="text"/>		
Will the building have onsite renewables energy generation (Solar Photovoltaics (PV), Solar Thermal, wind generator)?	More help (web link)	<input type="text"/>		

Transport

✗ You do not need to answer section 2a

Q.2a If this Decision affects cycling, walking, bus, tram or train availability and/or access:

Comment - please provide succinct statements.

Result

Is an existing active travel route being extended/improved?		<input type="text"/>	▼	
Is an existing active travel route being removed/reduced?		<input type="text"/>	▼	
Is an active travel route being created?		<input type="text"/>	▼	
Is access to existing and planned local educational, shopping, leisure and work facilities by public transport being improved?		<input type="text"/>	▼	
Is resident access to low carbon transport being enhanced through increased shared mobility options?		<input type="text"/>	▼	
Are new public transport facilities being constructed?		<input type="text"/>	▼	
Are existing public transport facilities being removed or disrupted?		<input type="text"/>	▼	

✗ You do not need to answer section 2b

Q.2b If the Decision affect roads, parking or vehicle access:

Comment - please provide succinct statements.

Result

Will road capacity be increased for vehicles only?		<input type="text"/>	▼	
Will access for cyclists or pedestrians be reduced?		<input type="text"/>	▼	
Will access for cyclists or pedestrians be improved?		<input type="text"/>	▼	
Will the Decision incentivise more personal vehicle travel?		<input type="text"/>	▼	
With the exception of Disabled Parking - will the Decision lead to a net increase in parking spaces in town/city centres?		<input type="text"/>	▼	
Does the Decision increase access to electric vehicle charging points?		<input type="text"/>	▼	

✗ You do not need to answer section 2c

Q.2c If this Decision affect access for residents to amenities:

Comment - please provide succinct statements. Result

Does the development improve access to shops and services for residents by walking/cycling?		<input type="text"/>		
Does the development improve access to shops and services for residents by bus/tram?		<input type="text"/>		
Does the development require access to a car to reach?		<input type="text"/>		

✗ You do not need to answer section 2d

Q.2d If the Decision requires the procurement of a new vehicle:

Comment - please provide succinct statements. Result

What is the vehicle?		Enter text answer in the comment field →		
Is the vehicle fully electric or hydrogen fuelled?		<input type="text"/>		
Were whole-life costs for the vehicle (operation as well as initial purchase) considered?		<input type="text"/>		
If a fully electric or hydrogen option is not being selected state why.		Enter text answer in the comment field →		

Land Use

✗ You do not need to answer section 3a

Q.3a If the Decision changes existing land use:

Comment - please provide succinct statements. Result

Will existing green space /ecologically important habitat be preserved?	More help (web link)	<input type="text"/>		
Has a biodiversity assessment been completed?		<input type="text"/>		
Will a new natural habitat be created?	More help (web link)	<input type="text"/>		
Does this proposal impact a principal species ?	More help (web link)	<input type="text"/>		

Overall Rating

Impact Questionnaire: Progress Checklist

You have fully completed the Carbon Assessment and can now proceed to the Next Steps below.

Buildings

- ☑ Q.1a
- ☑ Q.1b
- ☑ Q.1c

Transport

- Q.2a
- Q.2b
- Q.2c
- Q.2d

Land Use

- Q.3a

Next Steps

Click on the relevant link to take you to your next section:

✕ [Step 3: Equalities Impact Assessment](#)

✕ [Step 4: Welsh Language Impacts](#)

[Step 5: Results](#)

3. Equalities Impact Assessment

✘ Based on your Impacts Questionnaire response, you are not required to complete this Equalities Impact Assessment.

4. Welsh Language Impact Assessment

✘ Based on your Impacts Questionnaire response, you are not required to complete this Welsh Language Impact Assessment.

4. Results

Results, interpretation and use

This tool allows users to self-assess the impact of decisions against your local authority's policy frameworks. Decisions may not always lead to universally positive outcomes. Here, the term 'impact' is used to capture both positive and negative outcomes of a decision.

Impacts Questionnaire Result

The results give a RAG (red, amber, green) rating indicating whether expected impacts align with your local authority's policy goals. An explanatory note/justification should be added to the overall rating result for each relevant impact area. For ease, the Justification/Mitigation column in the results tables contain all the comments that were provided whilst completing the questionnaires. These comments should be edited to provide useful information for decision-makers. They will be public and should be in plain English with references made to the full Decision Report. Please try to keep each comment box to under 100 words if possible.

Carbon Assessment Result

The Carbon Assessment results indicate the degree to which best practice is being adopted for minimising carbon emissions with an associated colour rating (green, blue, brown and black). Again, comments pulled through from the questionnaire should be edited to ensure the information is useful for decision-makers.

Recommendation Box

In this box, you should enter the recommendation that will be included in the paper. This recommendation should offer a very brief summary of the results of Decision Support Tool and must refer to any important caveats, mitigation measures, and negative impacts that decision-makers should note. For example noting whether positive/negative impacts are conditional on other policies or measures.

