

Single Impact Assessment

Cardiff Council



1. Details of the Proposal

What is the proposal?

Title: Participation Strategy

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

New

Existing

Directorate/Service Area:

People and Communities / Performance & Partnerships

Who is developing the proposal?

Name: Gareth Newell

Job Title: Head Of Performance & Partnerships

Responsible Lead Officer (Director or Assistant Director):

Sarah McGill, Corporate Director People & Communities

Cabinet Portfolio:

- Cllr Sangani, Cabinet Member for Public Health and Equalities.
- Cllr Bradbury, Cabinet Member for Tackling Poverty, Equality and Public Health (Tackling Poverty & Supporting Young People)



Authorisation	
Completed By:	Dylan Owen
Job Title:	OM Policy & Improvement
Date:	14 June 2023
Approved By:	Gareth Newell
Job Title:	Head Of Performance & Partnerships

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
3	Babita Parekh	Principle Equalities Officer	July 2023
4	Babita Parekh	Principle Equalities Officer	10 November 2023
5	Caryle Alleyne	Equalities Officer	13 November 2023
6	Gary Jones	Head of Democratic Services	17 November 2023
7	Dai Thomas	Bilingual Cardiff Policy Officer	17 November 2023
8	Babita Parekh	Principle Equalities Officer	16 December 2023

2. Overview of the Proposal

What action is the Council considering and why?

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

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

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

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

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

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

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

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

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

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

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

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

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

9th November 2023 – Public Consultation and Engagement Update.

- Participation Strategy Consultation – Summary of Findings attached.
- Participation Strategy - Summary of methodology and contacts list attached.

Public Consultation and Engagement Methodology

As part of the development of the Participation strategy the Council Cardiff Research Team engaged extensively with a wide range of stakeholders, including local ward councillors in areas of low response, community organisations, representative bodies and Council Employee Networks.

This was to understand barriers to engagement and develop proposals for improvement, with a focus on understanding how the council can better reach out to groups who historically have not engaged in consultations.

The 11-week public consultation on this strategy, was hosted on the council's website, translated into various community languages and hard copies were printed and made publicly available, with freepost envelopes across the Council's extensive network of libraries and hubs, across the city. The online survey was sent to the members of the Citizen's Panel and links to the survey were also emailed to an extensive range of stakeholders, along with an invitation to request paper copies of the surveys in their choice of available languages.

Targeted engagement was also undertaken with stakeholder groups identified as being under-represented. This included direct engagement with advocacy groups and representative organisations and to support the consultation exercise, focus groups were convened to engage with:

- Older People (+75 years old)
- Children and Young People
- Black, Asian and Minority Ethnic Communities
- People who identify as Disabled

In addition, the Cardiff Research Team engaged directly with over 200 people from typically under-represented groups. This was done by working with local organisations, community groups, and front-facing council staff to find effective opportunities to interact.

Summary of Public Consultation and Engagement Response

Over 1,300 responses were received to the Participation Strategy consultation survey. Three in five respondents (60%) were already a member of the Council's Citizen's Panel; however, a fifth (19.4%) of respondents had never shared their views with the Council before.

Amongst those respondents who indicated that they had experienced barriers to participation, the biggest barriers were the thought that people's views were not taken into account (34.1%) and a lack of awareness of how to get involved (20.7%). Respondents would be more likely to share their views if they knew the results were taken into account (63.5%), if the engagement was on a topic that was of particular interest to them (51.7%) or if opportunities to get involved were better promoted (50.1%).

Respondents typically said that the Council's website would be their main source of information about the Council (80.1%), about local councillors and the work they do (79.0%), the decisions made by the Council (77.2%) and if they wanted to understand consultation and engagement opportunities (82.8%).

Of those surveyed, 85.9% had used the Council's website (providing a satisfaction rating of 61.8%) and 33.4% had used the Council's social media channels (providing a satisfaction rating of 43.5%). A number of respondents commented that the Council's website was hard to navigate and things on it were difficult to find. More than half (53.3%) did not follow the Council or their local councillors on social media, with a further 18.0% not using any form of social media.

