

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

### What is the proposal?

Title: Delivering a Modern Cardiff Works and Agency Provision

### Is this a new proposal or are you amending an existing policy, strategy, project, procedure or service?

New

Existing

### Directorate/Service Area:

People & Communities / Adults, Housing & Communities

### Who is developing the proposal?

Name: Hayley Beynon

Job Title: Operational Manager - Advice

### Responsible Lead Officer (Director or Assistant Director):

Helen Evans; Assistant Director – Housing & Communities

### Cabinet Portfolio:

Finance, Modernisation & Performance  
Tackling Poverty, Equality & Public Health



<b>Authorisation</b>	
Completed By:	Hayley Beynon
Job Title:	Operational Manager – Advice
Date:	07/6/23
Approved By:	Helen Evans
Job Title:	Assistant Director, Housing & Communities

**Document History – do not edit.**

*The Single Impact Assessment (SIA) can be strengthened as time progresses, helping shape the proposal. Version control will provide a useful audit trail of how the SIA has developed. Draft versions of the assessment should be retained for completeness, however only the final version will be publicly available. Draft versions may be provided to regulators if appropriate.*

<b>Version</b>	<b>Author</b>	<b>Job Title</b>	<b>Date</b>
1	Fiona Gibson	Senior Corporate Policy Officer	12/10/2022
2	Fiona Gibson	Senior Corporate Policy Officer	12/04/2023

## 2. Overview of the Proposal

### **What action is the Council considering and why?**

*Please provide a detailed outline of the proposal. This information will support your findings in the impact assessments.*

1. To provide members with an update on Cardiff Works, the Council's in-house agency, and proposed future enhancements of the service including:
  - Digitalisation of the service,
  - Streamlining recruitment processes,
  - New marketing and branding strategy,
  - Increased accessibility of the service, with a public access point at Central Library Hub,
  - Greater visibility in the community alongside the Into Work Advice Service,
  - Implementing the Cardiff Works Ready programme,
  - The introduction of Cardiff Works For You (subsidised placement initiative),
  - Opportunities to create additional income and providing better value for money,
  - Supporting service areas who are facing difficulties recruiting.
  
2. To consider the re-procurement for the provision of a brokerage service to provide external agency staff via a mini-competition tender.

External agency staff are currently provided through a contract with Matrix SCM Ltd; the current contract is Vendor Neutral and expires on 31<sup>st</sup> October 2023.

A Vendor Neutral provider is a third-party organisation which manages a large number of agency contracts, and effectively delivers a "brokerage service" to its customer. It is the responsibility of the vendor-neutral company to enter into contracts with agencies on a neutral basis, and to ensure that workers are provided from these agencies to the Council.

Both Master and Neutral Vendor options have been considered, however the positives of choosing Neutral vendors includes a bigger supply chain, meaning a wider pool of candidates to recruit from, and access to specialised recruitment agencies for qualified roles; reducing the need for off contract spend.

### **What are the costs and/or savings?**

*What will the proposal cost and how will it be funded?*

*How might costs be reduced through involvement and collaboration, across Cardiff Council and/or with external stakeholders?*

*Are there savings and how will these be realised?*

The current Agency Worker Provision Neutral Vendor retains £144,000 of the contract value per year; the cost is carried by each Service Area according to each team's recruitment spend.

Economies of scale are possible through a joint tender process with neighbouring Local Authorities who are also looking to implement a Vendor Neutral approach. Each Local Authority will be required to seek individual approval for this approach and complete a separate Technical Specification, but would join together to complete the tender process.

The Local Authority's current recruitment freeze has had an impact on the amount of agency worker orders being placed, with a drop of 43% since the freeze was implemented in November 2022. By teams closely monitoring recruitment activity, this will automatically reduce spend on agency spend across the council.

To ensure best value for money, the Framework used changed from a % levy formula to a £/p per hour worked model. The National Procurement Services (NPS) rates were originally £0.02 per hour worked in the previous iteration of the NPS Temporary Agency Works framework, which was applicable on the previous 2020-2023 arrangement and has now subsequently changed to £0.01 per hour worked for the new iteration of the framework that is currently being evaluated by the NPS.

Further savings will be achieved through the National Procurement Service's new framework, which will be launched mid-June 2023; using this framework will ensure the lowest rates.

