

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

**What is the proposal?**

Title: Rent Setting Proposals 2024/25

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

New

Existing

**Directorate/Service Area:**

Adults, Housing & Communities

**Who is developing the proposal?**

Name: Helen Evans

Job Title: Assistant Director – Housing & Communities

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

Jane Thomas – Director - Adults Housing & Communities

**Cabinet Portfolio:**

Housing & Communities

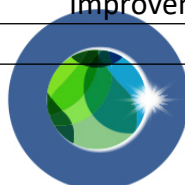
**Authorisation**

Completed By: Jessica Tomlinson

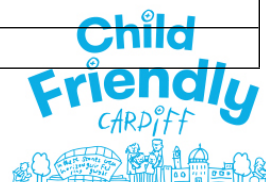
Job Title: Improvement Project Manager

Date: 30/10/2023

C: Ddwyieithog



One Planet Cardiff



|              |   |
|--------------|---|
| Approved By: | Helen Evans                               |
| Job Title:   | Assistant Director, Housing & Communities |

**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 Council Housing Rent & Service Charge Setting 2024/25 report sets out the proposed approach for rent and service charge setting on Council owned dwellings from April 2024.

The report will also brief Cabinet on how efficiencies will be made to address the budget deficit in the Housing Revenue Account and details the help and support available to tenants who are struggling with the continued cost-of-living crisis.

While any increase in rent is difficult at this time, it should be noted that 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team.

### **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?*

The Housing Revenue Account (HRA) records income and expenditure arising from the provision of Cardiff Council's 13,937 housing stock. The HRA is ringfenced for transactions related to the council's housing landlord functions and cannot be used for other purposes.

The main source of income is from tenants in the form of rents and service charges. The purpose of reviewing rents is to ensure the Housing Revenue Account has enough income to provide quality housing services for current and future tenants. Rental income allows the service to invest in the maintenance and improvement of existing homes and neighbourhoods, provide good tenant support services, partially fund our community Hubs and also build new homes.

The Renting Homes Act came into force on 1<sup>st</sup> December 2022. This legislation applies to Council, Housing Association, supported housing and privately rented properties in Wales. This legislation requires landlords to give tenants two months' notice of their rent change. Previously only 28 days notice was required.

The reviewing and setting of rent and service charges is normally decided by Cabinet during budget setting in February of each year. To meet the notice period requirements as laid out in the Act, rent and service charge setting are now decided ahead of the normal budget process annually.

### **Rent Setting Policy**

Whilst the responsibility for setting rents rests with the Council, this is specified within boundaries laid out in the Welsh Government rent policy framework These rules are:

When determining the setting of rents and service charges, social landlords must make an assessment of cost efficiencies, value for money and affordability for tenants which should be discussed at Cabinet or Council.

The maximum overall rent increase allowable in any one year is the September Consumer Price Index (CPI) +1%. Should CPI fall outside the range of 0% to 3%, the responsibility will rest with the Housing Minister to determine the appropriate change to rent levels for the year.

In September 2023, CPI was 6.7%, well above the range allowable by the policy. Therefore, a decision regarding the rent setting was required by the Minister who announced on 27<sup>th</sup> October 2023 that the maximum that rents can increase by is 6.7%. The Minister confirmed that this was a maximum increase and set and decision making is with the Council.

### **3. Impact Assessments**

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

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.**

| <b>Impact Assessment</b>              | <b>Page</b> | <b>To be completed: Y/N</b> |
|---------------------------------------|-------------|-----------------------------|
| A. Equality Impact Assessment         | 5           | 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  | Y   |    |     |
| Over 65 years  | Y   |    |     |

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

The impact of the rent increase will affect all Council tenants regardless of age, however it should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

### 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.**

There is no negative impact specifically anticipated for those with a Disability, however the impact of the rent increase will affect all Council tenants regardless of Disability.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

**Gender Reassignment**

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

|  | Yes | No | N/A |
|--|-----|----|-----|
| Transgender People<br>(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.**

No negative impact anticipated specifically for Transgender People, however the impact of the rent increase will affect all Council tenants regardless of gender identity

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

**Marriage and Civil Partnership**

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

|                   | Yes | No | N/A |
|-------------------|-----|----|-----|
| Marriage          |     |    |     |
| Civil Partnership |     |    |     |

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

No negative impact anticipated specifically for those who are married or in a civil partnership, however the impact of the rent increase will affect all Council tenants.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

**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.**

No negative impact anticipated specifically for those who are pregnant however the impact of the rent increase will affect all Council tenants.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

**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.**

No negative impact anticipated on any specific groups, however the impact of the rent increase will affect all Council tenants.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

**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.**

No negative impact anticipated for people with different religions, beliefs or non-beliefs however the impact of the rent increase will affect all Council tenants.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme.

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**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   |    |     |

| <b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>   |
|--|
| No negative impact anticipated based on sex, however the impact of the rent increase will affect all Council tenants.<br><br>It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.<br><br>For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team. |
| <b>What action(s) can you take to address the differential impact?</b>   |
| As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme   |

**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   |    |     |

| <b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b> |
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No negative impact anticipated, based on sexual orientation however, the impact of the rent increase will affect all Council tenants.

It should be noted that while any increase in rent is difficult at this time, 86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.

For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team.

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

As above a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme

**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.**

All social landlords in Wales must consider affordability issues for tenants when proposing their rent increase to ensure rent and service charges represent value for money.

When comparing the Councils new proposed rent charge it is still significantly lower than weekly private market rents.

The proposed rent increase has also been compared using a Living Rent model. The model indicates that overall Cardiff rents fall within an affordable level.

