

# City of Cardiff Council

## Statutory Screening Tool Guidance



If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all City of Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Statutory Screening Tool will identify if there is a need for a full impact assessment, as relevant.

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The main statutory requirements that strategies, policies or activities must reflect include:

- [Equality Act 2010 - Equality Impact Assessment](#)
- [Wellbeing of Future Generations \(Wales\) Act 2015](#)
- [Welsh Government Statutory Guidance - Shared Purpose Shared Delivery](#)
- [United Nations Convention on the Rights of the Child](#)
- [United Nations Principles for Older Persons](#)
- [Welsh Language \(Wales\) Measure 2011](#)
- [Health Impact Assessment](#)
- [Habitats Regulations Assessment](#)
- [Strategic Environmental Assessment](#)

This Statutory Screening Tool allows the Council to meet the requirements of all the above legislation as part of an integrated screening method and should take no longer than 1 hour to complete.

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The Statutory Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session, please contact the Operational Manager – Policy, Partnerships and Community Engagement on (029) 2078 8561 or e-mail: [Gareth.Newell@cardiff.gov.uk](mailto:Gareth.Newell@cardiff.gov.uk)

Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed Screening Tool will be published on the Council's Intranet.**

## Statutory Screening Tool

<b>Name of Strategy / Policy / Activity:</b> The City of Cardiff Council Bilingual Cardiff 5-year Welsh Language Strategy 2017-2022	<b>Date of Screening:</b> February 2017
<b>Service Area/Section:</b>	<b>Lead Officer:</b> Ffion Gruffudd
<b>Attendees:</b> Self-assessment	

<b>What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function</b>	<b>Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]</b>
<p>The City of Cardiff Council Bilingual Cardiff: 5-Year Welsh Language Strategy 2017-2022 is a statutory requirement of the Welsh language (no.1) standards which were issued to the City of Cardiff Council under Section 44 Welsh Language (Wales) Measure 2011. This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff.</p> <p>The vision of this strategy is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.</p>	<p>The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language [No.1] Regulation Standards 2015). The standards issued to the City of Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011.</p> <p>Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh Government's Welsh Language Strategy 2012—17 and draft strategy: <i>a million Welsh speakers by 2050</i> (published for consultation August 2016).</p> <p>The draft Bilingual Cardiff strategy was published for public consultation on the 30<sup>th</sup> of September in accordance with the requirements and since then a detailed action plan for the strategy has been developed with our partners in order to deliver on the identified priorities.</p> <p>Welsh Language Standard 145 states:</p> <p><b>You must produce, and publish on your website, a 5-year</b></p>

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**strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).**

The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census. This will primarily be achieved through the Welsh in Education Strategic Plan 2017-2020.

Of the responses received to the public consultation (223 responses) **70.3%** strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. **53.2%** agreed with our target for increasing the number of Welsh speakers in Cardiff.

The Bilingual Cardiff Strategy will contribute to the seven national well-being goals within the Well-being of Future Generations Act, in particular towards Wales having a vibrant culture and a thriving living Welsh language.

## Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
<b>+</b>	Positive	Positive contribution to the outcome
<b>-</b>	Negative	Negative contribution to the outcome
<b>ntrl</b>	Neutral	Neutral contribution to the outcome
<b>Uncertain</b>	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.1	<p><b>People in Cardiff are healthy;</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li>the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,</li> <li>vulnerable citizens and areas of multiple deprivation</li> <li>Addressing instances of inequality in health</li> </ul>	x				<p>The action plan with the Bilingual Cardiff Strategy includes actions relating to play and recreational activities for children and young people between the ages of 4-11 and 11-18.</p> <p>Menter Caerdydd and Urdd Gobaith Cymru are two lead partners who specialise in providing Welsh medium play and recreational activities for children and adults across Cardiff.</p> <p>The action plan contains an action to increase opportunities for people to receive Health &amp; Social Care in Welsh.</p>
1.2	<p><b>People in Cardiff have a clean, attractive and sustainable environment;</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li>the causes and consequences of Climate Change and creating a carbon lite city</li> <li>encouraging walking, cycling, and use of public transport and improving access to countryside and open space</li> <li>reducing environmental pollution (land, air, noise and water)</li> <li>reducing consumption and encouraging waste reduction, reuse, recycling and recovery</li> <li>encouraging biodiversity</li> </ul>			x		
1.3	<p><b>People in Cardiff are safe and feel safe;</b> Consider the potential impact on</p> <ul style="list-style-type: none"> <li>reducing crime, fear of crime and increasing safety of</li> </ul>			x		