Economies of scale are possible through a joint tender process with neighbouring Local Authorities who are also looking to implement a Vendor Neutral. Each Local Authority will be required to seek individual approval for this approach and complete a separate Technical Specification, but would join together to complete the tender process.

### 3. Impact Assessments

#### Which impact assessments do you need to complete to support your proposal?

The [Impact Assessment Screening Tool](#) provides advice tailored to your proposed policy, strategy or project regarding which impact assessments may be required and who to contact to find out more.

The screening tool is an online form with mainly multiple-choice questions which should take less than 10 minutes to complete.

Once the answers have been submitted, an automated email will be sent to you with the recommended next steps and details of who to contact for expert advice.

**Put Yes or No next to each of the impact assessments listed below to indicate which ones are being carried out.**

Impact Assessment	Page	To be completed: Y/N
A. Equality Impact Assessment	4	Y
B. Child Rights Impact Assessment	10	N
C. Welsh Language Impact Assessment	11	Y
D. Habitats Regulations Assessment	16	N

E. Strategic Environmental Assessment	17	N
F. Data Protection Impact Assessment	18	Y
G. Health Impact Assessment	19	N

For further information on all the above impact assessments including who to contact for advice, please visit the [Policy Portal](#).

# A: Equality Impact Assessment

Guidance in completing this assessment can be accessed [here](#). Please consult the Equality Team for any further assistance with completing this assessment [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)

Under the Equality Act 2010, “differential impact” means that people of a particular protected characteristic (e.g. people of a particular age) will be significantly more affected by the change than other groups.

## Impact on the Protected Characteristics

### Age

Will this proposal have a **differential impact [positive/negative]** on different age groups?

	Yes	No	N/A
Up to 18 years	Y		
18 - 65 years	Y		
Over 65 years	Y		

### Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The implementation of the Cardiff Works Ready programme and the Cardiff Works for You subsidised placement scheme has had a positive impact on young people and people from under-represented communities who have little or no work experience.

The Cardiff Works Ready programme provides additional support to become employment ready by accessing Adult Learning courses and one-to-one mentoring. The Cardiff Works for You subsidised placement initiative was launched to provide Cardiff Council temporary employment opportunities for young people and for people from under-represented communities who would normally struggle to secure employment. The initiative fully funds the first month salary cost to allow candidates to gain work experience within the Council.

The proposed Neutral Vendor option for the re-procurement of the Agency Work Provision contract will allow for temporary employment opportunities from a wider pool of agency providers, giving more candidates a chance of employment with the Local Authority.

### What action(s) can you take to address the differential impact?

In addition to the support provided specifically to young people. The Into Work Advice Service will be carrying out dedicated recruitment events to engage with older jobseekers.

The tender Quality Questions will include a section around how agency providers will engage with people of different age groups and what support they will provide to encourage people to sign up to their agency.

### Disability

Will this proposal have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	Y		
Learning Disability	Y		
Long-Standing Illness or Health Condition	Y		
Mental Health	Y		
Neurodiversity	Y		
Physical Impairment	Y		
Substance Misuse			Y
Visual Impairment	Y		
Other	Y		

#### Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Cardiff Works Ready project has had a positive impact on disabled people. By providing one-to-one mentoring on the Cardiff Works assessment it ensures that prospective candidates who may have previously been deterred from sitting the assessment (for example, people with dyslexia) are provided with additional face-to-face support. Cardiff Works Ready mentors are also able to accompany candidates as they sit the assessment as a confidence boosting measure.

The Cardiff Works For You scheme will also benefit people with a disability. Going forward, the scheme will work alongside the Local Supported Employment project to help place disabled job seekers in suitable Cardiff Works placements. In order for Cardiff Works to subsidise a placement, recruiting managers will be expected to complete a business case as to how they will support the disabled job seeker in their role. In addition, a Cardiff Works Ready Mentor will be allocated to provide support.

#### What action(s) can you take to address the differential impact?

The Cardiff Works Ready scheme is open for all job seekers alongside the support detailed above. The Into Work Advice Service is also able to provide recruitment support to all job seekers.

