

# Single Impact Assessment

Cardiff Council



## 1. Details of the Proposal

### What is the proposal?

Title:	Joint Equipment Service (JES) Development - Independent Living and Wellbeing Centre (ILWC).
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### Is this a new proposal or are you amending an existing policy, strategy, project, procedure or service?

New	<input type="checkbox"/>
Existing	<input checked="" type="checkbox"/>

### Directorate/Service Area:

Adults Housing & Communities, Preventative Services, Independent Living Services

### Who is developing the proposal?

Name:	Neal Hall
Job Title:	Service Manager (Joint Equipment Service)

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

Jane Thomas Director Adults Housing & Communities

### Cabinet Portfolio:

Housing & Communities, Social Care, Health, and Wellbeing

Authorisation	
Completed By:	
Job Title:	
Date:	
Approved By:	
Job Title:	

**Document History – do not edit**

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

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

## 2. Overview of the Proposal

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

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

This project represents an update to an existing provision and service delivered by the Independent Living Service (ILS) and its Cardiff and Vale Joint Equipment Service (JES).

Cardiff Council's Ageing Well Strategy 22/21 outlines ambitious development plans over the next five years, which will transform the way citizens receive help and support in their homes and communities, with a continued focus on enabling our citizens to live as independently as possible.

The Cardiff and Vale Joint Equipment Service (JES) delivers a statutory service providing community medical equipment to support care needs, reduce care packages, support discharge from hospital and prevent admission. At capacity, the service is currently split across multiple costly sites (two main warehouse, two auxiliary buildings and two self-storage facilities comprising 16 units). This project will co-locate this service, bring significant service efficiencies and creating an in-house decontamination service to decrease waste, reduce procurement and create jobs within an Invest to Save programme.

Demand for the services provided by the JES has been consistently growing year on year in line with the changing demographics of an ageing population. To the point that the existing infrastructure is insufficient to meet the demand now and will, (if action is not taken) rapidly decline to the point that our most vulnerable citizens will not receive the timely intervention that the JES provision of specialised equipment brings in order to enable them to continue to live in the community (either independently or with assistance from carers).

#### **Service Risks:**

1. JES has exceeded its capacity in terms of warehouse facilities. Since forming in 2008 it has grown by over 350%
2. The service has been actively pursuing alternative accommodation options for over 3 years.
3. There are significant Health and Safety risks in the two main warehouses, which has been mitigated by using the additional offsite storage facilities:  
Alongside the two main warehouses, the service utilises two auxiliary buildings and 16 self-storage containers split across two sites (in and out of county), to manage the stock storage needs of the service.  
However, this results in additional service pressure and cost.
4. If an alternative solution is not reached, JES will be unable to hold sufficient stock to meet the needs of our citizens, ensuring timely delivery of equipment to aid support and avoid crisis.
5. There is a need to assign significant staff resource to travelling to collect stock items from these six different locations. This reduces the overall staff resource to deliver the service.
6. Monthly requirements to travel to multiple sites equivalent to:
  - Six FTE days lost monthly.
  - 162 lost deliveries monthly.
  - Representing a 7% loss on medical equipment deliveries made per year.
7. The JES Service has begun to experience service failings due to the space constraints and operational complexities of the current service model:

8. KPI target of deliveries made within 5 days = 80%  
21/23 = 73%  
23/24 (QTR 1+2) = 69%
9. The pandemic showed the value of having a service that could rapidly respond to deteriorating situations both enabling safe discharge and preventing admissions. This is also echoed in the need to support more planned demand changes such as winter pressures.
10. The primary demographic for service recipients (70 years +) is growing and set to continue, adding additional pressure to both community and acute provisions.
11. Alongside this, The Older People's Commissioner for Wales Report - Understanding Wales' ageing population: key statistics– Nov 2022 suggests:
  - 67% - over 65s are living with one longstanding illness
  - 32% - with two or more longstanding illnesses
  - Meaning the requirement to timely provide equipment solutions at home will also increase

The project co-locates the Joint Equipment Service (JES) within a new Multi-Disciplinary Team (MDT) service to create an Independent Living and Wellbeing Centre (ILWC) to support a single point of access to a range of services that wrap around the individual.

Locality working will be delivered to bring together a combined set of skills from Well-being services, Social Care, Primary and Acute Health Services into the community.

