

Single Impact Assessment

Cardiff Council



1. Details of the Proposal

What is the proposal?

Title: Delivering the Housing Revenue Account (HRA) Business Plan 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):

Helen Evans

Cabinet Portfolio:

Housing & Communities

Authorisation	
Completed By:	Victoria Williams
Job Title:	Policy & Development Manager
Date:	22/2/24
Approved By:	Jane Thomas
Job Title:	Director - Adults, 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	FG	Senior Corporate Policy Officer	12/10/2022
2	FG	Senior Corporate Policy Officer	12/04/2023
3	FG	Senior Corporate Policy Officer	12/12/2023

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.

To seek Cabinet approval for the Housing Revenue Account (HRA) Business Plan 2024-2025.

The Housing Revenue Account (HRA) records income and expenditure in relation to Council Housing. This funding is required to be 'ring fenced' in accordance with the Local Government and Housing Act 1989 and cannot be used for any other purpose.

The main source of income to the HRA is from tenants in the form of rents and service charges. Rental income allows Housing Services to invest in the maintenance and improvement of existing homes and neighbourhoods; provide good tenant support services; contribute to the funding of our community Hubs and build new homes.

The HRA Business Plan is updated each year and provides the opportunity to set out the key council housing priorities for the following year and beyond.

The HRA Business Plan provides details to tenants on how we will continue to develop services for them and how we will achieve this with the income received from the HRA.

The plan outlines a number of specific actions on how the council will improve housing services in 2024/25. These are listed below:

Action: To work with Welsh Government to promote the need for a longer-term investment plan to support both our housing development and build programmes.

Action: To ensure additional strategic overview and leadership of services we will review current Board arrangements, implementing any improvements as required.

Action: Continue to deliver high-quality, low carbon homes at scale and pace that also provide good access to services, helping to create safe and strong communities.

Action: Continue to deliver housing that meets older persons' housing needs and aspirations and supports independent living.

Action: Procure a new database that will allow us to deliver the new WHQS standards in a co-ordinated way, keeping disruption to tenants to a minimum.

Action: Assess the condition of our stock and the fully understand the work necessary to meet the new WHQS 23 requirements.

Action: Continue to invest in Responsive Repairs to improve our response rate to urgent and routine repairs and address the older works that are outstanding.

Action: Further develop the Repairs Academy to ensure that the future workforce has the required skills to maintain Cardiff Council's properties as new and emerging technologies are installed.

Action: Further expand the dedicated 'Dry Homes' team to further improve our response to damp, mould and disrepair cases.

Action: Build on the success of area-based work to improve community safety - identifying hot spots and working with our tenants and with other agencies to ensure our neighbourhoods are safe places to live.

Action: Use equalities data gathered to identify how we can better meet the housing needs of those from ethnic minority backgrounds on the housing waiting list.

Action: Ensure the workforce reflects the diversity of the city by continuing to promote and offer job opportunities through the Cardiff Works Service and the local communities.

Action: Launch a new Young Persons Virtual Hub, bringing together an online one stop shop for young people seeking information advice and assistance on housing, community events and other topics.

Action: Continue to provide a variety of events and activities within our Hubs that will encourage tenants from all backgrounds to get involved.

Action: Encourage people who are neurodivergent to participate in and stay connected with their communities.

Action: Continue to provide dedicated financial advice and assistance to Council tenants which can be accessed locally and in a timely manner.

Action: Further the work to address overcrowding, by helping tenants to 'rightsize' and introduce a new dedicated officer to support them through the process of exchanging properties.

Action: Continue to survey tenants in ASB hotspots of the city, listening to their needs to shape the targeted work making our communities even more safe.

Action: Develop more face-to-face sessions with Council officers present.

Action: Hold local Tenants Voice Forums inviting representative services from a wide range of organisations.

Action: Support ward member surgeries across the city.

Action: Look at opportunities to utilise information videos for tenants.

Action: Continue to broaden the reach of the Tenant’s Together team, to ensure that even more tenants and residents are engaged and having their say in the Council services that support them.

Action: We will explore tenants’ interests in focus groups in Welsh and community languages.

Action: Create volunteer opportunities that will help young tenants become engaged in their communities.

Action: Continue to develop and improve digital methods of service delivery to improve the customer experience for our tenants.

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 plan sets out £136,280,000 of Capital Housing Spend and £114,419,000 of Revenue Expenditure, and this is in accordance with legislation and the HRA Guidance Manual which sets out the legislation, regulation, guidance and best practice relating to the operation of a HRA.