Amongst those interviewed face-to-face, the biggest barriers to participation were a lack of awareness of opportunities to have their say, a lack of time to get involved, and a lack of belief that doing so would have an impact. It was also made clear their appreciation of the effort being made to gather their views.

A number of organisations noted their commitment to supporting the Council to connect with communities across the city; however, limited resources meant that activity would be limited in the absence of a support budget.

Responding to the Views of Citizens

The final Participation Strategy has been updated, in response to the key messages emerging from the consultation and engagement of which include:

- Importance of face-to-face engagement with key groups
- Supporting community groups and organisations to promote engagement activity
- Consultation fatigue
- Closing the feedback Loop
- Accessibility
- Plain language
- Almost three-quarters of respondents (73.0%) felt a Democracy Portal would be useful, with over half (52.8%) likely to use it.
- Low levels of awareness of Scrutiny and the Council's Petition Scheme.
- Accessibility - Participation and engagement related information, including the Council's Constitution Guide, should consider the accessibility of documents (e.g. easy read, audio, subtitles, screen readers etc.) to support awareness of the processes.
- Better promotion of the opportunities to get involved and share their views with the Council.

Insight from analysis of the core surveys and key messages emerging from the consultation and engagement of respondents and stakeholders helped shape the action plan.

What are the costs and/or savings?

What will the proposal cost and how will it be funded?

How might costs be reduced through involvement and collaboration, across Cardiff Council and/or with external stakeholders?

Are there savings and how will these be realised?

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

3. Impact Assessments

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

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

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

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

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

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

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

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

A: Equality Impact Assessment

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

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

Impact on the Protected Characteristics

Age

Will this proposal have a **differential impact [positive/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 strategy aims to improve participation across all of the protected characteristics, however the evidence provided within the strategy identifies under-representation within this characteristic.

Targeted engagement was undertaken with stakeholder groups identified as being under-represented. This included direct engagement with advocacy groups and representative organisations and to support the consultation exercise, focus groups were convened to engage with Older People (+75 years old) and Children and Young People.

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

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

- Commit to undertaking the Child Friendly City Survey on a bi-annual basis.
- Develop, where appropriate, Child Friendly versions of consultations and surveys.
- Establish a new Cardiff Youth Citizen Panel to respond to major Council surveys.
- Explore options, with Cardiff’s Universities and Student Unions, options for improving engagement with students.
- Provide primary and secondary schools in Cardiff with a Democracy Ambassador Programme to support the Curriculum for Wales 2022.

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

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

No changes made to actions detailed above, post public consultation and engagement.

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

Targeted engagement was undertaken with stakeholder groups identified as being under-represented. This included direct engagement with advocacy groups and representative organisations and to support the consultation exercise, focus groups were convened to engage with people who identify as disabled.

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

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

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

Actions in Participation Strategy amended post public consultation and engagement:

- Review how software and technology could improve access for, and engagement with, those with a disability, such as provision of digital surveys compatible with screen readers or provision of BSL.
- Rebrand Cardiff Research Centre reports to ensure that the colour scheme supports accessibility.
- Continue to ensure the Council provides accessible versions of documents e.g. Easy Read, Audio, BSL, tactile map, subtitle, screen readers etc to support participation.
- Continue to ensure that all consultation and engagement material is plain language and an appropriate reading age.
- Continue to ensure that venues used for engagement and consultation purposes are fully accessible. This will include making sure that venues are physically accessible, that they are accessible by public and active transport, all event and promotional materials are fully accessible and have considered the need for BSL, easy read, and audio loop etc.
- Identify barriers and promote opportunities by engaging with representative and advocacy groups, including the Council's Disability Employee Network and Access Equality Group, and partner organisations.
- Develop a regular programme of engagement and consultation with representatives of the D/deaf community and those who are blind or partially sighted.
- Support the development of guidance on accessible communication and information.
- Guidance on accessible communication and information to be utilised for the content of the Democracy Portal.
- Raise awareness of the support available for disabled people including those who are neurodivergent, and other under-represented groups to participate and become candidates standing for public office.