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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<i>individuals</i> <ul style="list-style-type: none"> <li>• <i>addressing anti-social behaviour</i></li> <li>• <i>protecting vulnerable adults and children in Cardiff from harm or abuse</i></li> </ul>					
1.4	<b>Cardiff has a thriving and prosperous economy;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>• <i>economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)</i></li> <li>• <i>Assisting those Not in Education, Employment or Training</i></li> <li>• <i>attracting and retaining workers (new employment and training opportunities, increase the value of employment,)</i></li> <li>• <i>promoting local procurement opportunities or enhancing the capacity of local companies to compete</i></li> </ul>			x		
1.5	<b>People in Cardiff achieve their full potential;</b> <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <li>• <i>promoting and improving access to life-long learning in Cardiff</i></li> <li>• <i>raising levels of skills and qualifications</i></li> <li>• <i>giving children the best start</i></li> <li>• <i>improving the understanding of sustainability</i></li> <li>• <i>addressing child poverty (financial poverty, access poverty, participation poverty)</i></li> <li>• <i>the United Nations Convention on the Rights of a Child and Principles for Older persons</i></li> </ul>	x				<p>The strategy contains the following priorities which will assist the people of Cardiff achieving their full potential</p> <ul style="list-style-type: none"> <li>• Improve rates of progression between early years to post-16 education.</li> <li>• Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language.</li> <li>• Provide opportunities for families to use Welsh together.</li> <li>• Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates.</li> <li>• Ensure that the Welsh language is seen as a valuable skill for training and employment.</li> <li>• Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.</li> <li>• Support Yr Hen Lyfrgell – Cardiff's Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff's extensive Welsh language history and heritage.</li> </ul>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.6	<p><b>Cardiff is a Great Place to Live, Work and Play</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li>• promoting the cultural diversity of Cardiff</li> <li>• encouraging participation and access for all to physical activity, leisure &amp; culture</li> <li>• play opportunities for Children and Young People</li> <li>• protecting and enhancing the landscape and historic heritage of Cardiff</li> <li>• promoting the City's international links</li> </ul>					<p>The strategy contains the following priorities which will positively impact Cardiff as a great place to live, work and play.</p> <ul style="list-style-type: none"> <li>• Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.</li> <li>• Provide opportunities for families to use Welsh together.</li> <li>• Promote the Welsh language as a unique selling point for Cardiff as a capital and core city and promote the 'Bilingual Cardiff' brand.</li> </ul>
1.7	<p><b>Cardiff is a fair, just and inclusive society.</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li>• the elimination of discrimination, harassment or victimisation for equality groups</li> <li>• has the community or stakeholders been engaged in developing the strategy/policy/activity?</li> <li>• how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</li> </ul>					<p>See Equality Impact Assessment.</p> <p>The strategy contains the following priorities relating to equality groups.</p> <ul style="list-style-type: none"> <li>• Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.</li> </ul> <p><b>Community &amp; Stakeholder consultation</b></p> <ul style="list-style-type: none"> <li>• Online Public Consultation - 223 Responses in total.</li> <li>• Staff Responses – 28</li> <li>• 11<sup>th</sup> August internal consultation event – 20 Attendees</li> <li>• 20<sup>th</sup> October stakeholder event – 34 Attendees from 26 organisations.</li> <li>• 8<sup>th</sup> February 2017 –Welsh Language Forum/</li> <li>• 10<sup>th</sup> February – Yr Hen Lyfrgell partners</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					254 responses were received during the consultation period. Of the responses received to the public consultation (223 responses) <b>70.3%</b> strongly agreed or tended to agree with the vision of a truly bilingual Cardiff. <b>53.2%</b> agreed with our target for increasing the number of Welsh speakers in Cardiff.
Will this Policy/Strategy/Project have a <b>differential impact</b> on any of the following:					<i>Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?</i>
<ul style="list-style-type: none"> <li><b>Age</b> (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)</li> </ul>	X				<p>One of the strategic areas of the Bilingual Cardiff Strategy is Families, Children &amp; Young People. Our vision is for families, children and young people have ample opportunities to use Welsh every day.</p> <ul style="list-style-type: none"> <li>Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan.</li> <li>Promote the benefits of transferring the Welsh language within the family, and give children and young people the opportunity to become confident bilingual adults.</li> <li>Provide opportunities for families to use Welsh together.</li> <li>Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates.</li> <li>Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language.</li> <li>Improve rates of progression between early years to post-16 education.</li> </ul>

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
					<ul style="list-style-type: none"> <li>Ensure that the Welsh language is seen as a valuable skill for training and employment.</li> </ul>
• Disability			X		
• Gender Reassignment			X		
• Marriage & Civil Partnership			X		
• Pregnancy & Maternity			X		
• Race			X		<p>The strategy contains the following priorities relating to equality groups.</p> <p>Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.</p>
• Religion/Belief			x		
• Sex			x		
• Sexual Orientation			x		
• Welsh Language	x				<p>This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors.</p> <p>The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census.</p> <p>All the partners listed within this strategy have agreed to implement and monitor progress against the relevant actions within the action plan.</p>