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	Y		
18 - 65 years	Y		
Over 65 years	Y		

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

Services funded by the Housing Revenue Account (HRA) are inclusive, and any improvement to services will benefit all those who access the service, all of the Council’s tenants and leaseholders and all those who live in their home including their children.

The proposals contained within the HRA Business Plan will have a positive impact on tenants and leaseholders of all ages. However, there is a particular benefit to young people and older tenants.

Young people

The proposals in the plan to launch a new Young Persons Virtual Hub will have a positive impact on younger people in the community, by providing them with an easy to access service for seeking information, advice and assistance on housing, community events and other topics.

The proposal to broaden the reach of the Tenant’s Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders. However, there will be a specific focus on young tenants with recruitment for youth focus group members in schools, providing more opportunity for young people to have their say in the service that support them will have a positive impact for them.

The proposal to create volunteer opportunities that will help young tenants become engaged in their communities, will have a positive impact on young people, ensuring that their voices are heard in decisions made regarding where they live.

Older people

The commitment within the plan to continue to deliver housing that meets older persons’ housing needs and aspirations and supports independent living will have positive impact on older people in the community.

The proposal to continue to develop and improve digital methods of service delivery to improve the customer experience for tenants will have a positive impact on the majority of tenants and leaseholders. However, it is important to ensure that the resource for face to face and over the phone assistance is not impacted by this development as it may negatively impact older people who do not have access to current technology.

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

Ensure that while developing digital methods of service delivery, that there is still access to more traditional methods such as face to face and over the phone for those who are unable to access the digital means.

Disability

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

	Yes	No	N/A
Hearing Impairment	Y		
Learning Disability	Y		
Long-Standing Illness or Health Condition	Y		
Mental Health	Y		
Neurodiversity	Y		
Physical Impairment	Y		
Substance Misuse	Y		
Visual Impairment	Y		
Other	Y		

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

The proposals contained within the HRA business plan will have a positive impact on all tenants and leaseholders. The improvement of services to become more inclusive will have a positive impact on tenants and leaseholders who are disabled.

Encouraging people who are neurodivergent to participate in and stay connected with their communities, will have a positive impact on members of the community who are neurodivergent.

The proposal to broaden the reach of the Tenant’s Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders.

The proposal to further expand the dedicated ‘Dry Homes’ team that address damp and mould complaints in council properties will have a positive impact on tenants that have a long-standing illness or health condition, as damp and mould can contribute to health conditions. Improving the way in which the Council deals with damp and mould in properties will have a positive impact on all tenants and leaseholders.

The proposal to continue to develop and improve digital methods of service delivery will have a positive impact on people with a hearing impairment who may struggle to communicate over the phone or in busy environments and also neurodiverse service users.

However, it is important to ensure that the resource for face to face and over the phone assistance is not impacted by this development as it may negatively impact on disabled people who rely on this form of communication.

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

Ensure that while developing digital methods of service delivery, that there is still access to more traditional methods such as face to face and over the phone for those who are unable to access the digital methods.

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.)	Y		

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

The proposals contained within the HRA business plan will have a positive impact on all tenants and leaseholders.

The proposal to broaden the reach of the Tenant’s Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders.

Alongside this, the commitment within the plan to continue to provide a variety of events and activities within our Hubs that will encourage all tenants to get involved,

will have a positive impact on people who are transgender. In 2023 / 24, the Community Hubs celebrated International Trans Day of Visibility with a coffee morning.

Improving the services, we provide in our Hubs to attract tenants from across the wider community will have a positive impact on tenants from the above groups.

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

No actions identified.

Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage		Y	
Civil Partnership		Y	

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

There is no evidence to suggest that the proposals set out will have a differential impact on those who are married or in a civil partnership as the services provided through the HRA are inclusive and provide support regardless of marriage status.

The proposals in the HRA Business Plan aim to improve services for tenants and leaseholders in the city.

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

No action identified.

Pregnancy and Maternity

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

	Yes	No	N/A
Pregnancy		Y	
Maternity		Y	

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

There is no evidence to suggest that the proposals set out will have a differential impact on those who are pregnant as the services provided via the HRA are inclusive and provide support regardless of if the tenant is pregnant or not.

The proposals in the plan aim to improve services for tenants and leaseholders in the city.

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

No action identified.

Race

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

	Yes	No	N/A
White	Y		
Mixed / Multiple Ethnic Groups	Y		
Asian / Asian British	Y		
Black / African / Caribbean / Black British	Y		
Other Ethnic Groups	Y		

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

Services funded by the Housing Revenue Account (HRA) are inclusive, and any improvement to services will benefit all those who access the service, all of the Council's tenants and leaseholders.

