

# Single Impact Assessment

Cardiff Council

Appendix 4



## 1. Details of the Proposal

### What is the proposal?

Title: Report on the Housing Emergency in Cardiff

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

New

Existing

### Directorate/Service Area:

Housing & Communities

### Who is developing the proposal?

Name: Helen Evans

Job Title: Assistant Director, Housing & Communities

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

Helen Evans

### Cabinet Portfolio:

Housing & Communities

### Authorisation

Completed By: Jessica Tomlinson

Job Title: Improvement Project Manager

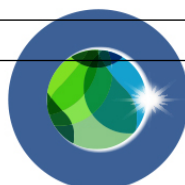
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Approved By:

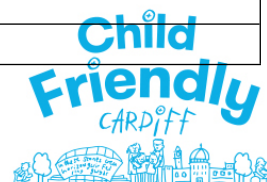
Job Title:

Cyngor  
Ddwyieithog

Bilingual  
Cardiff



One  
Planet  
Cardiff



**Document History – do not edit**

*The Single Impact Assessment (SIA) can be strengthened as time progresses, helping shape the proposal. Version control will provide a useful audit trail of how the SIA has developed. Draft versions of the assessment should be retained for completeness, however only the final version will be publicly available. Draft versions may be provided to regulators if appropriate.*

<b>Version</b>	<b>Author</b>	<b>Job Title</b>	<b>Date</b>
1	Fiona Gibson	Senior Corporate Policy Officer	12/10/2022
2	Fiona Gibson	Senior Corporate Policy Officer	12/04/2023

## 2. Overview of the Proposal

### **What action is the Council considering and why?**

*Please provide a detailed outline of the proposal. This information will support your findings in the impact assessments.*

The purpose of the proposal is to brief Cabinet on the Housing Emergency in Cardiff, and the unprecedented pressures this is placing on homelessness services. Including but not limited to, record numbers of individuals and families seeking help from homelessness services, lack of social housing for those on the common waiting list, resulting in presenting as homeless being perceived by some as a short cut to access social housing and emerging pressures such as the Home Office accelerating their decision making on asylum cases where at over 450 households will seek support with housing over a short period of time.

The proposal provides an update to Cabinet on the steps already being taken to address these pressures including a strengthened homelessness prevention service, improvements in mediation services and referring those who present to the service with no local connection back to their originating local authority for help. Steps taken also include the opening of additional temporary accommodation including use of hotels within the city, and the meanwhile use of land and modular units to further increase supply.

The report seeks approval for changes to existing policies which impact on homeless assessment, (in line with current homelessness legislation). These changes are listed below:

- The consideration of intentionality in making homelessness decisions, where there is clear evidence that an applicant has deliberately made themselves homeless.
- The removal of areas of choice for homeless applicants on the Common Housing Waiting List.
- Offering private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate.

The proposal also details solutions to the current housing pressures through larger scale property purchases and package deal arrangements and the continuation of the meanwhile use of brownfield sites to deliver new modular homes for temporary accommodation, using the existing arrangements in place within our Cardiff Living Partnership and with the current modular providers.

The proposal requests that Cabinet approve:

Approve a consultation process on the policy changes outlined in the report, including the consideration of intentionality in making homeless decisions, the removal of areas of choice for homeless applicants on the Common Housing Waiting List and offering private rented accommodation outside the city, in neighbouring local authority areas.

To delegate the final decision on these changes to the Director Adults, Housing and Communities in consultation with the Cabinet Member, Housing and Communities following a full impact assessment and consultation with stakeholders.

Approve the acquisition of the properties identified in the report, following the

completion of all due diligence.

Approve in-principle the award of a new contract for the meanwhile modular delivery of temporary accommodation across sites

Delegation of the final sign-off of each of the sites to the Corporate Director, People & Communities in consultation with the S.151 Officer and the Cabinet members for Housing & Communities and Finance. Final approval will be conditional on the following; Approval of TACP grant from Welsh Government, Agreement of lease arrangements with Welsh Government and Cardiff & Vale Health Board for the sites and a suitable financial viability assessment for each of the sites.

**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?*

All property purchases will be funded through the HRA Capital programme. The city centre conversion scheme is subject to a Welsh Government Transitional Accommodation Capital Programme (TACP) grant application. This grant supports a wide range of projects by local authorities and registered social landlords to create much-needed extra housing capacity across Wales.

Discussions are currently underway with Welsh Government regarding subsidy for this project via future years TACP funding.

A commitment of at least 50% grant funding over two years is being sought, this is the intended timescale to complete the delivery of new homes across all the identified sites.