86% of council tenants are in receipt of benefits to assist with their rent.

For those tenants who pay all or some of their rental costs there is a range of support available for those experiencing difficulties in paying their rent and the service works

hard to reduce or remove the threat of eviction. The minister also set out a number of commitments in 2023/24 to be made by social landlords to prevent evictions and support tenants and these must be implemented again in 2024/5.

These are:

1. There will be no evictions due to financial hardship for the term of the rent settlement in 2023-24, where tenants engage with their landlords.
2. The Council will continue to provide targeted support to those experiencing financial hardship to access support available.
3. a joint campaign, encouraging tenants to talk to their landlord if they are experiencing financial difficulties and access support available, will be launched across Wales.
4. agreeing to maximise the use of all suitable social housing stock, with a focus on helping those in the poorest quality transitional accommodation move into longer term homes that meet their needs
5. a commitment to invest in existing homes to keep them safe, warm and affordable to live in
6. building on existing engagement with tenants in rent-setting decisions, including explaining how income from rent is invested and spent.
7. Working in partnership with tenants, Welsh Government, funders and other partners will develop a consistent approach to assessing affordability across the social housing sector in Wales.
8. Cardiff Council will also participate in an assurance exercise to reflect on application of the rent policy to date. This will build on the work undertaken by social landlords over the past three years, and inform future work to develop a consistent approach to assessing affordability

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

As above – the above commitments will be implemented in 2024/25 along with providing a range of support to assist tenants with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and new Discretionary Hardship Scheme

**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.**

All Welsh language policies will be followed. All tenants can express a language preference upon their first contact with services. This is then recorded on tenancy records to ensure their language preference is met.

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

**Consultation and Engagement**

What arrangements have been made to consult/engage with equality/ community organisations, especially those who are representative of those you have identified as being likely to be affected?

Consultation with tenants took place between 25<sup>th</sup> September to 22<sup>nd</sup> October 2023 and received 210 responses – a 289% increase on the number of responses received last year.

The Consultation comprised of:

- An Online survey promoted on the Cardiff Tenants website
- 15 face to face events including focus groups across Hubs to encourage responses
- Front facing staff including Finance, Welfare Liaison and housing helpline officers promoted the survey with contract holders and offered help to complete the survey on line, whilst assisting with other enquiries
- Social Media promotion
- Promotion on the Tenant Participation website
- Paper survey sent to 2,774 (20%) of tenants - selected randomly.

The outcome of the survey has informed the Council's decision on rent and service change setting.

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

|                              | Actions |
|------------------------------|---------|
| Age                          | None    |
| Disability                   | None    |
| Gender Reassignment          | None    |
| Marriage & Civil Partnership | None    |

|  |   |
|--|---|
| Pregnancy & Maternity  | None  |
| Race   | None  |
| Religion/Belief  | None  |
| Sex  | None  |
| Sexual Orientation   | None  |
| Socio-economic Impact  | None  |
| Welsh Language   | None  |
| Generic/ Over-Archling<br>(applicable to all the above groups) | <p>The impact of the rent increase will affect all Council tenants.</p> <p>86% of council tenants are in receipt of benefits to assist with their rent. In the majority of cases these tenants will have any increase in rent covered by an increase in their benefits.</p> <p>For those who do struggle with their rent payments a range of support is available to tenants to assist with their finances including a supportive rent arrears pathway focused on resolving issues together with a dedicated Welfare Liaison Team and a range of further commitments made to support tenants.</p> |

## 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?                  |     | 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.**

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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:

|   |
|---|
| <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> |
|  |

**Standard 92**

Did the consultation seek and give consideration to views on how the proposal could have positive, 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 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> |
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| <b>Treating the Welsh language no less favourably than the English language?</b> |
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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?**

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/negative]** on:

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

**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?**

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

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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](#)

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| <b>Are all supporting materials and services compliant with the requirements of the Welsh language standards?</b> |
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## 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](#)

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

*\* Only two European sites designated for nature conservation interest lie within Cardiff's boundaries – the Severn Estuary and Cardiff Beech Woods, but be aware if your project affects an area close to a neighbouring authority.*

If the answer is 'Yes', then a screening exercise may need to be conducted to determine if a Habitats Regulations Assessment is required or not.

Contact the [Biodiversity Team](#) who will guide you through the process.

## E: Strategic Environmental Assessment

|   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| Does the strategy, policy or activity set the framework for future development consent? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

|  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| Is the strategy, policy or activity likely to have significant environmental effects (positive or negative)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you have answered 'Yes' to both of the above questions, then a full Strategic Environmental Assessment Screening is needed.

Contact the [Sustainable Development Unit](#) who will guide you through the process.

## F: Data Protection Impact Assessment

|  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| Will the proposal involve processing information that could be used to identify individuals? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer is 'Yes', then a Data Protection Impact Assessment may be required.

Click [here](#) to read the guidance and start the Data Protection Impact Assessment process if needed.

For further information, contact the [Data Protection Service](#).



## G: Health Impact Assessment

A Health Impact Assessment helps to develop policies and projects that consider the mental, physical and social health and well-being of a population during planning and development. Considering health inequalities and their impacts on local communities is an essential part of any Health Impact Assessment.

Health Impact Assessments will become a statutory requirement for public bodies in specific circumstances in the future. These circumstances have yet to be published by Welsh Government.

For further information and advice, please contact the Wales HIA Support Unit.

Website: [Home - Wales Health Impact Assessment Support Unit \(phwwhocc.co.uk\)](http://phwwhocc.co.uk)

Email: [WHIASU.PublicHealthWales@wales.nhs.uk](mailto:WHIASU.PublicHealthWales@wales.nhs.uk)