

Single Impact Assessment

Cardiff Council



1. Details of the Proposal

What is the proposal?

Title: Participation Strategy

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

New

Existing

Directorate/Service Area:

People and Communities / Performance & Partnerships

Who is developing the proposal?

Name: Gareth Newell

Job Title: Head Of Performance & Partnerships

Responsible Lead Officer (Director or Assistant Director):

Sarah McGill, Corporate Director People & Communities

Cabinet Portfolio:

Cllr Sangani, Cabinet Member for Public Health and Equalities.

Authorisation	
Completed By:	Dylan Owen
Job Title:	OM Policy & Improvement
Date:	14 June 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	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.

Section 39 of the Local Government and Elections (Wales) Act 2021 ('the Act') places a duty on principal councils in Wales to encourage local people to participate in their decision making. This includes where decisions are made in partnership with another body or the decision is delegated to an individual.

Section 40 of the Act requires a principal council to prepare and publish a public participation strategy specifying how it proposes to comply with the duty to encourage local people to participate in its decision making. A public participation strategy must, in particular, address:

- (a) ways of promoting awareness among local people of the principal council's functions;
- (b) ways of promoting awareness among local people of how to become a member of the principal council, and what membership entails;
- (c) ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
- (d) ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;
- (e) arrangements made, or to be made, for the purpose of bringing the views of the public to the attention of the Council's scrutiny committees in accordance with the requirements of Section 62 of the Local Government (Wales) Measure 2011;
- (f) ways of promoting awareness among members of the principal council of the benefits of using social media to communicate with local people.

In preparing a public participation strategy, a principal council must consult local people (i.e. people who live, work or study within the council's area) and such other persons as it considers appropriate.

The Administration's ['Stronger, Fairer, Greener'](#) policy statement, which was approved by the Council's Cabinet on 14 July 2022, includes the commitment to: *"Introduce a new Community Participation Strategy, amplifying the voices of people who are currently less likely to get involved in the decision-making process."*

The Council's [Corporate Plan 2023-26](#) also includes the commitment to: *"Develop a draft of the Participation Strategy for public consultation by June 2023 with a focus on improving engagement with seldom heard voices and amplifying the voices of people who are currently less likely to get involved in the decision-making process."*

Cardiff Council's Participation Strategy has two distinct components; part one focusing on consultation and engagement to promote citizen voice in decision-making and part two focusing on promoting participation in the democratic process.

The draft Public Participation Strategy for 2023-2027 outlines the Cardiff Council's objectives, approach and mechanisms for encouraging and enabling public participation, together with information on how local people can influence decision-making Cardiff Council's Draft Public Participation Strategy has been developed in line with our commitments and priorities, as well as the legislation set out in the Act.

It supports our values by setting out how we will encourage and enable local people and communities in the city to be actively involved in decisions that affect them. It outlines how people can influence the council's decision-making, the mechanisms already in place to encourage and support local people to participate in our decision making and an action plan to build on these.

Cardiff Council exists to serve and represent the interests of its citizens and communities and is strongly committed to fostering a culture of partnership with local people and communities, encouraging and supporting them to participate in our decision making, and keeping them informed about how their participation has influenced decisions.

The Cardiff Research Centre are committed, and excellent work is continually undertaken as outlined in the main body of the strategy. Baseline assessment of the consultation and engagement work was undertaken to identify and develop a demographic profile of survey respondents. The data was analysed and compared with demographic data taken from the 2021 Census and Mid-Year Population Estimates. The analysis identified a lower response rate evident for the following groups:

- Lower socio-economic wards – Southern Arc
- Older People (+75 years old)
- Children and Young People
- Black, Asian and Minority Ethnic Communities
- People who identify as Disabled

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?

Cost delivered within existing budgets, with citizen engagement an important component of shaping well informed and joined up policy.

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	Y
C. Welsh Language Impact Assessment	Y
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

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]** 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 strategy aims to improve participation across all of the protected characteristics, however the evidence provided within the strategy identifies underrepresentation within this characteristic.

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

The strategy proposes series of actions to encourage participation with younger people these include:

- Commit to undertaking the Child Friendly City Survey on a bi-annual basis.
- Develop, where appropriate, Child Friendly versions of consultations and surveys.
- Establish a new Cardiff Youth Citizen Panel to respond to major Council surveys.
- Explore options, with Cardiff’s Universities and Student Unions, options for improving engagement with students.

The strategy proposes a series of actions to encourage participation with older people these include:

- Distribute hard copies of surveys to care homes and day centres.
- Promote participation in the Cardiff Citizens' Panel with those over 75.
- Use community hubs and community groups to promote participation amongst older people.

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 strategy aims to improve participation across all of the protected characteristics, however the evidence provided within the strategy identifies underrepresentation within this characteristic.

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

- Review how software and technology could improve access for, and engagement with, those with a disability, such as provision of digital surveys compatible with screen readers or provision of BSL.
- Rebrand Cardiff Research Centre reports to ensure that the colour scheme supports accessibility.
- Continue to ensure the Council provides accessible versions of documents e.g Easy Read, Braille, Compatibility with Screen Reader.
- Continue to ensure that all consultation and engagement material is plain language.

- Continue to ensure that the Council fully considers the accessibility of engagement venues, events and materials, including the need for BSL, Easy Read, Braille and Audio Loop etc as well as the physical accessibility of venues.
- Identify barriers and promote opportunities by engaging with representative and advocacy groups, including Council’s Disability network, Access Equality Group and partner organisations.

Gender Reassignment

Will this proposal have a **differential impact [positive]** 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 strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

Marriage and Civil Partnership

Will this proposal have a **differential impact [positive]** 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 strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

Pregnancy and Maternity

Will this proposal have a **differential impact [positive]** 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 strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

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 strategy aims to improve participation across all of the protected characteristics, however the evidence provided within the strategy identifies underrepresentation within this characteristic.

