

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

### What is the proposal?

Title: Advice Service Contract Recommissioning

### 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:

Tackling Poverty, Equality & Public Health

<b>Authorisation</b>	
Completed By:	Hayley Beynon
Job Title:	Operational Manager – Advice
Date:	10/10/2023
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 the current arrangements for advice provision in the city; including an update on the Council Advice Service Teams, including the Money Advice Team and dedicated Advice Line.
2. To consider the re-procurement of the Advice Services Contract, to commence in April 2024.

Advice Services in Cardiff are currently provided through a mix directly delivered 'in-house' provision through the Council's Advice Services and via contracted out provision, currently delivered by Citizens Advice and The Speakeasy Advice Law Centre. The current contract for external Advice Services ends on 31<sup>st</sup> March 2024.

The amount of Advice given by in-house teams has increased over the past 7 years, due to team expansion and the realignment of internal teams to the Advice Service, with recent additions including Welfare Liasion (money and debt support for council contract holders) and Housing Advice Services.

Whilst the Council's Advice Services can provide a range of quality robust advice to all residents of Cardiff, it is imperative that should citizens require more specialist or independent advice, this would need to be accessed through a 3<sup>rd</sup> party, separate to the Council.

It is therefore proposed that an 'Advice Partner' is commissioned who will work with the Council's Advice Services, to provide complimentary services and advice which isn't available through the Council, such as Serious Debt, Independent Housing Advice and Immigration Advice.

### **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?*

It is proposed that a 5 year contract will be procured for, with the option to extend for a further 2 years should it be required. The maximum value of the contract will be £2,100,000 over the 5 years plus 2 year extension period, equating to £300,000 per annum.

The contract will be funded through council general funds, however should there be opportunity to be able to utilise relevant grant funding, this will happen on a quarterly

basis. The Council's Advice Services dedicated Bid Writer will continuously look for appropriate funding to help support the costs of the contract.

Despite inflationary pressures, the proposed yearly funding (£300,000) will remain the same each year throughout the lifespan of the new contract and will not rise with the cost of living. The static funding is due to a reduced target of the number of people being supported by the procured provision and working in partnership with Council services to ensure customers are accessing the correct level of provision.

### 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 Council’s Money Advice Team has recently implemented a dedicated provision for young people, to receive budgeting and benefit support and to specifically support Care Experienced Young People claiming Universal Basic Income. This has had a positive impact, allowing young people to receive support in Council Buildings across the city, but also in Youth settings including schools, young person’s accommodation and youth buildings.

The introduction of both the Council’s Advice Line and Advice Partner’s phone line has meant people are still able to access support who would ordinarily struggled to leave their homes or those who are vulnerabe. This has been an invaluable addition for mainly older people, although the demand for telephone support has increased across all age ranges.

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

In addition to the support provided specifically to young people, the Money Advice Team also provides support to working age people and are currently supporting those who will be affected by the Universal Credit Managed Migration. The team will also be carrying out a campaign to raise awareness of the support available during winter months, including Winter Fuel Payments and Warm packs.

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

## 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 procured provision will have a positive impact on disabled people; in line with the Welsh Government's Information and Advice Quality framework, the contract will provide five different levels of advice:

- Information
- Guidance
- Advice
- Advice with Casework
- Specialist Casework

The different types of advice under the contract will include:

- Welfare Benefits
- Budgeting/Debt
- Housing
- Consumer Advice
- Employment Advice
- Immigration Advice
- Family/Relationship Advice
- Discrimination Advice.

The contracted provision will be provided primarily from Central Library Hub and via the phone line, but regular reviews will be carried out on demand to determine whether the provision will need to be provided from other areas in the city, to reach as many communities as possible.

The Council's Advice Services provide support in communities across Cardiff, including Hubs, Council and Community Buildings, Food Banks, Schools, Supported Accommodation settings. The team also hosts pop up events in shopping centres, Hospitals, supermarkets and busy high streets.

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

Both the Advice Partner and Council Advice Services will work collaboratively to host Advice Roadshows, targeting areas of the city according to need.

