

**CARDIFF COUNCIL**  
**Appendix 4: Equality Impact Assessment**  
**Corporate Assessment Template**



<b>Policy/Strategy/Project/Procedure/Service/Function Title:</b> Gypsy & Traveller Accommodation Assessment
<b>New/Existing/Updating/Amending:</b> New

<b>Who is responsible for developing and implementing the Project?</b>	
Name: Sarah McGill	Job Title: Director for Communities, Housing & Customer Services
Service Team: Policy & Development	Service Area: Communities - HANR
Assessment Date: 1 <sup>st</sup> September 2015	

**1. What are the objectives of the Project?**

<p>To carry out a Gypsy &amp; Traveller Accommodation Assessment in accordance with the Welsh Government guidance document <i>Undertaking Gypsy and Traveller Accommodation Assessments (May 2015)</i>.</p> <p>To maximise the participation level of the study to ensure that it provides a comprehensive appraisal of the level of need in Cardiff. This will be achieved by commissioning Gypsy &amp; Traveller Wales to make contact and carry out the interviews. In addition to known households on Council and private sites, this will include the use of their database to identify all those that have accessed their service within the last 2 years so indicating possible housing need (which will reach many more people than would be likely by using an external consultant). A steering group will also be set up with representation from Travellers Education, Communities First, Save the Children, Gypsy &amp; Traveller Wales and Community Cohesion providing increased opportunity to engage with the community. The interview period will run from 1<sup>st</sup> September 2015 to 4<sup>th</sup> December 2015 and will include the opportunity to participate for all unauthorised encampments during that period. The Research Unit will then collate the results and produce a final report by 18<sup>th</sup> December 2015.</p> <p>To evaluate the outcome against the previous study carried out in 2013, which informed the current Local Development Plan.</p> <p>To encourage all those who aspire to have a pitch on a Council site to submit applications so the planned growth of available pitches can be assessed and allocated on housing need.</p>
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**2. Please provide background information on the Policy / Strategy / Project / Procedure / Service / Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

<p>Part 3 of the Housing Act (Wales) 2014 places a duty on the Local Authority to undertake, in each 5 year review period, an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area. The current review must be submitted to Welsh Government for ministerial approval in February 2016.</p> <p>The Gypsy and Traveller Accommodation Assessment commissioned in 2013 found a need for 108 additional permanent pitches (43 short / medium term, 65 medium / long term) and a 10 pitch transit site in Cardiff. A time table to meet this need forms part of the current Local Development Plan. This new assessment will determine if this target is still valid.</p>
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**3 Assess Impact on the Protected Characteristics**

**3.1 Age**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on younger / older people?

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

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

Applications for a permanent pitch are considered from any person aged 16 or over. The application method for all ages is the same and support is available for any person requiring support or assistance with their application. Vacant pitches are offered to the person who is highest on the Waiting List for whom it is suitable.

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

The survey will incorporate all identified households from the Council's sites and those on the waiting lists, all those that have sought advice from the Gypsy & Traveller Wales database over the last 2 years, the Travellers Education database and direct contact with members of the community through Communities First and Save the Children. The final report will include the immediate and future accommodation needs of the Gypsy & Traveller community.

**3.2 Disability**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		✓	
Physical Impairment		✓	
Visual Impairment		✓	
Learning Disability		✓	
Long-Standing Illness or Health Condition		✓	
Mental Health		✓	
Substance Misuse		✓	
Other (Literacy)		✓	

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

Levels of literacy are a known issue within the Gypsy & Traveller population. The study must take this into account because it is imperative that Gypsy & Travellers are aware of the study and that their participation will determine the number of extra pitches that Cardiff will aim to deliver. All contact and interviews will be carried out by people already working directly with the community.

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<b>What action(s) can you take to address the differential impact?</b>
The invitation to take part in the study will use easy-to-read letters, telephone contact, direct contact and the use of word of mouth to inform family members / associates who may not be known to services.
The interviews will be carried out at the home or at another agreed location for those wishing to take part. Arrangements will be put in place if anyone requires specific provision due to impairment, disability and / or health issues. Advocates may also be present during meetings.

**3.3 Gender Reassignment**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on transgender people?

	Yes	No	N/A
<b>Transgender People</b> (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		✓	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
Information regarding gender re-assignment is collected via the Equal Opportunities Monitoring section of the Housing Application Form though this section is not obligatory.
<b>What action(s) can you take to address the differential impact?</b>
Any specific requirement / request by a transgender person will be noted and taken into account during the process.