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 strategy aims to improve participation across all of the protected characteristics, including Transgender People. The strategy supports our values in encouraging local people and communities to become actively involved in shaping decisions that affect them.

No changes made post public consultation and engagement.

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

The strategy will promote engagement will all groups of people, and outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents.

No changes made post public consultation and engagement.

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 strategy aims to improve participation across all of the protected characteristics, including those who are married or in a civil partnership.

No changes made post public consultation and engagement.

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

The strategy will promote engagement will all groups of people, and outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents.

No changes made post public consultation and engagement.

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 strategy aims to improve participation across all of the protected characteristics, including those who are pregnant or are in their maternity period.

No changes made post public consultation and engagement.

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

The strategy will promote engagement will all groups of people, and outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents.

No changes made post public consultation and engagement.

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 strategy aims to improve participation across all the protected characteristics, regardless of ethnicity, lifestyle or background. However, the evidence provided within the strategy identifies under-representation within this characteristic.

Targeted engagement was undertaken with stakeholder groups identified as being under-represented. This included direct engagement with advocacy groups and representative organisations and to support the consultation exercise, focus groups were convened to engage with Black, Asian and Minority Ethnic Communities

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

- Work with the Council’s Black Asian & Minority Ethnic Staff Network, as well as external organisations, including C3SC etc to promote surveys and feedback results.
- Increase the use of face-to-face engagement and group engagement to supplement survey work.
- Where appropriate, publish Council consultations in community languages, beginning with Arabic, Polish and Bengali, and work with community groups and leaders to promote them.
- **Identify under-represented groups and diverse communities and tailor electoral registration (throughout the year and annual canvass) and voter participation campaigns (election time).**

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 strategy aims to improve participation across all of the protected characteristics, including the many religions and faiths that serve our communities.

No changes made post public consultation and engagement.

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

The strategy will promote engagement with all groups of people, and outlines Cardiff Council’s approach to encouraging, and enabling public participation for all Cardiff residents, including those who identify as having no belief.

No changes made post public consultation and engagement.

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.

The strategy aims to improve participation across all of the protected characteristics, including Sex.

No changes made post public consultation and engagement.

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

The strategy will promote engagement will all groups of people, and outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents.

No changes made post public consultation and engagement.

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 strategy aims to improve participation across all of the protected characteristics, including people of different sexual orientations.

No changes made post public consultation and engagement.

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

The strategy will promote engagement will all groups of people, and outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents.

No changes made post public consultation and engagement.

Socio-economic Duty

Is the change anticipated to reduce or contribute to inequality of outcome as a result of socio-economic disadvantage? (e.g. will the change negatively impact on those on low-incomes or those living in deprived areas?)

	Yes	No	N/A
Socio-economic impact	X		

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

The strategy aims to improve participation across all of the protected characteristics, the evidence provided within the strategy identifies underrepresentation with groups of people in areas characterised by socio-economic disadvantage.

No changes made post public consultation and engagement.

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

- Improve engagement rates by ward, with a particular focus on wards with a typically low response rate, by:
 - Supporting Local Ward Councillors to promote engagement opportunities within their ward.
 - Increasing the use of face-to-face engagement to supplement survey work with under-represented groups.
 - Encouraging residents to provide their postcode when responding to surveys and continuing to use geotargeting to reach respondents in certain parts of the city.
 - Further developing reach into local online community groups
- Enhance local community engagement on all major regeneration projects.
- Improve engagement with Council tenants by diversifying methods of engagement, such as posting hard copies of surveys directly to tenants.
- Explore options to recruit volunteers to promote surveys with certain groups in part of the city.
- **Identify under-represented groups and diverse communities and tailor electoral registration (throughout the year and annual canvass) and voter participation campaigns (election time).**

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.