As part of ongoing equalities work, the Adults, Housing & Communities directorate has undertaken an analysis of equalities data held across the directorate and conducted research into best practice in the delivery of inclusive services.

A proposal in the HRA Business Plan is to use equalities data to identify how to better meet the housing needs of those from ethnic minority backgrounds on the housing waiting list. Examining this data and identifying areas of service where any groups are disproportionately affected and putting in place measures to improve this, will have a positive impact on tenants from an ethnic minority background.

Also, as part of the equalities work, the action to ensure the Adults, Housing & Communities workforce reflects the diversity of the city by continuing to promote and offer job opportunities through the Cardiff Works Service and the local communities will have a positive impact on tenants and residents of the above groups.

Alongside this, the commitment within the plan to continue provide a variety of events and activities within our Hubs that will encourage all tenants to get involved will benefit all leaseholders and tenants. In October 2023, Community Hubs celebrated Black History Month holding a range of events, including an event celebrating the history of Windrush. Improving the services provided in Community Hubs to attract tenants from across the wider community will have a positive impact on tenants from the above groups.

The proposal to broaden the reach of the Tenant’s Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders.

A commitment has also been made in the plan to explore tenants’ interests in focus groups conducted via the medium of Welsh and other community languages.

Evidence shows that within Cardiff, families from ethnic minorities backgrounds are disproportionately affected by overcrowding – to address this the HRA Business Plan outlines an action to help more tenants ‘rightsize’ and introduces a new dedicated officer to support them through the process of exchanging properties. This proposal will have a positive impact on the tenants and leaseholders in the groups above, by making more larger properties in the city available to be able to assist households that are overcrowded.

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

No action identified.

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	Y		
Christian	Y		
Hindu	Y		
Humanist	Y		
Jewish	Y		
Muslim	Y		
Sikh	Y		
Other belief	Y		
No belief	Y		

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

Services funded by the Housing Revenue Account (HRA) are inclusive, and any improvement to services will benefit all those who access the service, all of the Council’s tenants and leaseholders.

As part of the ongoing equalities work being undertaken in the Adults, Housing & Communities directorate, the action to ensure the Adults, Housing & Communities workforce reflects the diversity of the city by continuing to promote and offer job opportunities through the Cardiff Works Service and the local communities will have a positive impact on tenants and residents of the above groups.

The commitment within the plan to continue provide a variety of events and activities within our Hubs that will encourage all tenants to get involved will benefit all leaseholders and tenants and have a positive impact on tenants with different religions, beliefs or non-beliefs.

The proposal to broaden the reach of the Tenant's Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders.

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

No action identified.

Sex

Will this proposal have a **differential impact [positive/negative]** on male, female or non-binary persons?

	Yes	No	N/A
Male persons		Y	
Female persons		Y	
Non-binary persons		Y	

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

Services provided via the HRA fund are inclusive and any improvement to services will benefit all who access the service regardless of gender.

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

No action identified.

Sexual Orientation

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

	Yes	No	N/A
Bi	Y		
Gay	Y		
Lesbian	Y		
Heterosexual	Y		
Other	Y		

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

Services provided by the HRA fund are inclusive and any improvement to services will benefit all who access the service.

The commitment within the plan to continue provide a variety of events and activities within our Hubs that will encourage all tenants to get involved will have a positive impact on all tenants and leaseholders, a number of inclusive events are already held in Community Hubs, for example a monthly Proud coffee morning. Improving the services provided in Hubs to attract tenants from across the wider community will have a positive impact on tenants with all different sexual orientations.

The proposal to broaden the reach of the Tenant’s Together team, to ensure that more tenants and residents are engaged and having their say in the Council services that support them will have a positive impact on all tenants and leaseholders.

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

No action identified.

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	Y		

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

The HRA Business Plan outlines the Council’s new build housing programme which will see the delivery of affordable, sustainable and energy efficient new homes at scale and pace over the next few years. The proposal within the plan to continue to deliver high-quality, low carbon homes that also provide good access to services, helping to create safe and strong communities, will reduce socio-economic disadvantage by providing more affordable homes in Cardiff.

Dedicated advice and support is provided across communities to those who are experiencing economic challenges. A commitment within the plan to continue to provide dedicated financial assistance to tenants which can be accessed locally and in a timely manner will also contribute to reducing socio-economic disadvantage.

The Welfare Liaison Team are a dedicated team supporting council tenants providing one to one help with income maximisation, identifying, and helping tenants to apply for grants and budgeting. Assistance is available in all Hubs and Libraries across the city.

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

No actions required, as support and advice to address socio-economic disadvantage are available in all Hubs and Libraries across the city, with a particular focus in the Southern Arc of the city.

