

Single Impact Assessment

APPENDIX E

Cardiff Council



1. Details of the Proposal

What is the proposal?

Title: **Review of Care Home Market for Older People and the Approach to Fee Setting for Care and Support Services for 2024/5.**

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

New

Existing

Directorate/Service Area:

Adults, Housing and Communities

Who is developing the proposal?

Name: Angela Bourge

Job Title: Operational Manager, Resources

Responsible Lead Officer (Director or Assistant Director):

Jane Thomas

Cabinet Portfolio:

Social Services (Adults) – Cllr Mackie

Authorisation	
Completed By:	Angela Bourge
Job Title:	Operational Manager – Resources
Date:	9 th November 2023
Approved By:	
Job Title:	

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.

Version	Author	Job Title	Date
1	Angela Bourge	Operational Manager - Resources	9.11.23

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.

The proposal seeks to provide Cabinet with:

- an update on an analysis of the care home market for older people with regard to its sufficiency and sustainability and to agree an approach for the future commissioning of placements in this cohort of care home.
- an update on work undertaken to gain an understanding of current provider costs for care homes for older people and future financial pressures and to approve the proposed approach for fee setting for care and support services for 2024/25, subject to further consultation.
- an update on work currently being undertaken to strengthen quality assurance arrangements for care homes for older people.

The context to the proposals is as follows:

Care homes for older people play a vital role in supporting the city's most vulnerable residents. The Council requires residential and nursing care services for older people to provide:

- a safe, secure and stable environment, with onsite 24/7 access to care and support.
- the opportunity to promote choice, engagement, and meaningful activities for its residents and family members.
- dignity and respect for all residents.
- a good quality of life for residents .
- appropriately skilled and qualified workforce that is competent to meet the individual needs of residents.

As recognised in the Regional Market Stability Report, the approach of supporting older people to live independently at home will impact on the demand for general residential care. Additionally, the Ageing Well Strategy recognises the need to work in partnership with the care sector to ensure the delivery of high quality, sustainable care and support and in particular to support the sector to meet the changing demographic makeup of the city, which will increase demand for specialist care, such as nursing and nursing dementia care.

Currently Adult Services secures care home placements on a spot purchase arrangement where providers are invited to bid for each individual placements. The commissioning of each package of care on an individual basis means that Adult Services does not risk block booking beds that are not then utilised. However, commissioning in this way presents challenges to providers, there is no guarantee of work with the Council that would encourage them to invest in their premises or to make changes to their delivery models. The lack of certainty about future income also makes it difficult for them to secure investment in their services. It is also bureaucratic and onerous for both council officers and providers.

There are currently 37 care homes for older people in Cardiff collectively registered to provide 1,819 beds. 30 of these care homes are Approved Providers i.e. accredited on to the Council's Dynamic Approved Provider List (DAPL) which equates to 1,818 registered beds. However, not all these registered beds will be in use at any one time for a number of reasons such as refurbishment of rooms or workforce issues. Of the 7 Cardiff care homes that are not yet accredited, these care homes are collectively registered for 301 placements. 6 have placements commissioned by Adult Services through historical arrangements and work is underway to support them to become accredited and enrolled.

The Proposed Approach to Fee Setting

The merits of putting a new Fee Setting strategy in place for 2024 - 2027 are recognised in that it would provide a clear understanding for providers of the Council's intentions and commitments over the period of the strategy. However, it is once again felt unwise to propose this approach in the current financial climate. It is understood that in the next year, the Council will face its most challenging financial situation yet and there continues to be significant uncertainty about the on-going impact of the cost-of-living crisis on care home providers. It is therefore recommended that Cabinet agrees that Adult Services does not implement a new Fee Setting Strategy for in 2024 but instead agrees the following approach to fee setting which will provide a clear set of principles that govern how the annual fee uplifts are determined and how a standard cost of care is calculated for the new financial year.