The strategy aims to improve participation across all of the protected characteristics, including Welsh Language users.

No changes made post public consultation and engagement.

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

The strategy will promote engagement with all groups of people.

The strategy outlines Cardiff Council's approach to encouraging, and enabling public participation for all Cardiff residents and will ensure any and all information is provided in both Welsh and English.

No changes made post public consultation and engagement.

Consultation and Engagement

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

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

Initial consultation that was carried out in the development of the strategy also included Ward meetings with Councillors and various stakeholders. Further information can be provided.

The Participation Strategy has been subject to an extensive consultation and engagement, during an 11-week period - detailed findings noted in Section 2 above.

Summary of Actions (Listed in the sections above)

	Actions
Age	<p>Undertake a regular programme of work with schools building on the Child Friendly survey and other engagement work being undertaken.</p> <p>Develop, where appropriate, Child Friendly versions of consultations and surveys.</p> <p>Establish a new Cardiff Youth Citizen Panel to respond to major Council surveys.</p>

	<p>Explore options, with Cardiff's Universities and Student Unions, options for improving engagement with students.</p> <p>The strategy proposes a series of actions to encourage participation with older people these include:</p> <p>Distribute hard copies of surveys to care homes and day centres to ensure accessibility to older people.</p> <p>Promote participation in the Cardiff Citizens' Panel with those over 75.</p> <p>Use community hubs and community groups to promote participation amongst older people.</p> <p>Provide primary and secondary schools in Cardiff with a Democracy Ambassador Programme to support the Curriculum for Wales 2022.</p>
Disability	<p>Review how software and technology could improve access for, and engagement with, those with a disability, such as provision of digital surveys compatible with screen readers or provision of BSL.</p> <p>Rebrand Cardiff Research Centre reports to ensure that the colour scheme supports accessibility.</p> <p>Continue to ensure the Council provides accessible versions of documents e.g Easy Read, Braille, Compatibility with Screen Reader.</p> <p>Continue to ensure that all consultation and engagement material is plain language.</p> <p>Actions in Participation Strategy amended post public consultation and engagement:</p> <ul style="list-style-type: none"> • Review how software and technology could improve access for, and engagement with, those with a disability, such as provision of digital surveys compatible with screen readers or provision of BSL. • Rebrand Cardiff Research Centre reports to ensure that the colour scheme supports accessibility. • Review the Council's approach to providing accessible versions of documents (e.g. easy read,

	<p>audio, BSL, tactile map, subtitles, screen readers etc.) to support participation.</p> <ul style="list-style-type: none"> • Continue to ensure that all consultation and engagement material is plain language and an appropriate reading age. • Continue to ensure that the Council fully considers the need for engagement venues to be physically accessible and accessible by active / public transport, events and materials, including the need for BSL, Easy Read, and Audio Loop etc • Identify barriers and promote opportunities by engaging with representative and advocacy groups, including the Council's Disability Employee Network and Access Equality Group, and partner organisations. • Develop a regular programme of engagement and consultation with representatives of the D/deaf community and those who are blind or partially sighted. • Develop guidance on Accessible Communication and Information. • Raise awareness of the support available for disabled people including those who are neurodivergent, and other under-represented groups to participate and become candidates standing for public office.
Gender Reassignment	<p>Promote engagement will all groups of people. No changes made post public consultation and engagement.</p>
Marriage & Civil Partnership	<p>Promote engagement will all groups of people. No changes made post public consultation and engagement.</p>
Pregnancy & Maternity	<p>Promote engagement will all groups of people. No changes made post public consultation and engagement.</p>
Race	<p>Work with the Council's Black, Asian & Minority Ethnic Staff Network, as well as external organisations, including Cardiff Third Sector Council (C3SC), to promote surveys and feedback results.</p> <p>Increase the use of face-to-face engagement and group engagement to supplement survey work.</p>

