

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

### What is the proposal?

Title: Cardiff International Sports Village

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

New

Existing

### Directorate/Service Area:

Economic Development- Major Projects

### Who is developing the proposal?

Name: Jo Phillips

Job Title: Project Manager

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

Neil Hanratty

### Cabinet Portfolio:

Economy and Culture

Authorisation	
Completed By:	
Job Title:	
Date:	
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	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.*

The Capital Ambition sets out a commitment to “Write a new chapter in the regeneration of Cardiff Bay”, which this project aims to contribute towards. This project involves the return of the International Sports Village site to Council control and in doing so facilitate the regeneration of the Sports Village and contribute to the general regeneration programme for the Waterfront. This project aims to facilitate the development of a mixed-use sport and leisure site and aims to provide economic, social, and wellbeing benefits, as well as commercial, leisure, and retail opportunities.

Since the original impact assessment that was carried out in April 2020, the scope of the project has expanded and now includes the following work streams:

- The new Velodrome
- Urban Bike Park
- Closed Road Circuit (Loop)
- All associated public space
- Highways infrastructure
- Car Park

There is also a link to the wider site development, which includes:

- The disposal and development of the land on the Waterfront and Ely Riverfront sites
- The revised boundary to the Cardiff Bay Yacht Club and the new proposed adjoining Boat Yard.

To truly assess and manage the impact of all of these workstreams, they need to be considered as a whole. This is because all the accessibility and inclusivity requirements are linked and there is potential, if considered in isolation, that a conflict in design may have additional, unnecessary impacts. (for example, considering access to the new velodrome building without considering the public space will result in 2 very different outcomes). So it is agreed that there will be one impact assessment record for all workstreams within the ISV project.

Further to the update in November 2022, Cabinet have approved the outline business case for the sport and leisure infrastructure and the disposal strategy has progressed. Therefore, this update takes into account any further impacts associated with the progress of the whole project.

**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?*

### 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	N
C. Welsh Language Impact Assessment	N
D. Habitats Regulations Assessment	N
E. Strategic Environmental Assessment	N
F. Data Protection Impact Assessment	N
G. Health Impact Assessment	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	X		
18 - 65 years	X		
Over 65 years	X		

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

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and on residents of and visitors to the area, regardless of age.

The regeneration aims to provide a place where people can visit to engage in a range of sport and leisure activities or to engage in informal and social activity irrespective of their age. The facilities at ISV are required to provide inclusive and engaging programmes that are accessible to all ages, and the environment will be designed to encourage all ages to want to and be able to spend time there.

Due to the new development in the sports village and in the development of the neighbouring community, there will be increased employment opportunities, greater access to activities provided by the International Sports Village, as well as greater leisure and retail opportunities.

The regeneration has the potential for a positive impact on people of working age (18-65) due to business development and associated employment and work experience opportunities, as well as providing an improved environment for social interaction and active leisure.

The Sports facilities are required to promote programmes of activity for all ages and engage with education in support of the active development of young people.

The facilities also engage with sports clubs and groups, enabling them to deliver access to their sports to their young members and encourage more young people to get involved so that the sports can grow. This has an additional positive impact on social interaction, inclusivity, and mental health.

The same can also be said for people over the age of 65, the Sports Village provides a social inclusivity that ensures people can stay active and engaged with the community after retirement. The wider environment is planned to be conducive to social and active leisure for all ages.

**Transport Accessibility**

In terms of accessibility for all ages, the site already has reasonably good transport links, which means that people are able to travel to the ISV via car for those who are of driving age and who will transport younger people via car, bus or train. There are already 6 bus routes that reach the site and Cogan Spur train station is only 400m from the site for those who choose to travel via public transport. The project scope will ensure that these public transport links are at least retained, but also enhanced to ensure those who do not drive have accessible options to travel to the site.

In addition, the project aims to introduce an additional water taxi stop at the site, which will be suitable for all ages.

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

The Council, working with all respective partners and stakeholders will ensure that when considering the development of the ISV, the requirements of people of all ages are taken into consideration ensure that accessibility and inclusivity is a focus of all stages of the project- this includes the accessibility of the transport links that are already servicing the area

**Disability**

Will this proposal have a **differential impact [positive]** 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 regeneration of the International Sports Village site will have a positive impact on all Cardiff residents and visitors to the area, including disabled people. The project has the potential to provide state of the art facilities and provide activities and a physical, social environment which are accessible and inclusive to all. The project will need to consider accessibility and way-finding as a key part of the design process to ensure those with physical, visual, hearing and learning impairments are able to navigate around the facility.

Regarding mental health, it is acknowledged that for some, having a place to go and be with people and take part in activity can help with mental health. The project aims to provide an environment at the ISV that offers everyone a comfortable and pleasant place to be, with opportunities to take part in sport and active leisure as well as social activities. Following the pandemic, many people are using outdoor space differently and so the project aims to help facilitate this.