### Gender Reassignment

Will this proposal have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A

Transgender People (Transgender people are people whose gender identity or gender expression is different from the gender they were assigned at birth.)			n/a
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**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

**What action(s) can you take to address the differential impact?**

### Marriage and Civil Partnership

Will this proposal have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			N/A
Civil Partnership			N/A

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

**What action(s) can you take to address the differential impact?**

### Pregnancy and Maternity

Will this proposal have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			N/A
Maternity			

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**



<b>What action(s) can you take to address the differential impact?</b>

**Race**

Will this proposal have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White	Y		
Mixed / Multiple Ethnic Groups	Y		
Asian / Asian British	Y		
Black / African / Caribbean / Black British	Y		
Other Ethnic Groups	Y		

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<p>The implementation of the Cardiff Works Ready programme and the Cardiff Works for You subsidised placement scheme has had a positive impact on people from under-represented communities, who have little or no work experience.</p> <p>The Cardiff Works Ready programme provides additional support to become employment ready by accessing Adult Learning courses and one-to-one mentoring. The Cardiff Works for You subsidised placement initiative was launched to provide Cardiff Council temporary employment opportunities for people from under-represented communities who would normally struggle to secure employment. The initiative fully funds the first month's salary cost to allow candidates to gain work experience within the Council.</p> <p>The proposed Neutral Vender option for the re-procurement of the Agency Work Provision contract will allow for temporary employment opportunities from a wider pool of agency providers, giving more candidates chance of employment with the Local Authority.</p>
<b>What action(s) can you take to address the differential impact?</b>
<p>By fully aligning the Into Work and Cardiff Works teams, there has been some fantastic outcomes for those seeking work. Additional external funding was secured to appoint Community Engagement Officers. Their role is to connect with communities that are under-represented in the current workforce and engage with younger people. The Community Engagement Officers have carried out a programme of events in the Southern Arc of the city, working with community groups to raise awareness of the types of roles available and the support on offer for those who have little or no work history.</p>

Several specific BME Jobs Fairs have taken place in local mosques, Grangetown Pavilion and Grange Gardens. From the involvement of the Community Engagement Officers across the Into Work team, and the work with the Race Equality Taskforce, the percentage of BME applicants applying and successfully entering into the Cardiff Works pool has increased from just 7% in June 2021, to 37% at the end of March 2023. Whilst the increase has been welcomed by the whole service, a programme of further engagement events has already commenced to further increase the diversity in the pool.

**Religion, Belief or Non-Belief**

Will this proposal have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			N/A
Christian			N/A
Hindu			N/A
Humanist			N/A
Jewish			N/A
Muslim			N/A
Sikh			N/A
Other belief			N/A
No belief			N/A

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

**What action(s) can you take to address the differential impact?**

**Sex**

Will this proposal have a **differential impact [positive/negative]** on male, female or non-binary persons?

	Yes	No	N/A
Male persons			N/A
Female persons			N/A
Non-binary persons			N/A

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

<b>What action(s) can you take to address the differential impact?</b>

**Sexual Orientation**

Will this proposal have a **differential impact [positive/negative]** on people with different sexual orientations?

	Yes	No	N/A
Bi			N/A
Gay			N/A
Lesbian			N/A
Heterosexual			N/A
Other			N/A

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
<b>What action(s) can you take to address the differential impact?</b>

**Socio-economic Duty**

Is the change anticipated to reduce or contribute to inequality of outcome as a result of socio-economic disadvantage? (e.g. will the change negatively impact on those on low-incomes or those living in deprived areas?)

	Yes	No	N/A
Socio-economic impact		N	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
The change will positively impact on those from low-incomes/living in deprived areas, through the creation of the Cardiff Works Ready project and the Cardiff Works For You initiative.
Increased visibility in deprived communities has already begun with a scheduled community engagement programme; the team has already seen an increase of 30% in

the number of people engaging with the Into Work Service and Cardiff Works over the past 12 months.

**What action(s) can you take to address the differential impact?**

**Welsh Language**

Will this proposal have a **differential impact [positive/negative]** on the Welsh language?

	Yes	No	N/A
Welsh language	Y		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

A wide-reaching bilingual communications campaign was launched at the end of 2021 to raise awareness of Cardiff Works. This included promoting the different types of roles available and the commitment of supporting people into temporary roles as a pathway to permanent employment within the Local Authority.