	<p>Where appropriate, publish Council consultations in community languages, beginning with Arabic, Polish and Bengali, and work with community groups and leaders to promote them.</p> <p>Provide primary and secondary schools in Cardiff a Democracy Ambassador Programme to support the Curriculum for Wales 2022.</p> <p>Raise awareness of the support available for disabled people including those who are neurodivergent, and other under-represented groups to participate and become candidates standing for public office.</p>
Religion/Belief	<p>Promote engagement will all groups of people.</p> <p>No changes made post public consultation and engagement.</p>
Sex	<p>Promote engagement will all groups of people.</p> <p>No changes made post public consultation and engagement.</p>
Sexual Orientation	<p>Promote engagement will all groups of people.</p> <p>No changes made post public consultation and engagement.</p>
Socio-economic Impact	<p>Improve engagement rates by ward, with a particular focus on wards with a typically low response rate, by:</p> <ul style="list-style-type: none"> - Supporting Local Ward Councillors to promote engagement opportunities within their ward. - Increasing the use of face-to-face engagement to supplement survey work with under-represented groups. - Encouraging residents to provide their postcode when responding to surveys and continuing to use geotargeting to reach respondents in certain parts of the city. - Further developing reach into local online community groups <p>Enhance local community engagement on all major regeneration projects.</p> <p>Improve engagement with Council tenants by diversifying methods of engagement, such as posting hard copies of surveys directly to tenants.</p>

	<p>Explore options to recruit volunteers to promote surveys with certain groups in part of the city.</p> <p>Identify under-represented groups and diverse communities and tailor electoral registration (throughout the year and annual canvass) and voter participation campaigns (election time).</p>
Welsh Language	<p>Promote engagement will all groups of people.</p> <p>No changes made post public consultation and engagement.</p>
Generic / Over-Arching (applicable to all the above groups)	<p>Promote engagement will all groups of people.</p> <p>The following overarching actions have been amended / included in the Participation Strategy post public consultation and engagement:</p> <p>Improve consultation feedback with respondents and the wider public by:</p> <ul style="list-style-type: none"> • Developing a new design template and brand for the Cardiff Research Centre, focused on improving the presentation of information. • Working with Directorates and providing guidance on how to communicate the findings, outcomes and impact of consultation to close the feedback loop in communities. • Develop a feedback programme to share findings and outcomes with consultees. Including: • Producing a regular consultation feedback newsletter which details the results and impact of recent consultations, which is shared with all stakeholders. • Establish a targeted feedback programme to build trust and links with communities least likely to engage. • Major consultation and engagement exercises will involve direct engagement including face-to-face with under-represented groups and anyone with a protected characteristic identified through an Equality Impact Assessment as being disproportionately impacted. • A pilot Participation Fund is established to support community groups and organisations to promote

engagement activity and support the Council to connect with communities across the city.

- Adopt a targeted approach to engagement through the development of a community directory of Cardiff organisations and groups, which includes detailed information about the people they support and work with to avoid consultation fatigue.
- Develop guidance on Accessible Communication and Information.
- Consult annually on the Council's Budget priorities.
- Approve and publish a Guide to the Constitution of Cardiff Council.
- Continue the development for the launch of a Democracy Portal for Cardiff.
- Provide "Democracy" videos which would be made available on the Portal and provide information on:
 - Councils in Wales and their differences
 - The importance of diversity in democracy
 - Being a Councillor – supporting you to meet the challenge
 - What the Council can do for you and your local community
 - Making the difference as a Councillor
- Develop a "Democracy" Communication Plan to promote the information and opportunities that are available to inform the democratic processes.
- Develop an interactive "Democracy Portal" to provide a focal point for information to support the democratic processes to enhance awareness and engagement.
- Utilise the Council's existing social media channels where appropriate to promote opportunities for the public to get involved and share their views with the Council.
- Develop a Democracy Facebook site to assist in the promotion of these opportunities. This is recognised as a social media channel primarily used by over 35- year-olds.
- Consider the subsequent development of a Democracy Twitter/X social account to engage with younger people.