**Transport accessibility**

It is important that disabled people are also able to travel to the ISV. Where this project is not responsible for the accessibility of public transport, it is committed to ensure that where transport modes link to the site, that there is a straightforward and safe link from the car park and bus stops that disabled people can easily navigate into the Sports Village and all its facilities.

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

--

**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.**

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area, regardless of Gender Reassignment.

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

In line with the Council’s Stonewall submission, any plans to develop new buildings or facilities will incorporate the need for gender neutral welfare.

**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.**

--



The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area, regardless of marital or partnership status. It is not expected that this project will have a differential impact on people whether they are or are not in a marriage or civil partnership.

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

**No action necessary**

### 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.**

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area. It is not expected that this project will have a differential impact on pregnancy or maternity.

Consideration will always be given in the designing and planning of all facilities to ensure suitable welfare facilities are included that may be beneficial to everyone, including the potential addition needs of those who are pregnant or nursing/caring for young babies and children.

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

**No action identified to date.**

### Race

Will this proposal have a **differential impact [positive]** 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.**

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area, regardless of race as it is designed to be a destination for all. It will also present improved opportunities

for social inclusion, sport and active leisure and employment for all communities in the area as well as visitors to the area.

However, according to the 2011 census, the area in which the International Sports Village sits has a higher than average number of BAME\* residents (38.1%), compared to the overall Cardiff population (15.3%) and so this project has the potential to impact these groups a bit more.

The process of regeneration may be disruptive due to, for example, building works, however, the Sports Village area itself is not currently highly residential and so the impact is likely to be low. The overall objectives of this project will have a positive impact on all Cardiff residents through improving the economy, providing greater employment opportunities, and making the area a more appealing place to live.

**\*BAME Breakdown**

	Local Area %	Cardiff Overall %
Mixed/Multiple Ethnic Groups	4.5	2.9
Black/African/Caribbean/Black British	8.5	2.4
Asian/Asian British	20.9	8.0
Other	4.2	2.0

The 2021 census shows that the local area is represented by a majority Asian and White British population, with the remainder of those residing represent Black and Mixed Ethnicity.

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

The Council and relevant partners will ensure communication with local communities is maintained throughout the process, engaging with existing residents to gain an insight into local needs and ensure they are considered in the planning and design and in the programme of delivery.

**Religion, Belief or Non-Belief**

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

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

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

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area. According to the 2011 census, the area in which the International Sports Village sits has a higher than average number of Hindu (4.1%) and Muslim (23%) residents, compared to the overall Cardiff average (1.4% and 6.8% respectively) and so this project will likely have a differential impact on these groups. The 2021 census also shows that the majority of the local population represents either Hindu, Christian, Muslim or no religion.

The regeneration project may be disruptive for a period of time due to, for example, building works, however, the overall objectives of this project will have a positive impact on all Cardiff residents through improving the economy, providing greater employment opportunities, and making the area a more appealing place to live.

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

The Council and relevant partners will ensure communication with local communities is maintained throughout the process, engaging with existing residents to gain an insight into local needs and ensure they are considered in the planning and design and in the programme of delivery.

**Sex**

Will this proposal have a **differential impact [positive]** 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.**

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area. It is not expected that this project will have a differential impact on people on this protected characteristic.

However, feedback from some stakeholders has identified that the Sports Village may provide additional reassurances to females accessing sport, for example, the ability to run on a traffic free, floodlit circuit will help them feel safer than running elsewhere in the evening. This could also be translated into the overall Sports Village as a destination providing a lit, traffic free space for people to go to.

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

Consideration throughout all design processes to be given to the feedback from stakeholders on the overall environment across the Village and the travel connections to and from there.

**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.**

The regeneration of the International Sports Village will have a positive impact on all Cardiff residents and visitors to the area, regardless of sexual orientation. This project is not expected to have a differential impact on any person due to their sexuality.

The overall aim is to provide an environment conducive for all, so it could be translated that members of the LBGTQ community should have a positive experience in and around the Sports Village.

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

Ensure that designs and programmes promote inclusivity and do not tolerate exclusion or discrimination and do not discourage any specific community groups from the ISV.

**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.**

Socio economic duty requires public bodies to adopt transparent and effective measures to address the inequalities that result from differences in occupation, education, place of residence or social class.

The aim of the ISV project is to deliver an accessible and inclusive destination that provides an enriched environment for everyone to be able to access, irrespective of their social class, education, occupation or where they live.

As with any destination across the City, there are costs associated with travel to and from the site, and these costs may vary depending on the starting point of the journey, how far and the mode of transport being used. Those local to any facility will always benefit from lower transport costs. The project cannot control the cost of using buses and trains, nor can it manage the cost of fuel and using the road. However, the project is committed to ensuring that the car park operating model and the overall operating model of the ISV considers the accessibility of sport and leisure activities and balancing that with an operating model that supports the delivery of sport and leisure at a reasonable cost, whilst assisting operators in the management of maintenance and mitigation of risk. Operators will be required to provide an inclusive programme of activity that is accessible by all socio-economic groups.