The ILWC will be used to provide:

- suites with technology and equipment available for the training of the social care workforce.
- A Multi-functional space to be used to host group activities such as chair-based yoga, Falls clinics etc.
- Consultation rooms which would be made available to health colleagues (physiotherapists, nursing staff, occupational therapists etc.).
- A dementia friendly Café for carers and residents to meet.
- Advice/Guidance on a range of subjects from Healthy eating to advice on how to stay active/fit as you grow older.

### **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 service has completed RIBA 1 and received an Order of Costs Estimate (OCE) through architectural firm Arup. The RIBA Plan of Work organises the process of briefing, designing, constructing, and operating building projects across eight key stages.

A subsequent RIBA 1 Revision to undertake a cost reduction exercise and deliver a Cost Optimisation Report was undertaken. The service is currently inefficient and experiencing failings. The proposed development will result in increased costs.

The project has been developed in part, with our JES Partners (Cardiff Council, University Health board and Vale of Glamorgan Council). The current JES operates under an established Section 33

Legal Agreement (a contract to provide statutory services on behalf of multiple organisations), covering its pooled budget and shared overheads).

All parties currently contribute to buildings costs and there is an agreement in principle that this will continue. The current Section 33 (S33) is in the process of being updated and will be reviewed against any changes to the service. Cardiff Council are the lead body and deliver the service on behalf of the partners who collectively contribute to a pooled budget – Cardiff County Council (CCC) 33.85% Cardiff and Vale University Health Board (UHB) 56.99% Vale of Glamorgan Council (VoG) 9.16%.

The JES is Responsible for all community medical equipment provision, maintenance, and recycling alongside the UHB's full continence product procurement and delivery service (community and hospitals).

The service holds more than 700 different product types. Delivering in excess of 28,000 pieces of medical loan equipment per year and an additional 48,000 continence deliveries – a total of 76,000 annual deliveries.

The JES provides a statutory provision and directly supports hospital discharge, admittance avoidance, formal and informal care packages: Ultimately supporting citizens to live as independently as possible within their own homes for as long as possible.

- 70% of deliveries are meeting the needs of those aged 70 years or above.
- With 54% of all deliveries being made to support discharge or improve wellbeing and independence.
- The service shows a sustained 5% year on year average increase on demand.
- The service offers an emergency Same or Next Day Delivery Service to rapidly respond to urgent needs both enabling safe discharge and preventing admissions - 80% of referrals are to support a palliative need and/or hospital discharge.

The project itself proposes to bring elements of the service currently subcontracted, in house. The savings realised will support a new staff team and ongoing cost, realising long term savings and cost avoidance.

The total project cost are split into two distinct Elements – The JES warehouse £9.496M Capital Loan and the Multi Disciplinary Team (MDT) Hub £5.236M dependent on Grant Funding - Health and Social Care Integration and Rebalancing Capital Fund (IRCF)

### 3. Impact Assessments

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

Further information is included about each assessment at the start of the relevant section.

The [Impact Assessment Screening Tool](#) provides advice tailored to your proposed policy, strategy or project regarding which impact assessments may be required and who to contact to find out more.

The screening tool is an online form with mainly multiple-choice questions which should take less than 10 minutes to complete.

Once the answers have been submitted, an automated email will be sent to you with the recommended next steps and details of who to contact for expert advice.

**Put Yes or No next to each of the impact assessments listed below to indicate which ones are being carried out. For assessments which are not being carried out, please delete the relevant sections on the subsequent pages.**

Impact Assessment	Completed: Y/N
A. Equality Impact Assessment	Y
B. Child Rights Impact Assessment	N
C. Welsh Language Impact Assessment	N
D. Habitats Regulations Assessment	N
E. Strategic Environmental Assessment	N
F. Data Protection Impact Assessment	N
G. Health Impact Assessment	N

For further information on all the above impact assessments including who to contact for advice, please visit the [Policy Portal](#).

# A: Equality Impact Assessment

Guidance in completing this assessment can be accessed [here](#). Please consult the Equality Team for any further assistance with completing this assessment [EqualityTeam@cardiff.gov.uk](mailto:EqualityTeam@cardiff.gov.uk)

Under the Equality Act 2010, “differential impact” means that people of a particular protected characteristic (e.g. people of a particular age) will be significantly more affected by the change than other groups.

## Impact on the Protected Characteristics

### Age

Will this proposal have a **differential impact [positive/negative]** on different age groups?

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

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

It is well understood that the health needs of the population grow as they age and the JES service’s own data shows that the majority of deliveries it makes are to citizens in the 70 plus age bracket. All ages however will benefit from an improved service. The ILWC will provide support to all ages with a focus on Ageing Well in Cardiff for those 65 and older (as per Ageing Well Strategy 22-27)

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

The ILWC will have a positive impact on all people using services, especially those with a disability or additional need aged 65 or over. The service will provide equipment, services and information and signposting as appropriate. Provisions will exist for those aged 0-65+ years. No differential action identified to date – each case is dealt with on an individual basis to meet needs.