The number of people contacting and registering with Cardiff Works increased by 290% in the 3 months after the website and publicity launch (with over 9,000 hits on average per month). Applications received to join the Cardiff Works pool jumped from just over 300 in the first 6 six months of the year, to over 900 following the end of the successful publicity campaign. Regular, ongoing publicity continues to be carried out to further promote Cardiff Works.

The new Agency Worker contract holder will be required to use a bilingual online system and promote the use of Welsh Language, ensure that the supply chain under the neutral vendor is aware of the council’s commitment to the Welsh Language, and ensure the option of Welsh correspondence is offered.

**What action(s) can you take to address the differential impact?**

We will ensure all promotional materials, advertising and marketing campaigns are bilingual, together with the presence of Welsh speaking staff.

We will ensure recruiting managers are aware of the requirement of bilingual adverts and the need for Welsh essential posts.

**Consultation and Engagement**

What arrangements have been made to consult/engage with equality/ community organisations, especially those who are representative of those you have identified as being likely to be affected?

The Race Equality Taskforce (RET) and the Council’s internal BAME network were consulted closely on the suggested improvements to Cardiff Works’ service delivery. Increased accessibility and new branding were implemented following engagement with the RET. The Disability Network and other specialist disabled groups will be consulted for the expansion of the Cardiff Works For You scheme.

**Summary of Actions (Listed in the sections above)**

	<b>Actions</b>
Age	<p>In addition to the support provided specifically to young people, the Into Work Advice Service will be carrying out dedicated recruitment events to engage with older job seekers.</p> <p>The tender Quality Questions will include asking how agency providers will engage with people of different age groups and what support they will provide to encourage people to sign up to their agency.</p>
Disability	<p>Cardiff Works Ready is able to provide additional support with the Cardiff Works assessment to disabled job seekers. Cardiff Works For You will provide subsidised placements for job seekers by working alongside the Local Supported Employment project.</p>
Gender Reassignment	<b>N/A</b>
Marriage & Civil Partnership	<b>N/A</b>
Pregnancy & Maternity	<b>N/A</b>
Race	<p>By fully aligning the Into Work and Cardiff Works teams, there has been some fantastic outcomes for those seeking work. Additional external funding was secured to appoint Community Engagement Officers. Their role is to connect with communities that are under-represented in the current workforce and engage with younger people. The Community Engagement Officers have carried out a programme of events in the Southern Arc of the city, working with community groups to raise awareness of the types of roles available and the support on offer for those who have little or no work history.</p> <p>Several specific BME Jobs Fairs have taken place in local mosques, Grangetown Pavilion, and Grange Gardens. From the involvement of the Community Engagement Officers across the Into Work team and the work with</p>

	<p>the Race Equality Taskforce, the percentage of BME applicants applying and successfully entering into the Cardiff Works pool has increased from just 7% in June 2021, to 37% at the end of March 2023</p> <p>Whilst the increase has been welcomed by the whole service, a programme of further engagement events has already commenced to further increase the diversity in the pool.</p>
Religion/Belief	<b>N/A</b>
Sex	<b>N/A</b>
Sexual Orientation	<b>N/A</b>
Socio-economic Impact	<b>N/A</b>
Welsh Language	<p>Ensuring all promotional materials, advertising and marketing campaigns are bilingual, together with Welsh speaking staff.</p> <p>Ensuring recruiting managers are aware of the requirement of bilingual adverts and the need for Welsh essential posts.</p>
Generic/ Over-Arching (applicable to all the above groups)	<b>N/A</b>

### Next Steps

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

Where the Equality Impact Assessment shows negative impacts, you must append the form to the Cabinet or Officer Decision Report.

On completion of this Assessment, please ensure that the whole form is submitted to the Equality Team mailbox so that there is a record of all assessments undertaken in the Council [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)

## **B: Child Rights Impact Assessment**

The aim of a Child Rights Impact Assessment is to put children and young people at the forefront of decision-making. The assessment helps officers to consider how the rights of children and young people may be affected by a proposed policy or project.

Click [here](#) to start a Child Rights Impact Assessment.

You will receive an automated email containing a link to your Child Rights Impact Assessment template and the Child Friendly Cardiff Team will be in contact to support you.