Equally, the project is not responsible for the suitability of the cycle pathways across the City, but it is committed to ensuring safe and secure facilities at the ISV for those who choose to travel by bicycle and wish to park at ISV.

The overall masterplan of the ISV includes a range of social, sport and leisure activities, some of which will require an access charge, but there will also be a range of activities that are open and free to use by members of the public.

The development of the sports village will provide employment and volunteer opportunities as well as broaden opportunities for sports to grow participation. The 2019 Welsh index of Multiple Deprivation shows some of the localities to the ISV accommodate some of the most deprived communities in Cardiff.

The Sports Village development will provide opportunities that could have an additional, differential positive impact on these local communities.

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

The project will need to ensure that throughout the operational strategy delivers inclusive and accessible programmes of activities for all socio-economic groups. Also, ensure that there is a reasonable balance of chargeable and free to access activity and the public space is conducive for social and leisure interaction for all.

**Welsh Language**

Will this proposal have a **differential impact [positive]** 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.**

The regeneration of the International Sports Village a positive impact on all Cardiff residents and visitors to the area. It is not expected that this project will

have a differential impact on the Welsh language or Welsh language speakers of any level. (Bilingual signage will make it a welcome environment for Welsh speaking visitors too so positive for the Welsh Language.)

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

Ensure that all facilities comply with the Welsh Language Act and that all visitors to the Sports Village have the choice of accessing services in both Welsh and English.

During the project development, ensure all obligations regarding Welsh Language are met.

**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?

Initial consultation and engagement commenced with known stakeholder groups, these groups included representatives of people of different ages and also representative of different social and sporting communities, including from around the ISV area and users of the existing Velodrome at Maindy. It also included representation of people with different sporting abilities and professional NGB organisations across the UK who have an interest in accessible and inclusive sport.

As the project is progressing, the stakeholder representation is reviewed, and additional groups of people are engaged.

There has been some initial communication with the Council’s Equality Team that has increased as the project has progressed. Feedback has been invited and received and actions to date and further engagement will continue as the project workstreams progress.

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

	<b>Actions</b>
Age	The Council, working with all respective partners and stakeholders will ensure that when considering the development of the ISV, the requirements of people of all ages are taken into consideration ensure that accessibility and inclusivity is a focus of all stages of the project
Disability	As each workstream of the project progresses, any design work or programming should consider accessibility for people with impairments or who may face challenges in accessing similar opportunities
Gender Reassignment	In line with the Council’s Stonewall submission, any plans to develop new buildings or facilities will

	incorporate the need for gender neutral welfare, providing a choice for those undergoing or having undergone transition
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	The Council and relevant partners will ensure communication with local communities is maintained throughout the process, engaging with existing residents to gain an insight into local needs and ensure they are considered in the planning and design and in the programme of delivery.
Religion/Belief	The Council and relevant partners will ensure communication with local communities is maintained throughout the process, engaging with existing residents to gain an insight into local needs and ensure they are considered in the planning and design and in the programme of delivery.
Sex	Consideration throughout all design processes to be given to the feedback from stakeholders on the overall environment across the Village and the travel connections to and from there. This is in relation to positive feedback in relation to female safety.
Sexual Orientation	Ensure that designs and programmes promote inclusivity and do not tolerate exclusion or discrimination and do not discourage any specific community groups from the ISV.
Socio-economic Impact	The project will need to ensure that throughout the operational strategy delivers inclusive and accessible programmes of activities for all socio-economic groups. Also, ensure that there is a reasonable balance of chargeable and free to access activity and the public space is conducive for social and leisure interaction for all.
Welsh Language	Ensure that all facilities comply with the Welsh Language Act and that all visitors to the sports Village have the choice of accessing services in both Welsh and English. During the project development, ensure all obligations regarding Welsh Language are met
Generic/ Over-Arching (applicable to all the above groups)	The Council and its relevant partners must ensure that all workstreams of the project continue to consider any potential impact on any group or groups and take reasonable steps to mitigate and address any such risk to provide an inclusive and accessible destination.  Following Cabinet approval of the outline business case in January 2023, and the progression of the

	disposal strategy, this review considers that where the impacts outlined above remain, the continued progress of the project brings forward more certainty of the positive impacts this development opportunity presents.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **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)

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

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

### 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?**

**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?**

--

**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?**

--

**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?**

--

**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:

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

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

**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:

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

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

**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:

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

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

## 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?

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?

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?**

--

### **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?**

--

### **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 type="checkbox"/>

	Yes	No
Is the strategy, policy or activity likely to have significant environmental effects (positive or negative)?	<input type="checkbox"/>	<input 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](mailto:WHIASU.PublicHealthWales@wales.nhs.uk)