### 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	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 proposals contained within the report will have a positive impact on people of all age groups who require homelessness services, reducing the time spent in temporary accommodation and providing permanent, settled homes at scale and pace, however there is a particular benefit to children and young people.

#### Children

There are currently 707 families with children residing in temporary accommodation in Cardiff. The report shows that that 28 more families are entering temporary accommodation than are exiting into permanent accommodation each month, so demand for accommodation is far outstripping supply. Due to this demand many families are now residing in emergency hotel accommodation. Support from council staff is available on site and other services, such Early Help, Play, and Advice Services also provide assistance from these locations, however the use of hotels is not ideal and spending time in any form of temporary accommodation can be unsettling for children.

We are working hard to reduce demand so that less families enter homelessness services in the first place and for those that those who do enter temporary accommodation we want to reduce the time spent there. The report sets out what we are currently doing to achieve this and outlines further proposals for improvement.

Homelessness Prevention services have been strengthened to meet the increasing need for assistance and to improve the focus on early intervention. This includes the

improvement of Mediation services for clients who are experiencing a family breakdown.

### **Young People**

In 2022/23, 27% of all those threatened with homelessness and 28% of all those found to be homeless were aged between 16 and 25. This compares to 18% of the population according to the 2021 census.

Support and accommodation for young people is managed through the Young Persons Gateway (YPG), a partnership with Llamau and the Salvation Army and all social landlords in Cardiff. 186 young people are currently housed in temporary accommodation in the YPG and all units of accommodation were full.

We are working to reduce the number of young people who become homeless. Mediation within the Young Persons Gateway has been improved, by working in partnership with Llamau it has been possible for more young people to remain or return home, with support in place, where it is safe to do so.

Young People move on from YPG accommodation into permanent accommodation when they are ready for independent living. To ensure this happens as successfully as possible, young people are given training on how to live independently.

The proposals set out in the report to improve homelessness services and develop and deliver further accommodation will benefit all young people who are being supported by the service.

The changes proposed with regards to considering intentionality where there is clear evidence that an applicant has deliberately made themselves homeless, will not apply to young people aged under 21, care leavers aged between 21 to 24, pregnant women and homeless applicants with children, unless they have been intentionally homeless twice within a 5-year period. This is unlikely to be the case but is still possible. Housing & Communities work closely with Children's Services on any case where a decision is made that there is no homeless duty to ensure the right support is in place.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List will reduce the amount of time spent in temporary accommodation, particularly for families. However, it is accepted that moving to a different area of Cardiff may be disruptive for children in terms of their education and their family support networks. Advice and support is in place to assist families with education choices.

Any offers of private rented accommodation made outside the Cardiff area would be carefully considered and only as long as there was no risk to the applicant. It is accepted that moving out of Cardiff may be disruptive for children in terms of their education and their family support networks. The proposals in the report that aim to reduce the time spent in temporary accommodation will enable families to move into a

settled home more quickly and are therefore beneficial to families and children. We will also ensure advice and support is in place to assist families with education choices.

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

We will continue to ensure that support from council staff is available on site at emergency hotels and other temporary accommodation sites, with other services such as Early Help, Play, and Advice Services also providing assistance from these locations. We will ensure children's education is uninterrupted if being relocated to other areas outside of the city.

For those children who may be moved to a different area of the city, or outside the city, advice and support is in place to assist families with education choices.

**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 contained within the report will have a positive impact on service users, particularly those with disabilities that are impacting on their housing situation.

The report outlines successes already achieved. Two large housing schemes have been developed to support move on from hostels. These schemes are owned by housing associations but managed by the Council's Specialist Accommodation Service, with appropriate support on site to ensure tenancies are sustained. A further managed scheme is planned for the new year.

The changes proposed with regards to considering intentionality where there is clear evidence that an applicant has deliberately made themselves homeless, will not apply to young people aged under 21, care leavers aged between 21 to 24, pregnant women and homeless applicants with children or those with complex needs unless they have been intentionally homeless twice within a 5-year period.



The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, there may be impacts on those with specific health and support needs who need to be close to support networks.

Any offers of private rented accommodation made outside the Cardiff area would be carefully considered and only as long as there was no risk to the applicant. It is accepted that moving out of Cardiff may be disruptive to those with specific health needs, particularly if the move was away from specific health services and support networks. Advice and support is in place to assist those with disabilities.

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

It is accepted that moving out of Cardiff may be disruptive to those with specific health needs, particularly if the move was away from specific health services and support networks. Advice and support is in place to assist with this.

**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 no negative impact anticipated with regards to transgender people; however careful monitoring of services will take place to ensure that no service users are unduly impacted by any proposals in the report.