- Ensuring that fees reflect the need to uplift staffing costs to meet the Real Living Wage that has been set at £12 an 10.1% increase.
- To provide an uplift that reflects the increase in costs other than staffing, based on predicted inflationary pressures.
- Identifying separately the types of placements most in demand, and for which there is likely to be increasing need in the future. These placements offer the higher level of care and support, and most frequently cost the Council more than the current cost of care rates. To reflect this in a higher uplift.
- Recognising the need to review the profit margin that is currently applied to the cost of care template that was agreed in 2018 and

considering the importance of understanding the significance of working towards a sustainable figure to reflect Return on Capital Employed (ROCE) in the future.

- The current arrangement whereby those placements above the calculated cost of care rate are not awarded an uplift will continue.
- Ensure that final fee setting decisions are informed by further consultation with providers so that commissioners can understand the expected impact of the proposals before formal decision-making takes place. It will be important to recognise that whilst it may not be possible for the Council to meet the gap between existing fees and the increased costs that providers have indicated during the cost of care exercise that they have experienced in 2023/24 and expect to incur in 2024/5, it is important that the providers are able to voice the impact of not doing so on market sustainability and sufficiency.
- Quantify the gap between existing fees and illustrated costs of care gathered from the cost of care exercise, and share this with the National Commissioning Board and Wales Government policy leads to inform Social Care Futures and Fair Work developments in order to contribute to national work being undertaken to begin to close the funding gap.

Proposed New Approach to Commissioning

An options appraisal was undertaken, and the following options were comprehensively considered:

- **Option 1 - Remain as is, continuing to use the Dynamic Approved Provider List (DAPL)** – commissioning all placements via the DAPL, either using existing processes or via improved and more relevant processes that address the issues with the current arrangements.
- **Option 2 - Use of Block Contracts** – which enable contracts to be put in place with providers for a specified type and amount of care over an agreed timescale for an agreed rate. Providers are paid for a set number of placements beds at the agreed rate, whether or not these are used.
- **Option 3 – Use of Framework Arrangements** which enable contracts to be put in place with a range of framework providers that permit commissioners to secure placements for the specific types of care (arranged via “lots”) reflect the cohorts of placements that are required (e.g. respite, general nursing etc)
- **Option 4 – A Hybrid Model using the DAPL with Frameworks** for lots that reflect the cohorts of placements the Service find most challenging to secure.

The recommended option identified by the group and approved by the Adults, Housing and Communities Commissioning Board held on 16th September 2023 was Option 4 for the following reasons:

- A combination of Dynamic Approved Provider List together with a few Framework Arrangements would better support market management and market-shaping than the current arrangements - with the Frameworks reflecting the types of placements Adult Services have most challenges in securing currently and which are frequently more costly.
- Frameworks present less financial risk than block contracts where providers are paid for an agreed number of beds whether they are full. Adult Services have block contracted on occasions in response to specific needs (e.g. to support hospital discharge) but this has presented challenges as it is not always possible for providers to fill vacancies if there are compatibility issues with existing residents, also if the level of demand reduces over the term of the contract then payments may be made for empty beds.
- However, Frameworks provide an opportunity to offer more security for providers in respect of price which is expected to increase their investment opportunities required to improve the quality-of-care homes, particularly those that are not currently RISC compliant (e.g., rooms with ensuite facilities) and this will improve their sustainability.
- Agreeing a fee level for providers who are part of the framework will also support more accurate financial projections.
- Continuing to operate the DAPL alongside a Framework with a number of specialist lots will have a number of benefits. It will ensure that all providers who tender for the Framework have previously onboarded to the DAPL and will have already been checked against appropriate quality standards. This will support the tender arrangements for the framework.
- The maintenance of the DAPL for other types of placements where demand is reduced (e.g. general residential) would continue to support choice for individuals and enable the Service to maintain fair and equitable procurement arrangements for these type of placements. The maintenance of the DAPL would also provide an opportunity for placements that cannot be secured via the Frameworks, to be offered to the wider cohort of accredited providers.
- A Framework with specialist lots for specific cohorts of providers would also provide greater opportunity to develop a more collaborative working arrangement with a smaller number of

providers who are committed to working with the Council, strengthening relationships between commissioners and providers but also providing an opportunity for providers delivering similar types of care to share learning to improve the experience of service users.

- This hybrid model will also continue to provide choice for service users if enough providers tender for the Frameworks.