Guidance for Local Government prepared by Unicef is available here:

[Child Rights Impact Assessment - Child Friendly Cities & Communities \(unicef.org.uk\)](https://www.unicef.org.uk/child-rights-impact-assessment-child-friendly-cities-communities)

For further information or assistance in completing the Child Rights Impact Assessment, please contact the Child Friendly Cardiff Team [ChildFriendlyCardiff@cardiff.gov.uk](mailto:ChildFriendlyCardiff@cardiff.gov.uk)

### **Next Steps**

Where it is considered that a Child Rights Impact Assessment is required, you must append the form to the Cabinet or Officer Decision Report.

## C: Welsh Language Impact Assessment

Please consult with Bilingual Cardiff for any assistance with completing this assessment  
[Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

### Welsh Language Standards 88-97

#### Standard 88

Will this proposal have a **differential impact [positive/negative]** on:

	Yes	No	N/A
The opportunities for persons to use the Welsh language?	Y		
Treating the Welsh language no less favourably than the English language?		Y	

**Please give details/ consequences of the differential impact, and provide supporting evidence, if any.**

The Council uses both Cardiff Works and the procured Agency Worker Supplier contract to recruit for agency and temporary workers for Council roles; both recruitment pathways require the same effort in recruiting Welsh speakers for the Local Authority.

Cardiff Works is the Council's in-house agency provision, whereas the Agency Worker Supplier contract is external to the Local Authority, which manages its own supply chain. Currently, Matrix SCM is the contract holder and has committed to adhering to the Welsh Language Standards, however the contract will expire on 31<sup>st</sup> October 2023 and will require reprocurement via a mini-competition process.

#### Standard 89

Could this proposal be formulated or re-formulated, so that it would have positive effects, or increased positive effects, on:

**The opportunities for persons to use the Welsh language?**

Cardiff Works provides candidates for temporary placements within the Council. The team are actively seeking potential workers who are able to speak Welsh – and have held dedicated Welsh Speaker recruitment fairs to increase the number of Welsh speakers within the Cardiff Works pool.

All publicity campaigns are bilingual, and do not treat Welsh language documents any less favourably than English language documents.

The new Agency Worker contract holder will be required to use a bilingual online system and promote the use of Welsh Language. The team will ensure that the supply



chain under the neutral vendor is aware of the Council's commitment to the Welsh Language, and ensure the option of Welsh correspondence is offered.

**Treating the Welsh language no less favourably than the English language?**

**Standard 90**

Could this proposal be formulated or re-formulated to ensure that it does not have adverse effects, or a decreased adverse effect, on:

**The opportunities for persons to use the Welsh language?**

As above.

**Treating the Welsh language no less favourably than the English language?**

**Standard 91**

When consulting on the proposal, were views considered, and sought, on the effects (both positive and negative) that it would have on:

**The opportunities for persons to use the Welsh language?**

The Welsh Language Act has been considered when completing the procurement pack; a quality question has been included, as part of the pre-tender report, and has been designed to ensure all tenders submitted guarantee that all online systems, advertising, forms, websites, training and correspondence are bilingual, as well as ensuring that their supply chain also adheres to the standards.

**Treating the Welsh language no less favourably than the English language?**

**Standard 92**

Did the consultation seek and give consideration to views on how the proposal could have positive, or increased positive effects, on:

**The opportunities for persons to use the Welsh language?**

As above.

**Treating the Welsh language no less favourably than the English language?**

**Standard 93**

Did the consultation seek and give consideration to views on how the proposal could have no adverse effects, or decreased adverse effects, on:

**The opportunities for persons to use the Welsh language?**

As above.

**Treating the Welsh language no less favourably than the English language?**

**Standard 94**

If the proposal includes the awarding of grants, has consideration been given to the guidance presented in Cardiff Council's Policy on Awarding Grants in Compliance with the Welsh Language Standards with regard to:

**The opportunities for persons to use the Welsh language?**

N/A

**Treating the Welsh language no less favourably than the English language?**

**Standard 95**

If research was undertaken or commissioned to assist with the development of the proposal, did it give consideration to whether it would have a **differential impact [positive/negative]** on:

The opportunities for persons to use the Welsh language?
N/A

Treating the Welsh language no less favourably than the English language?

### Standard 96

Did the research undertaken or commissioned to assist with the development of the proposal give consideration to how it could have a positive effect, or increased positive effects, on:

The opportunities for persons to use the Welsh language?
N/A

Treating the Welsh language no less favourably than the English language?