The homelessness service is inclusive and applicants who are part of the LGBTQ+ community will experience the positive impacts that these proposals will deliver.

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

No action identified.

**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 no evidence to suggest that the proposals set out will have a differential impact on those who are married or in a civil partnership as the homelessness service is inclusive and supports all regardless of marriage status.

The proposals in the report aim to improve services for those who find themselves homeless across the city.

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

No action identified.

### 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.**

Pregnant women and people who reside with them have a priority need for housing and have access to accommodation via the Family Gateway.

The proposals in the report support the development of an increased amount of Temporary and Permanent Accommodation to address current increased demand on this service and a swifter journey through temporary accommodation.

The changes proposed with regards to considering intentionality where there is clear evidence that an applicant has deliberately made themselves homeless, will not apply to young people aged under 21, care leavers aged between 21 to 24, pregnant women and homeless applicants with children, unless they have been intentionally homeless twice within a 5-year period. This is unlikely to be the case but is still possible. Housing & Communities work closely with Children's Services on any case where a decision is made that there is no homeless duty to ensure the right support is in place.

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

No actions identified.

### 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.**

Homelessness Services are inclusive and any improvement to services will benefit all those who access the service, however research has shown that those from ethnic minority backgrounds are disproportionately impacted by homelessness.

Research by the Joseph Rowntree Foundation (2021) suggests that those that are from ethnic minority backgrounds are more than twice as likely to experience homelessness. These groups are less likely to be able to access wealth to buy a home and therefore rely on the private rented sector for housing which can be unaffordable compared to their income.

Of those clients who presented to Homelessness Services in Cardiff in 2022/23 as already homeless, overall, 35% were of an ethnic minority background. Of those who presented to the service as threatened with homelessness, 26% were of an ethnic minority background. This compares to 18% of the Cardiff population (aged 16+) according to the 2021 census.

The proposal sets out plans to increase accommodation across the city, in particular to assist refugees from across the world who may find themselves homeless once they leave their Home Office accommodation which will have a positive impact on this client group.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, there may be impacts on those from specific ethnic backgrounds who would prefer to be housed in certain areas of Cardiff due to cultural considerations.

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

No specific actions identified. Although there may be impacts on those from specific ethnic backgrounds who would prefer to be housed in certain areas of Cardiff due to cultural considerations, the provision of settled accommodation is considered to be beneficial.

### 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.**

Homelessness Services are inclusive and any improvement to services will benefit all those who access the service regardless of religion.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, there may be impacts on those with religious beliefs who would prefer to be housed near places of worship.

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

No specific actions identified. Although there may be impacts on those from specific religious backgrounds who would prefer to be housed in certain areas of Cardiff due to location to places of worship, the provision of settled accommodation is considered to be beneficial.

### 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.**

Homelessness Services are inclusive and any improvement to services will benefit all those who access the service regardless of gender.

Examining data relating to those presenting to homelessness services in 2022/23, shows that slightly more men than women are found to be homeless on the day, but that a higher proportion of females are presenting as threatened with homelessness. The report outlines some of the progress that has been made in improving prevention services, by providing them in community settings and in the home.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, those applicants from single parent families may be impacted if they are moved away from family support networks.

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

No action identified – whilst those applicants from single parent families may be impacted if they are moved away from family support networks, the provision of long-term settled accommodation is seen as beneficial.

**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.**

Homelessness Services are inclusive and any improvement to services will benefit all those who access the service regardless of sexual orientation.

Services are closely monitored to ensure that anyone who identifies as LGBTQ+ is provided with the appropriate accommodation and support.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, it is accepted that those applicants from the LGBTQ+ community may wish to remain close to support networks and community services within Cardiff.

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

No action identified, whilst those applicants from the LGBTQ+ community may be impacted if they are moved away from support networks, the provision of long-term settled accommodation is seen as beneficial.

**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 proposal will reduce socio-economic disadvantage by providing more accommodation in the city for those who find themselves homeless and reducing the time that homeless people spend in temporary accommodation, providing more people with a permanent, affordable, settled home.

Advice and support is provided across communities to those at risk of homelessness with a variety of financial and practical support is available along with the signposting into other support services.

The removal of areas of choice for homeless applicants on the Common Housing Waiting List and the offering of private rented accommodation outside the Cardiff area in neighbouring local authorities, where appropriate will reduce the time spent in temporary accommodation. However, it may impact on those who work in Cardiff, although being housed in settled accommodation is more beneficial than residing in temporary accommodation.

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

No action identified, whilst applicants may be impacted if they are moved away from places of work and support networks, the provision of long-term settled accommodation is seen as beneficial.

**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.**

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

N/A

### 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?

Local Members will be consulted about individual accommodation schemes in their wards.