Quality Assurance

All care homes are regulated by Care Inspectorate Wales (CIW) under the RISCA regulations. Cardiff's current approach to monitoring quality comprises of contract monitoring visits to audit the standard of service delivery, safe recruitment practice and workforce related matters such as training and development as well as understanding the experience of residents and their outcomes.

Adult Services intend to use the messages from research it commissioned by the Institute of Public Care (IPC) to engage in further discussions with care home providers about strengthening current arrangements to improve cohesion, reduce duplication and reinforcing the focus on outcomes. A quality assurance framework will be developed to inform an overall quality rating for providers which will link directly to whether a provider is in the formal Escalating Concerns Process arising from concerns related to quality / sustainability of the service. It is expected that in the future, the quality rating will become a factor in determining the awarding of new care placements.

The Cabinet is recommended to:

- note the findings of the review of care home placements for older people.
- note the work being done to improve to quality assurance for care homes for older people.
- agree the approach to fee setting for older people's care home placements for 2024-25 and other services commissioned by Adult Services and delegate the related decision-making authority in respect of the annual uplifts and new standard cost of care rates for placements in care home for older people for 2024/25 to the Director of Adults, Housing and Communities in consultation with the Cabinet Member for Social Services (Adults) the Section 151 Officer and the Director of Law and Governance.
- agree the approach for the future commissioning of care home placements for older people, including a combination of approved provider and framework arrangements and to delegate the decision-making authority regarding any related procurement of services to the Director of Adults, Housing and Communities in consultation with the Cabinet Member for Social Services (Adults) the Section 151 Officer and the Director of Law and Governance.

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?

There are no savings linked to this proposal, but the new approaches seek to ensure value for money as the spend on commissioning of care home placements for older people was £36.3m in 2022/23, 29% of the Adult Services commissioning budget.

The detailed work around the annual uplifts for social care providers and the new costs of care for care home placements for older people is yet to be finalised but the costs will be met within the Adult Services budget allocation for 2024/25. Decisions will be based on Adult Services understanding of provider costs informed by consultation with providers and benchmarking and data analysis undertaken, balanced against affordability.

Collaborative working will be undertaken with care home providers in respect of developing the new approach to commissioning and strengthening of quality assurance arrangements to inform the detail that will underpin implementation and operational issues.

3. Impact Assessments

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

Further information is included about each assessment at the start of the relevant section.

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. For assessments which are not being carried out, please delete the relevant sections on the subsequent pages.

Impact Assessment	Completed: Y/N
A. Equality Impact Assessment	y
B. Child Rights Impact Assessment	
C. Welsh Language Impact Assessment	Y
D. Habitats Regulations Assessment	
E. Strategic Environmental Assessment	
F. Data Protection Impact Assessment	
G. Health Impact Assessment	

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

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			
18 - 65 years			
Over 65 years	X		

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

The proposals relate to care home provision for older people. If implemented the new arrangements for quality assurance and commissioning should strengthen Adult Services ability to meet demand and need and to improve quality for service users whilst paying a fair price for care. It is therefore felt that there will be a positive differential impact, on age.

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

If the recommendations of the Cabinet report are agreed there will be a need to:

- Implement the new approach to fee setting for 24/25
- Strengthen quality assurance arrangements
- Implement the new approach to commissioning

Disability

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

	Yes	No	N/A
Hearing Impairment		X	
Learning Disability		X	

Long-Standing Illness or Health Condition		X	
Mental Health		X	
Neurodiversity		X	
Physical Impairment		X	
Substance Misuse		X	
Visual Impairment		X	
Other		X	

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

The proposals relate to care home provision for older people and some individuals may have hearing, physical and visual impairment. However, it is not felt that the proposals will have a negative or positive differential impact on these groups as the specific needs of individuals will be addressed on a case by case basis when care home placements are made – ensuring that the care home can appropriately meet the needs of the individual and promote their desired outcomes.

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

No action required

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.)		X	

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

There is not anticipated to be any differential impact on transgender people. However, part of the quality assurance arrangements will ensure that individual's needs are appropriately taken into consideration and met.

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

No action required

Marriage and Civil Partnership

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

	Yes	No	N/A

Marriage		x	
Civil Partnership		x	

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

There is not anticipated to be any differential impact on marriage & civil partnership.