	<ul style="list-style-type: none"> • Consider the creation of Democracy social media accounts on appropriate social media platforms. • Raise awareness through the use of the “Democracy Portal” and social media to enhance the process for engaging with Scrutiny and informing the Council's decision-making and policies. • Raise awareness through the use of the “Democracy Portal” and social media of the Council’s Petition Scheme. • Undertake review of the Council’s Petition Scheme following a period of awareness raising. • Develop decision-making flow charts to explain the decision-making process of the Council and enhance public awareness. • Support the development of guidance on accessible communication and information. • Guidance on accessible communication and information to be utilised for the content of the Democracy Portal. • Develop Democratic “pathway” documents to inform the Youth Council and other groups who wish to stand for office as a Councillor. • Provide mentoring and shadowing training for Councillors. • Provide Councillors with social media and general media training to encourage them to use these facilities to inform and engage with their constituents. • Liaise with stakeholders to identify and deliver opportunities for mentoring and shadowing Councillors in their role. Stakeholders to include: <ul style="list-style-type: none"> – Women’s Equality Network Wales – Electoral Reform Society Cymru – Race Council Cymru, – EYST Wales (Ethnic Youth Support Team) – Cardiff Youth Council – Youth Parliament Wales
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	<ul style="list-style-type: none"> • Liaise with stakeholders to identify measures to assist those residents with protected characteristics to stand for office. • Provide primary and secondary schools in Cardiff a Democracy Ambassador Programme to support the Curriculum for Wales 2022. • Identify under-represented groups and diverse communities and tailor electoral registration (throughout the year and annual canvass) and voter participation campaigns (election time). • Develop accessible information and guidance for electors. <p><u>Diverse Council Declaration:</u></p> <ul style="list-style-type: none"> • Review the Council Schedule of Remuneration processes and documentation to ensure ease of use. • Identify opportunities to demonstrate high standards of support and development for our Elected Members. • Enhance awareness and understanding of the role and functions of local Councillors and the Council. • Seek support from all Elected Members and political groups on the Council to work with local party associations to encourage recruitment of candidates from under-represented groups. • Encourage and enable people from under-represented groups to stand for office.
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Next Steps

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

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

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

B: Child Rights Impact Assessment

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

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

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

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

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

Next Steps

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

July 2023 – CRIA completed online as prescribed above. Liaison Officers allocated – Tom Pughsley, Robin Bonar-Law and Carey Davies and Jamie Scriven. Questions asked and answered via CRIA Support – Participation Strategy Teams Group.

**Summary of Public Consultation and Engagement Response above.
No changes made post public consultation and engagement.
EIA to be attached to Cabinet Report.**

C: Welsh Language Impact Assessment

Please consult with Bilingual Cardiff for any assistance with completing this assessment by emailing Materion Polisi Iaith Gymraeg / Welsh Language Policy Matters

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.

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

When carrying out any form of engagement, we must do so bilingually and work in accordance with the requirements of the Welsh Language Standards. Where consultations are to do with developing or updating policies, strategies or any form of service delivery, those consultations must be done in accordance with Welsh Language Standards 91-93. Cardiff Council's full Welsh Language Standards Compliance Notice can be found [here](#).

Wrth gynnal unrhyw fath o ymgysylltu, rhaid i ni wneud hynny'n ddwyieithog ac yn unol â Safonau'r Gymraeg. Lle bo ymgynghoriadau yn ymwneud â datblygu neu ddiweddarau polisiau, strategaethau neu unrhyw ddull o gyflenwi gwasanaeth, rhaid cynnal yr ymgynghoriadau hynny yn unol â Safonau'r Gymraeg 91-93. Mae Hysbysiad Cydymffurfio Safonau'r Gymraeg llawn Cyngor Caerdydd i'w weld [yma](#).