	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation												
		+	-	Ntrl	Un-Crtn													
						<p>Further, Cardiff's long established Welsh Language Forum, now renamed the Bilingual Cardiff Forum, which includes representation from all the partners listed within this Strategy, have agreed to undertake the role of implementing and monitoring this strategy on behalf of their organisations whilst the Bilingual Cardiff team will lead on facilitating the Strategy from the Council's perspective.</p> <p>Through this strategy we will be starting a journey to promote and facilitate the Welsh language in Cardiff, and revising the strategy in order to set further targets. It is accepted that the Council's vision of creating a bilingual Cardiff cannot be achieved within 5 years alone.</p>												
						<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Is a full <a href="#">Equality Impact Assessment</a> required?</td> <td></td> <td></td> </tr> <tr> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Is a full <a href="#">Child Rights Impact Assessment</a> required?</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Is a full <a href="#">Equality Impact Assessment</a> required?				X		Is a full <a href="#">Child Rights Impact Assessment</a> required?		X
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1.8	<p><b>The Council delivers positive outcomes for the city and its citizens through strong partnerships</b>  <i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <li><i>strengthening partnerships with business &amp; voluntary sectors</i></li> <li><i>the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i></li> </ul>	X				<p>This is a-city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors.</p> <p>All the partners listed within this strategy have agreed to implement and monitor progress against the relevant actions within the action plan.</p>												

**SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):**

One of the requirements of the Welsh language standards that were issued to all local authorities in Wales last year is to produce and publish a five year strategy by the 30th of September 2016 which sets out how we will promote and facilitate the use of Welsh. This standard (145) also requires local authorities to include a target to increase or maintain the number of Welsh speakers within their area.

The draft Bilingual Cardiff strategy was published for public consultation on the 30<sup>th</sup> of September in accordance with the requirements and since then a detailed action plan for the strategy has been developed with our partners in order to deliver on the identified priorities.

This is a city wide strategy which sets out the Council's priorities for promoting and developing the Welsh language in Cardiff. Delivering the strategy will therefore rely on partnership working: between public sector partners; between the public, private and education sectors. In October the Council also held a successful consultation workshop with over 26 partner organisations that which assist us in implementing this strategy.

The strategy includes a target to increase the number of Welsh speakers within Cardiff over a five-year period in line with the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we have set a target to increase the number of Welsh speakers in Cardiff by 15.9% to 42,584 by the 2021 Census.

Through this strategy we will be starting a journey to promote and facilitate the Welsh language in Cardiff, and revising the strategy in order to set further targets. It is accepted that the Council's vision of creating a bilingual Cardiff cannot be achieved within 5 years alone.

#### **WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:**

The following consultation and engagement activities have been undertaken, and the action plan has been developed in partnership with our lead partners who will assist the Council in delivering the priorities of the strategy in order to achieve our vision of a truly 'Bilingual Cardiff'

- Online Public Consultation - 223 Responses in total
- Internal Staff survey
- 11<sup>th</sup> August internal consultation event
- 20<sup>th</sup> October stakeholder event - Attendees included Welsh Government, the Welsh Language Commissioner, Cardiff University, the Public Service Board organisations, Menter Caerdydd, and Urdd Gobaith Cymru.

## Part 2: Strategic Environmental Assessment (SEA)

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?		x
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
<ul style="list-style-type: none"> <li>▪ If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes</li> <li>▪ If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below)</li> </ul>		x

If you have any doubt about your answers to the above questions, then please consult the Sustainable Development Unit for advice on (029) 2087 3228 or email: [sustainabledevelopment@cardiff.gov.uk](mailto:sustainabledevelopment@cardiff.gov.uk)

## Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?			

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information, please phone (029) 2087 3215 or email: [biodiversity@cardiff.gov.uk](mailto:biodiversity@cardiff.gov.uk)

## Part 4: Welsh Language (Wales) Measure 2011

		Yes	No	Unsure
4.1	Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?	x		
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?	x		

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: [Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

## Appendix 1 – Statutory Requirements

It is possible that the Statutory Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government’s Equality Regulations 2011.*
- **Wellbeing of Future Generations (Wales) Act:** *The Act requires sustainable development to be a central organising principle for the organisation. This means that there is a duty to consider sustainable development in strategic decision making processes.*
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery:** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. The City of Cardiff Council must therefore demonstrate its contribution towards Cardiff’s own integrated plan: “What Matters”.*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **Welsh Language (Wales) Measure 2011:** *The Measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*
- **Strategic Environmental Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*