**3.4. Marriage and Civil Partnership**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		✓	
Civil Partnership		✓	

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
Information regarding marital status / civil partnership is collected via the Equal Opportunities Monitoring section of the Housing Application Form though this section is not obligatory.
<b>What action(s) can you take to address the differential impact?</b>
Applications to join the Waiting List are not influenced by marital / civil partnership status and so all identified households will be able to take part in the study. This includes overcrowding on the current sites where each household on the pitch will be able to access a separate assessment.

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**3.5 Pregnancy and Maternity**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		✓	
Maternity		✓	

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

Where an applicant or their partner is expecting a child, this needs to be included in household make-up for the purpose of the determination of future accommodation needs.

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

If a participant or their partner is expecting a child, that child will be included as a member of the household.

**3.6 Race**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on the following groups?

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

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

Information regarding race is collected via the Equal Opportunities Monitoring section of the Housing Application Form.

Pitches on the 2 Council-run Gypsy & Traveller sites in Cardiff are allocated under its own Allocation Scheme. Gypsies & Travellers may also apply for mainstream housing under the General Housing Allocation Scheme and are treated equally with other applicants.

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

All applicants known to identify as Gypsy Traveller (on the databases already stated) will be invited to take part in the assessment. In addition, a Welsh Government advert was placed in a number of publications to invite people to contact them if they wished to participate in their local assessment which would then be passed on to the relevant Local Authority). Policies are in place to allow families to be located together within sites which would be applied to any new site. Participants will be made aware of this.

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**3.7 Religion, Belief or Non-Belief**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on people with different religions, beliefs or non-beliefs?

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

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

This information is collected via the Equal Opportunities Monitoring section of the Housing Application Form though it is not obligatory.

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

Applications will not be determined on this information and it will not impact on those wishing to take part in the survey.

**3.8 Sex**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on men and/or women?

	Yes	No	N/A
Men		✓	
Women		✓	

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

Housing applications are assessed on the basis of housing need, regardless of gender. Similarly gender does not influence the allocation of pitches. Pitches are allocated based on need, which includes the number of couples, other adults and children in the household.

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

The survey will include an approach to all identified households and participation invited from any or all adult/s within the family make-up.

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**3.9 Sexual Orientation**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
Bisexual		✓	
Gay Men		✓	
Gay Women/Lesbians		✓	
Heterosexual/Straight		✓	

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

Information regarding sexual orientation is collected via the Equal Opportunities Monitoring section of the Housing Application Form though the section is not obligatory.

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

Participation will be invited from all those included on the databases already mentioned which will incorporate all those accessing services.

**3.10 Welsh Language**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

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

In accordance with the Welsh Language Measure 2011, some people will prefer to make their application in the Welsh language, and to receive subsequent communication in Welsh.

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

The Council will ensure that statutory requirements are met. Gypsy & Traveller Wales who are conducting the interviews have arrangements in place for communicating in Welsh.

**4. Consultation and Engagement**

What arrangements have been made to consult/engage with the various Equalities Groups?

A steering group is in place comprising of representation from the Council, Gypsy & Traveller Wales, Travellers Education, Communities First, Community Cohesion, Save the Children and South Wales Police Community Engagement.

The survey aims to communicate with all known community members in Cardiff through use of extensive lists of those in contact with services and a wider advert to any other people wishing to take part.

Cardiff will be meeting with all members of the South East Wales regional Planning Group to discuss a regional approach to transit provision.

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**5. Summary of Actions [Listed in the Sections above]**

<b>Groups</b>	<b>Actions</b>
Age	None – Action has already been taken.
Disability	None – Action has already been taken.
Gender Reassignment	None – Action has already been taken.
Marriage & Civil Partnership	None – Action has already been taken.
Pregnancy & Maternity	None – Action has already been taken.
Race	None – Action has already been taken.
Religion/Belief	None – Action has already been taken.
Sex	None – Action has already been taken.
Sexual Orientation	None – Action has already been taken.
Welsh Language	None – Action has already been taken.
Generic Over-Arching [applicable to all the above groups]	Participation will be invited from all persons known to services and appropriate assistance will be given to anyone with specific needs. Meetings can take place at the home of the participants or at another agreed location. Support Workers and other professionals can be involved in the process where necessary or desired.

**6. Further Action**

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.

**7. Authorisation**

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Ian Ephraim	Date: 01/09/15
Designation: Supported Accommodation and Outreach Manager	
Approved By: Sarah McGill	
Designation: Director of Communities, Housing and Customer Services	
Service Area: Communities	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

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For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email [citizenfocus@cardiff.gov.uk](mailto:citizenfocus@cardiff.gov.uk)