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

The JES Service is a support service to disabled citizens (in whatever form). The equipment it provides is to enable disabled residents to live more independently in the community.

The ILWC will have a positive impact on all people using services, especially those with are disabled or have additional needs. We are not differentiating but trying to support citizens with what matters to them. The service will provide equipment, services and information and signposting as appropriate.

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

This is a positive and intended impact. Each case is dealt with on an individual basis to provide equity of service and provision. The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions. All aspects of ILWC have been designed to be inclusive and have a positive outcome for disabled service users living in Cardiff.

**Gender Reassignment**

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

	Yes	No	N/A
Transgender People (Transgender people are people whose gender identity or gender expression is different from the gender they were assigned at birth.)	X		

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

The ILWC will have a positive impact on all people using services, including transgender people. The service will provide equipment, services and information and signposting as appropriate.

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

Each case is dealt with on an individual basis.  
The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.

**Marriage and Civil Partnership**

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

	Yes	No	N/A
Marriage	X		
Civil Partnership	x		



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

The ILWC will have a positive impact on all people using services, including those within marriages or civil partnerships. The service will provide equipment, services and information and signposting services as appropriate.

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

Each case is dealt with on an individual basis.  
The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.

### Pregnancy and Maternity

Will this proposal have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	X		
Maternity	X		

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

The ILWC will have a positive impact on all people using services, including those in pregnancy or during maternity. The service will provide equipment, services and information and signposting services as appropriate.

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

Each case is dealt with on an individual basis.  
The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.  
The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

### 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.**

The ILWC will have a positive impact on people of all ethnicities and backgrounds using services. The service will provide equipment, services and information and signposting services as appropriate, dependent on need.

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

Each case is dealt with on an individual basis.  
 The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.  
 The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

**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.**

The ILWC will have a positive impact on all people using services. The service will provide equipment, services and information and signposting services as appropriate, dependent on need.

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

Each case is dealt with on an individual basis.  
 The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.  
 The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

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

The ILWC will have a positive impact on all people using services. The service will provide equipment, services and information and signposting services as appropriate, dependent on need.

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

Each case is dealt with on an individual basis.  
 The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.  
 The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

**Sexual Orientation**

Will this proposal have a **differential impact [positive/negative]** on people with different sexual orientations?

	Yes	No	N/A
Bi	X		
Gay	X		
Lesbian	X		
Heterosexual	X		
Other	x		

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

The ILWC will have a positive impact on all people using services. The service will provide equipment, services and information and signposting as appropriate, dependent on need.

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

Each case is dealt with on an individual basis.  
 The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions.  
 The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

**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 service is aware of socio-economic duty and is available to all in need of discharge regardless of people’s socio-economic status. First Point of Contact (FPOC) is able to refer to visiting team who can help with income maximisation, budgeting and applying for available benefits/grants.

Residents on low incomes/from deprived areas are known to suffer disproportionately from negative health outcomes, the service provided by the JES specifically serves to assist in the management of poor health and enables service users to live more independently. The ILWC will have a positive impact on all people using services by providing equipment, services and information and signposting as appropriate, dependent on need.

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

This is a positive and intended impact. Each case is dealt with on an individual basis to provide equity of service and provision. The ILWC sits within the Independent Living Service with a range of established signposting and additional service provisions. The service provided by the JES service is dependent on a level of disability or additional need only, no other characteristics are taken into account when deciding eligibility.

**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.**

We are meeting our duty to provide bilingual information and providing service in Welsh where requested.

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

No differential action identified to date; each case is dealt on individual basis with the needs specific to that individual.

**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?

As the project is within the design phase the ILWC will seek to undertake formal consultation at key milestones. This will include (but is not limited to) consultation via the future successful external contractors to deliver a Pre-planning Application Consultation (PAC).

Progress and developments will be monitored and measures will be put in place to get feedback on the needs, aspirations, and nature of services within the ILWC from service users.

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

	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Socio-economic Impact	
Welsh Language	
Generic/ Over-Arching (applicable to all the above groups)	This proposal will have a positive impact on all protected characteristics therefore no action identified. Consultation will be undertaken at key milestones. This will include (but is not limited to) consultation via the future successful external contractors to deliver a Pre-planning Application Consultation (PAC).

### 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)