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

- Work with the Council's Black Asian & Minority Ethnic Staff Network, as well as external organisations, including C3SC, Diverse Cymru, Race Equality First and Women Connect First, to promote surveys and feedback results.
- Increase the use of face-to-face engagement and group engagement to supplement survey work, for example, the Women Connect First Wales World Café.
- Where appropriate, publish Council consultations in community languages, beginning with Arabic, Polish and Bengali, and work with community groups and leaders to promote them.

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	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.

The strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

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 strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

Sexual Orientation

Will this proposal have a **differential impact [positive]** 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 strategy aims to improve participation across all of the protected characteristics
What action(s) can you take to address the differential impact?
The strategy will promote engagement will all groups of people.

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.
The strategy aims to improve participation across all of the protected characteristics, the evidence provided within the strategy identifies underrepresentation with groups of people in areas characterised by socio-economic disadvantage.
What action(s) can you take to address the differential impact?
<ul style="list-style-type: none"> • Improve engagement rates by ward, with a particular focus on wards with a typically low response rate, by Supporting Local Ward Councillors to promote engagement opportunities within their ward. • Encourage residents to provide their postcode when responding to surveys and continuing to use geotargeting to reach respondents in certain parts of the city • Further developing reach into local online community groups • Increase the use of face-to-face engagement to supplement survey work with under-represented groups • Enhance local community engagement on all major regeneration projects. • Improve engagement with Council tenants by diversifying methods of engagement, such as posting hard copies of surveys directly to tenants. • Explore options to recruit volunteers to promote surveys with certain groups in part of the city

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 strategy aims to improve participation across all of the protected characteristics

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

The strategy will promote engagement will all groups of people.

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?

Work has been undertaken with the Cardiff Research Centre to develop a programme of public consultation, with a specific focus on the under-represented groups identified in the Strategy and accompanying Cabinet Report.

Summary of Actions (Listed in the sections above)

	Actions
Age	<p>Commit to undertaking the Child Friendly City Survey on a bi-annual basis.</p> <p>Develop, where appropriate, Child Friendly versions of consultations and surveys.</p> <p>Establish a new Cardiff Youth Citizen Panel to respond to major Council surveys.</p> <p>Explore options, with Cardiff's Universities and Student Unions, options for improving engagement with students.</p> <p>The strategy proposes a series of actions to encourage participation with older people these include:</p> <p>Distribute hard copies of surveys to care homes and day centres.</p> <p>Promote participation in the Cardiff Citizens' Panel with those over 75.</p>

	Use community hubs and community groups to promote participation amongst older people.
Disability	<p>Review how software and technology could improve access for, and engagement with, those with a disability, such as provision of digital surveys compatible with screen readers or provision of BSL.</p> <p>Rebrand Cardiff Research Centre reports to ensure that the colour scheme supports accessibility.</p> <p>Continue to ensure the Council provides accessible versions of documents e.g Easy Read, Braille, Compatibility with Screen Reader.</p> <p>Continue to ensure that all consultation and engagement material is plain language.</p>
Gender Reassignment	Promote engagement will all groups of people.
Marriage & Civil Partnership	Promote engagement will all groups of people.
Pregnancy & Maternity	Promote engagement will all groups of people.
Race	<p>Work with the Council's Black Asian & Minority Ethnic Staff Network, as well as external organisations, including C3SC, Diverse Cymru, Race Equality First and Women Connect First, to promote surveys and feedback results.</p> <p>Increase the use of face-to-face engagement and group engagement to supplement survey work, for example, the Women Connect First Wales World Café.</p> <p>Where appropriate, publish Council consultations in community languages, beginning with Arabic, Polish and Bengali, and work with community groups and leaders to promote them.</p>
Religion/Belief	Promote engagement will all groups of people.
Sex	Promote engagement will all groups of people.
Sexual Orientation	Promote engagement will all groups of people.
Socio-economic Impact	<p>Improve engagement rates by ward, with a particular focus on wards with a typically low response rate, by Supporting Local Ward Councillors to promote engagement opportunities within their ward.</p> <p>Encourage residents to provide their postcode when responding to surveys and continuing to use geotargeting to reach respondents in certain parts of the city</p>

	<p>Further developing reach into local online community groups</p> <p>Increase the use of face-to-face engagement to supplement survey work with under-represented groups</p> <p>Enhance local community engagement on all major regeneration projects.</p> <p>Improve engagement with Council tenants by diversifying methods of engagement, such as posting hard copies of surveys directly to tenants.</p> <p>Explore options to recruit volunteers to promote surveys with certain groups in part of the city</p>
Welsh Language	Promote engagement will all groups of people.
Generic/ Over-Arching (applicable to all the above groups)	Promote engagement will all groups of people.

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]** 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.

Positive impact. The strategy will promote engagement with Welsh Speakers.

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?

Positive impact. The strategy will promote engagement with Welsh Speakers.

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?
Positive impact. The strategy will promote engagement with Welsh Speakers.

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?
Positive impact. The strategy will promote engagement with Welsh Speakers during the consultation process.

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?
Positive impact. The strategy will promote engagement with Welsh Speakers during the consultation process.

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?
Positive impact. The strategy will promote engagement with Welsh Speakers during the consultation process.

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]** on:

The opportunities for persons to use the Welsh language?
Positive impact. The strategy will promote engagement with Welsh Speakers during the consultation process.

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?

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?
Positive impact. The strategy will promote engagement with Welsh Speakers during the consultation process.

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.

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.

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 \(phwwhocc.co.uk\)](https://phwwhocc.co.uk)

Email: WHIASU.PublicHealthWales@wales.nhs.uk