The proposals outlined in the report are to be consulted on with a wide range of stakeholders including homeless people and a further impact assessment will be undertaken following the consultation to inform decision making.

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

	<b>Actions</b>
Age	<p>We will continue to ensure that support from council staff is available on site at emergency hotels and other temporary accommodation sites, with other services such as Early Help, Play, and Advice Services also providing assistance from these locations. We will ensure children's education is uninterrupted if being relocated to other areas outside of the city.</p> <p>For those children who may be moved to a different area of the city, or outside the city, advice and support is in place to assist families with educational choices.</p>
Disability	<p>It is accepted that moving out of Cardiff may be disruptive to those with specific health needs, particularly if the move was away from specific health services and support networks. Advice and support is in place to assist with this.</p>
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Maternity	None

Race	No specific actions identified. Although there may be impacts on those from specific ethnic backgrounds who would prefer to be housed in certain areas of Cardiff due to cultural considerations, the provision of settled accommodation is considered to be more beneficial.
Religion/Belief	No specific actions identified. Although there may be impacts on those from specific religious backgrounds who would prefer to be housed in certain areas of Cardiff due to location to places of worship, the provision of settled accommodation is considered to be more beneficial.
Sex	No action identified – whilst those applicants from single parent families may be impacted if they are moved away from family support networks, the provision of long-term settled accommodation is seen as more beneficial.
Sexual Orientation	No action identified, whilst those applicants from the LGBTQ+ community may be impacted if they are moved away from support networks, the provision of long-term settled accommodation is seen as more beneficial.
Socio-economic Impact	<p>Advice and support is provided across communities to those at risk of homelessness with a variety of financial and practical support is available along with the signposting into other support services.</p> <p>Whilst applicants may be impacted if they are moved away from places of work and support networks, the provision of long-term settled accommodation is seen as more beneficial.</p>
Welsh Language	None
Generic/ Over-Arching (applicable to all the above groups)	The proposals set out in the cabinet report will have a positive effect on all groups who find themselves homeless or threatened with homelessness in the city reducing the time spent in Temporary Accommodation and providing an increased amount of affordable permanent, settled accommodation across Cardiff.

### Next Steps

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.



Where the Equality Impact Assessment shows negative impacts, you must append the form to the Cabinet or Officer Decision Report.

On completion of this Assessment, please ensure that the whole form is submitted to the Equality Team mailbox so that there is a record of all assessments undertaken in the Council [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)

## **B: Child Rights Impact Assessment**

The aim of a Child Rights Impact Assessment is to put children and young people at the forefront of decision-making. The assessment helps officers to consider how the rights of children and young people may be affected by a proposed policy or project.

Click [here](#) to start a Child Rights Impact Assessment.

You will receive an automated email containing a link to your Child Rights Impact Assessment template and the Child Friendly Cardiff Team will be in contact to support you.

Guidance for Local Government prepared by Unicef is available here:  
[Child Rights Impact Assessment - Child Friendly Cities & Communities \(unicef.org.uk\)](https://www.unicef.org.uk/child-rights-impact-assessment-child-friendly-cities-communities)

For further information or assistance in completing the Child Rights Impact Assessment, please contact the Child Friendly Cardiff Team [ChildFriendlyCardiff@cardiff.gov.uk](mailto:ChildFriendlyCardiff@cardiff.gov.uk)

### **Next Steps**

Where it is considered that a Child Rights Impact Assessment is required, you must append the form to the Cabinet or Officer Decision Report.

# C: Welsh Language Impact Assessment

Please consult with Bilingual Cardiff for any assistance with completing this assessment  
[Bilingualcardiff@cardiff.gov.uk](mailto:Bilingualcardiff@cardiff.gov.uk)

## Welsh Language Standards 88-97

### Standard 88

Will this proposal have a **differential impact [positive/negative]** on:

	Yes	No	N/A
The opportunities for persons to use the Welsh language?			
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.**

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### 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?**

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

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### Standard 90

Could this proposal be formulated or re-formulated to ensure that it does not have adverse effects, or a decreased adverse effect, on:

**The opportunities for persons to use the Welsh language?**

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

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### 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?**

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

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### **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?**

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

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### **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?**

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

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### **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?**

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

<b>The opportunities for persons to use the Welsh language?</b>
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<b>Treating the Welsh language no less favourably than the English language?</b>
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**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:

<b>The opportunities for persons to use the Welsh language?</b>
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<b>Treating the Welsh language no less favourably than the English language?</b>
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## 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](#)

<b>Are all supporting materials and services compliant with the requirements of the Welsh language standards?</b>

## 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](#)

<b>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?</b>

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**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 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 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)