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

No action required

Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy		X	
Maternity		X	

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

There is not anticipated to be any differential impact on pregnancy and maternity.

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

No action required

Race

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

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

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

There is not anticipated to be any differential impact on race. However, part of the quality assurance arrangements will ensure that individual's needs regarding race are appropriately taken into consideration and met.

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

No action required.

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		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other belief		X	
No belief		X	

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

There is not anticipated to be any differential impact on the basis of religion/belief/non-belief. However, part of the quality assurance arrangements will ensure that individual's needs are appropriately taken into consideration and met.

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

No action required

Sex

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

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

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

There is not anticipated to be any differential impact on sex.

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

No action required

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Sexual Orientation

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

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

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

There is not anticipated to be any differential impact on sexual orientation.

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

No action required

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		X	

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

It is not expected that there will be a negative differential impact in respect of social-economic duty. Individual entering a care home receive a financial assessment which identifies the appropriate contribution they are required to make to the care they receive based on what it is calculated they can afford.

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

No action required.

Welsh Language

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

	Yes	No	N/A
Welsh language		x	

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

There is not anticipated to be any differential impact on the Welsh language. Care Homes are expected to make the active officer to all individuals to determine if they wish to receive services in Welsh and those who are currently unable to meet this requirements are working towards it.

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

No action required.

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?

Consultation has been undertaken with care providers to gain an understanding of their costs. However, specific consultation will be undertaken with the social care sector on the proposed uplift levels when work had been completed on the new rates.

Initial consultation has also been undertaken with care providers regarding quality assurance and this has included how they consult with residents and their families. Further work will be undertaken with providers to develop the detail around how the quality assurance framework will be implemented.

Consultation with providers will also be undertaken on the future commissioning arrangements if the preferred option is agreed by Cabinet. This will help Adult Services shape the detail around the operation arrangements for the framework approach.

Whilst there has been no specific consultation with service users, their feedback is routinely collected as part of usual contract monitoring and quality assurance visits to care homes that officer undertake and therefore the experience of service user has been considered to inform the proposals.

Summary of Actions (Listed in the sections above)

	Actions
Age	See generic actions
Disability	
Gender Reassignment	

Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Socio-economic Impact	
Welsh Language	
Generic/ Over-Arching (applicable to all the above groups)	<p>If the recommendations of the Cabinet report are agreed there will be a need to:</p> <ul style="list-style-type: none"> • Implement the new approach to fee setting for 24/25 • Strengthen quality assurance arrangements • Implement the new approach to commissioning

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

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

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

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

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

It is not felt that the proposal will have a differential impact on Welsh Language.

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?

Care Homes are expected to make the active offer to all individuals to determine if they wish to receive services in Welsh and those who are currently unable to meet this requirements are working towards it. The work undertaken in strengthening quality assurance arrangements will ensure that monitoring of the active offer is routinely undertaken and areas of development or improvement are followed up.

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

Please see above.

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?

It is expected that by ensuring monitoring is routinely undertaken regarding the active offer that this will improve opportunities for individuals to receive services in Welsh should they wish to do so.

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

See above.

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?

No – but there will be opportunities for this to be considered as part of future collaborative working with providers when the detailed work around development of the quality assurance framework is undertaken.

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

See above

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?

No – please see response to Standard 91 which also applies to this standard.

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

See above

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?
Plese see response to standard 91 which also applies to this standard.

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?
Yes – this is already build into the evaluation process in respect of providers on -boarding to the Dynamic Purchasing Approved Provider List (DAPL) and will feature in any tenders that are undertaken regarding the proposed new approach to commissioning (e.g. the implementation of frameworks alongside the DAPL).

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

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 – specific research was not commissioned to assist with the development of these proposals.

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

N/A

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?
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N/A

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?
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N/A

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?

Materials that will support the implementation of the proposals if agreed will be compliant with the requirements of Welsh Language Standards (e.g. tender documents and evaluation criteria in respect of commissioning new arrangements for care home placements).

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?

The proposals related to the external care home market. It is expected that care homes enrolled on the DAPL are able to make the active offer or are working towards it.

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

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 type="checkbox"/>	<input checked="" 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