### Standard 97

Did the research undertaken or commissioned to assist with the development of the proposal give consideration to how it could have no adverse effect, or decreased adverse effects, on:

The opportunities for persons to use the Welsh language?
N/A

Treating the Welsh language no less favourably than the English language?

### Material and Services

In addition to the impact assessment to ensure that the proposal meets the requirements of the Welsh Language Standards, consideration must also be given to the supporting materials and services that may be required.

These include (please click on the hyperlinks to view detailed information about the requirements under the Welsh Language Standards):

- [Correspondence](#) - receiving and replying (emails, letters, online communication).
- [Telephone](#) – receiving and answering calls.
- [Meetings & Public Events](#) – public meetings or events, group meetings, consultation, individual meetings.
- [Public Messages – electronic – video](#)
- [Signs, Notices & Display Material](#)
- [Publicity & Advertising](#)
- [Producing Public Documents](#) - policies, strategies, annual reports, corporate plans, guidelines, notices, codes of practice, consultation papers, licences, certificates, rules, brochures, leaflets, pamphlets or cards, ticket/vouchers.
- [Producing Forms](#)
- [Reception Services](#)
- [Websites, Apps and Online Services](#)
- [Social Media](#)
- [Self Service Machines](#)
- [Education Training Courses](#)
- [Public Address Announcements](#)

**Are all supporting materials and services compliant with the requirements of the Welsh language standards?**

Yes, for Cardiff Works and the current Agency Work Supplier; however this will need to be confirmed with the new Agency Work Supplier at the tender stage.

### Cardiff Council’s Welsh Language Skills Strategy

This strategy may be viewed here and additional guidance documents have been produced to support its implementation:

- [Assessing Welsh Language Skills and Identifying Welsh Essential Roles](#)
- [Recruitment, Selection, and Interview Procedures and the Welsh Language](#)

**Do you have access to sufficient Welsh speaking staff to support the delivery of the proposal in compliance with the requirements of the Welsh language standards?**

Yes; 25% of the Into Work Advice Service staff-force (including Cardiff Works and the Agency Work Contract) are Welsh Speakers.

### Next Steps

Where it is considered that a Welsh Language Impact Assessment is required, you must append the form to the Cabinet or Officer Decision Report.

A copy must also be emailed to Bilingual Cardiff [Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

## D: Habitats Regulations Assessment

	Yes	No
Will the proposal affect a European site designated for its nature conservation interest*, or steer development towards an area that includes a European site, or indirectly affect a European site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\* Only two European sites designated for nature conservation interest lie within Cardiff's boundaries – the Severn Estuary and Cardiff Beech Woods, but be aware if your project affects an area close to a neighbouring authority.*

If the answer is 'Yes', then a screening exercise may need to be conducted to determine if a Habitats Regulations Assessment is required or not.

Contact the [Biodiversity Team](#) who will guide you through the process.

## E: Strategic Environmental Assessment

	Yes	No
Does the strategy, policy or activity set the framework for future development consent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Yes	No
Is the strategy, policy or activity likely to have significant environmental effects (positive or negative)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered 'Yes' to both of the above questions, then a full Strategic Environmental Assessment Screening is needed.

Contact the [Sustainable Development Unit](#) who will guide you through the process.

## F: Data Protection Impact Assessment

	Yes	No
Will the proposal involve processing information that could be used to identify individuals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is 'Yes', then a Data Protection Impact Assessment may be required.

Click [here](#) to read the guidance and start the Data Protection Impact Assessment process if needed.

For further information, contact the [Data Protection Service](#).



## G: Health Impact Assessment

A Health Impact Assessment helps to develop policies and projects that consider the mental, physical and social health and well-being of a population during planning and development. Considering health inequalities and their impacts on local communities is an essential part of any Health Impact Assessment.

Health Impact Assessments will become a statutory requirement for public bodies in specific circumstances in the future. These circumstances have yet to be published by Welsh Government.

For further information and advice, please contact the Wales HIA Support Unit.

Website: [Home - Wales Health Impact Assessment Support Unit \(phwwhocc.co.uk\)](http://phwwhocc.co.uk)

Email: [WHIASU.PublicHealthWales@wales.nhs.uk](mailto:WHIASU.PublicHealthWales@wales.nhs.uk)