Exporting the result to your paper

An export button is provided below the results tables which will export these to a Word document. In addition, you should include the text you have added to the Recommendation Box in the relevant section within the main body of your paper.

Progress checklist

Please refer to the following checklist to ensure all sections have been completed before proceeding to the results tables:

START	✔ The overview information on the START page has been completed.
1. Impacts Questionnaire	✔ The Impacts Questionnaire has been completed.
2. Carbon Assessment	✔ Based on your responses you are not required to complete the Carbon Assessment.
3. Equalities Impact Assessment	✔ Based on your responses you are not required to complete the Equalities Assessment.
4. Welsh Language Impacts	✔ Based on your responses you are not required to complete the Welsh Language Impacts Assessment.

Recommendation - Key points for decision-makers

Insert text

Word Count

2

Date assessment completed: 19/09/2024

Impacts Questionnaire

Impact Indicator	Result	Justification/Mitigation	Word Count
Equality and Welsh Language			0
Health			0
Resilience and Adaptation			0
Housing			0
Economy			0
Mobility and Connectivity			0
Carbon, Nature and Environment			0
Consumption and Production			0

Contribution to achieving your local authority's Net Zero target

Further Assessment(s):

Legend:

- G** Positive impacts overall, whether long or short term.
- A** Mix of positive and negative impacts. Trade-offs to consider.
- R** Mostly negative, with at least one positive aspect. Trade-offs to consider.
- RR** Negative impacts overall.

RAG scoring definitions

	Grey: No applicable impacts
	Green: Positive impacts overall , whether long or short term and significant.
	Amber: There are both positive and negative expected impacts OR a net neutral impact with equal positive and negative overall outcomes is expected. Careful consideration of trade-offs is recommended.
	Light Red, mostly negative impacts but with at least one positive impact. Careful consideration of trade-offs is necessary.
	Dark Red. Negative impacts overall are expected. It should receive most attention for mitigation or be avoided. Clear and evidenced justification to progress this proposal will be required.

Carbon Assessment			
Overall Score			
Buildings	Result	Justification/Mitigation	Word Count
New Build residential	N/A		0
Residential building(s) renovation/maintenance	N/A		0
New build non-residential (including public) buildings	N/A		0
Transport			
Active travel and public transport	N/A		0
Roads, Parking and Vehicle Access	N/A		0
Access to amenities	N/A		0
Vehicle procurement	N/A		0
Land Use			
Land use	N/A		0
Legend:			
		No associated carbon impacts expected.	
		High standard in terms of practice and awareness on carbon.	
		Mostly best practice with a good level of awareness on carbon.	
		Partially meets best practice/ awareness, significant room to improve.	
		Does not meet best practice and/ or insufficient awareness of carbon impacts.	

	Grey: No associated carbon impacts expected for decision.
	Green: In the simple assessment the decision meets the highest standard in terms of practice and awareness.
	Blue: In the simple assessment the decision meets most of the associated best practice with a good level of awareness.
	Brown: In the simple assessment the decision only partially meets associated best practice and/or awareness is lacking, significant room for improvement.
	Black: In the simple assessment the decision does not meet best practice and/or there is insufficient awareness of carbon impacts.

Exporting options

Export tables to Word document

- When clicked, the button below will launch a new Word document and paste the above results tables in. You can then save this new
- Once you have exported the results table to Word, please copy and paste the table into your meeting paper at the location specified in the paper template and submit the final paper to the Secretariat in the usual way.
- Please then save the whole Excel spreadsheet using "File...Save As...[Title of Paper]" in an appropriate location for future editing and forward a copy of the whole Excel file to the Secretariat for archiving.

Manually exporting

- If you would like to export any other parts of this tool, you can do it manually. It is recommended that you copy and paste as images to avoid any problems associated with pasting the form controls (drop downs and tick boxes) into other documents.
- To do this, first highlight the table or area of a table you would like to copy.
- Then using options at the top of the screen click on the **Home tab**. Then in the **Clipboard group**, click the small down arrow next to **Copy**, then select **Copy as Picture**.
- A box of options will appear, click **OK** to select the default options. Then open your Word (or other) document and press **CTRL+V** to paste. Alternatively right click in the document and select **Paste from the menu**. It will paste as a picture and you can resize it to suit your document.

Full PDF output

- The entirety of this workbook can be exported as a PDF file.
- Click **File > Print**.
- Under **Printers** select 'Microsoft Print to PDF'.

4. Under **Settings** select 'Print Entire Workbook' (or leave it as Active Sheet if you just want one of the worksheets).
5. Select **Print** and you will be prompted to choose where you would like to save your PDF.

Submitting the results

Attach these results to your proposal/Committee report and submit them to your chief officer for signing off. If you have an action plan for mitigation measures, please include it in your attachments too.

All signed off results should be submitted to your Strategic Policy Advisor or Governance team, and you should keep your own copy.

Outputs from the Carbon and Co-benefits Assessment Tool are provided to decision makers to help them understand possible wider co-benefits of taking the proposal forward or seek changes or mitigation measures where needed.