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?

Promote engagement will all groups of people.

Summary of Public Consultation and Engagement Response above.
No changes made post public consultation and engagement.

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Treating the Welsh language no less favourably than the English language?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

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?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

Treating the Welsh language no less favourably than the English language?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

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?
<p>When carrying out any form of engagement, we must do so bilingually and work in accordance with the requirements of the Welsh Language Standards. Where consultations are to do with developing or updating policies, strategies or any form of service delivery, those consultations must be done in accordance with Welsh Language Standards 91-93. Cardiff Council’s full Welsh Language Standards Compliance Notice can be found here.</p> <p>Wrth gynnal unrhyw fath o ymgysylltu, rhaid i ni wneud hynny’n ddwyieithog ac yn unol â Safonau’r Gymraeg. Lle bo ymgynghoriadau yn ymwneud â datblygu neu ddiweddarau polisiau, strategaethau neu unrhyw ddull o gyflenwi gwasanaeth, rhaid cynnal yr ymgynghoriadau hynny yn unol â Safonau’r Gymraeg 91-93. Mae Hysbysiad Cydymffurfio Safonau’r Gymraeg llawn Cyngor Caerdydd i’w weld yma.</p>

Treating the Welsh language no less favourably than the English language?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

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?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

Treating the Welsh language no less favourably than the English language?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

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?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

Treating the Welsh language no less favourably than the English language?
Promote engagement will all groups of people. No changes made post public consultation and engagement.

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?
N/A

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?
N/A

Treating the Welsh language no less favourably than the English language?
N/A

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?
N/A

Treating the Welsh language no less favourably than the English language?
N/A

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?
N/A

Treating the Welsh language no less favourably than the English language?
N/A

Material and Services

In addition to the impact assessment to ensure that the proposal meets the requirements of the Welsh Language Standards, consideration must also be given to the supporting materials and services that may be required.

These include (please click on the hyperlinks to view detailed information about the requirements under the Welsh Language Standards):

- [Correspondence](#) - receiving and replying (emails, letters, online communication).
- [Telephone](#) – receiving and answering calls.
- [Meetings & Public Events](#) – public meetings or events, group meetings, consultation, individual meetings.
- [Public Messages – electronic – video](#)
- [Signs, Notices & Display Material](#)
- [Publicity & Advertising](#)
- [Producing Public Documents](#) - policies, strategies, annual reports, corporate plans, guidelines, notices, codes of practice, consultation papers, licences, certificates, rules, brochures, leaflets, pamphlets or cards, ticket/vouchers.
- [Producing Forms](#)
- [Reception Services](#)
- [Websites, Apps and Online Services](#)
- [Social Media](#)
- [Self Service Machines](#)
- [Education Training Courses](#)
- [Public Address Announcements](#)

Are all supporting materials and services compliant with the requirements of the Welsh language standards?

Yes.

Cardiff Council’s Welsh Language Skills Strategy

This strategy may be viewed here and additional guidance documents have been produced to support its implementation:

- [Assessing Welsh Language Skills and Identifying Welsh Essential Roles](#)
- [Recruitment, Selection, and Interview Procedures and the Welsh Language](#)

Do you have access to sufficient Welsh speaking staff to support the delivery of the proposal in compliance with the requirements of the Welsh language standards?

Yes.

Next Steps

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

A copy must also be emailed to Bilingual Cardiff Bilingualcardiff@cardiff.gov.uk

D: Habitats Regulations Assessment

	Yes	No
Will the proposal affect a European site designated for its nature conservation interest*, or steer development towards an area that includes a European site, or indirectly affect a European site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

E: Strategic Environmental Assessment

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

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

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

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

F: Data Protection Impact Assessment

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

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

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

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

G: Health Impact Assessment

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

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

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

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

Email: WHIASU.PublicHealthWales@wales.nhs.uk