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**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

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

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

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**Marriage and Civil Partnership**

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

	Yes	No	N/A
Marriage	Y		
Civil Partnership	Y		

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

The procured advice contract will have a positive impact on Marriage/Civil Partnership, as the provider will have capability to provide advice and support on Family and Relationship Advice, including advice on separating/relationship breakdown and child arrangements.

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

This is a positive impact, as currently the Council's Advice Services are not able to provide this type of advice.

**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.**

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

### 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		

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

The Council's Advice Services are able to deliver a wide range of advice in Communities across the city, and have staff who can speak a number of community languages. The Into Work Advice Service (part of the Council's Advice Services) has recently implemented the Cardiff Works Ready programme and the Cardiff Works for You subsidised placement scheme, which has had a positive impact on 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 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.

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



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.

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.**

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

### 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

**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?**

### 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	

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

The change will positively impact on those from low-incomes/living in deprived areas, through increased amount of advice provision and the level of advice given.

Increased visibility in deprived communities has already begun with a scheduled community engagement programme; the Council’s Advice Services has already seen an increase of 30% in the number of people engaging with provision 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 in Autumn 2022 to raise awareness of the support available from both the Advice Partner and council services, for those affected by the Cost of Living Crisis. This included promoting the different types grants, discounts, discretionary funding available and dispelling myths on help available to those not just on benefits.

The campaign included radio adverts, social media, spotify adverts, Wales Online and South Wales Echo articles, adverts on buses, the iuse of iVans in communities across Cardiff. Every household in the city was also written to and received information on help available. The number of people contacting the team increased by 58% in the 3 months after the website and publicity launch (Regular, ongoing publicity continues to be carried out to further promote the services.

The new provider will be required to use a bilingual online system and promote the use of 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 billginual, 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?

A face to face stakeholder consultation was held on 13<sup>th</sup> September 2023, with key partner organisations; a presentation was given on the current contract provision and the proposed recommissioning, followed by round table discussions. Positive comments were received around the current model of delivery, with having a presence in Central Library Hub and the new additional of the Telephone Advice and the 'One Stop Shop' feel of having both Council Services and the Advice Contract Provider located under one roof. Partners also expressed positively at having access to independent advice away from Council Services.

The event encouraged open conversations on what needed to be improved and what would add value to a future contract. Partners expressed the requirement for fully face to face provision, both drop-in and appointment based, in Central Library Hub but also in other accessible locations. Partners also discussed the increased need for more specialist advice for complex cases, with less emphasis on general information and advice. A need for a more efficient referral system/advice pathway also came high on the agenda for partners, as a number found accessing provision confusing and not knowing which service took responsibility for what area of advice.

As a result of these recommendations, a new referral system will be put in place in readiness for the start of the new contract, together with a refreshed triage system to ensure customers are directed to the correct level of support first time. A full Implementation programme will be required from the new provider which will include briefings for stakeholders and council front line staff, along with a joint publicity campaign with Council Services, to raise awareness of the support available. Accessible accommodation for face to face provision will be available to the provider as outlined in the Contract Specification.

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

	<b>Actions</b>
Age	In addition to the support provided specifically to young people, the Money Advice Team also provides support to working age people and are currently supporting those who will be affected by the Universal Credit Managed Migration. The team will also be carrying out a campaign to raise awareness of the support available during winter months, including Winter Fuel Payments and Warm packs.

	The tender Quality Questions will include a section around how the providers will engage with people of different age groups and what support they will provide to encourage people to seek support.
Disability	Both the Advice Partner and Council Advice Services will work collaboratively to host Advice Roadshows, targeting areas of the city according to need.
Gender Reassignment	<b>N/A</b>
Marriage & Civil Partnership	<b>N/A</b>
Pregnancy & Maternity	<b>N/A</b>
Race	<p>B 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 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.</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	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. .
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.

#### 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 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?**



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**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:

<b>The opportunities for persons to use the Welsh language?</b>
As above.

<b>Treating the Welsh language no less favourably than the English language?</b>

**Standard 91**

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

<b>The opportunities for persons to use the Welsh language?</b>
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.

<b>Treating the Welsh language no less favourably than the English language?</b>

**Standard 92**

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

<b>The opportunities for persons to use the Welsh language?</b>
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 the Council's Advice Services and the current contract holder; however this will need to be confirmed with the new 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 Advice Services 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)