Welsh Language

Will this proposal have a **differential impact [positive/negative]** on the Welsh language?

	Yes	No	N/A
Welsh language		Y	

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

All Welsh language policies will be followed.

All tenants and those requiring assistance can express a language preference upon their first contact with services. This information is then recorded to ensure language preference is met, customers can request documentation in Welsh, alongside be provided with Welsh language services on social media, through the website, over the phone or face-to-face.

A commitment has also been made in the plan to explore tenants’ interests in focus groups conducted via the medium of Welsh and other community languages.

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

N/A

Consultation and Engagement

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

Within the plan, a specific chapter – Listening to our Tenants, is dedicated to how the Council engage with Council tenants and leaseholders to ensure that the Council are aware of what is important to them.

The feedback that is provided in Focus Groups held by the Council’s Tenants Together team and results of surveys conducted from a number of council housing teams such as

Anti-Social Behaviour and Tenancy Services has shaped the proposals in the Housing Revenue Account Business Plan.

As the Council delivers the proposals within the HRA Business Plan, tenants and leaseholders will be consulted on how best to implement the changes.

Summary of Actions (Listed in the sections above)

	Actions
Age	Ensure that while developing digital methods of service delivery, that there is still access to more traditional methods such as face to face and over the phone for those who are unable to access the digital methods.
Disability	Ensure that while developing digital methods of service delivery, that there is still access to more traditional methods such as face to face and over the phone for those who are unable to access the digital methods.
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Maternity	None
Race	None
Religion/Belief	None
Sex	None
Sexual Orientation	None
Socio-economic Impact	No actions required, as support and advice to address socio-economic disadvantages are available in all Hubs and Libraries across the city, with a particular focus in the Southern Arc of the city which has more deprived areas.
Welsh Language	None
Generic/ Over-Arching (applicable to all the above groups)	Services provided by the HRA fund are inclusive and any improvement to services will benefits all who access the service.

Next Steps

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

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

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

B: Child Rights Impact Assessment

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

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

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

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

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

Next Steps

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

C: Welsh Language Impact Assessment

Please consult with Bilingual Cardiff's Policy Team for any assistance with completing this assessment by emailing [Materion Polisi Iaith Gymraeg / Welsh Language Policy Matters](#).

Welsh Language Standards 88-97 (Policy Making)

Cardiff Council's full Compliance Notice can be found [here](#), but the Standards noted above specifically relate to what impact, if any, your proposal (be it a policy decision, new or updated policy or strategy, or a new or updated service delivery provision) has on the Welsh language and on Welsh speakers. The impact identified could be **direct or indirect** and any such evidence must be included.

They are summarised below, and you **must** provide evidence, especially from, but not limited to, any consultation exercises undertaken, in order to support your comments, regardless of whether you are noting a positive, negative or neutral impact.

- Will this proposal impact on a) the opportunities for persons to use the Welsh language and b) treating the Welsh language **no** less favourably than the English language? (Please tick where relevant.)

	Positive	Negative	Neutral
a)			x
b)			x

Based on your above answer, please provide supporting comments and evidence in the relevant boxes on the following questions, for each one of the above that you have ticked.

- Could this proposal be formulated or re-formulated, so that it would have positive effects, or increased positive effects?

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

All Welsh language policies are followed in the creation of the Housing Revenue Account Business Plan, a copy of the plan will be available in Welsh for those who request it.

All tenants and leaseholders can express a language preference upon their first contact with Council services, this language preference is then recorded to ensure that language preferences are met, customers can request documentation in Welsh, alongside be provided with Welsh language services on social media, through the website, over the phone or face-to-face.

A commitment has also been made in the plan to explore tenants' interests in focus group conducted via the medium of Welsh and other community languages.

In the Adults, Housing and Communities Directorate, a detailed analysis has been undertaken of the Welsh language speaking skills of our staff. From this analysis, an action plan to increase Welsh speakers within services is being created, to ensure that a seamless Welsh service can be delivered to our tenants at first point of contact. The Directorate are continuing to review this data on a quarterly basis.

There is no way that the proposal could be formulated or re-formulated to have increased positive effects or decreased adverse effects on the Welsh language.

- When consulting on the proposal, were views considered, and sought, on the effects (both positive and negative) that it would have on the Welsh language and for Welsh speakers in the wider community?

Did the consultation seek and give consideration to views on how the proposal could have positive, or increased positive effects?

Did the consultation seek and give consideration to views on how the proposal could have no adverse effects, or decreased adverse effects?

Please include a copy of the relevant consultation question/questions below along with your evidence.

N/A

- 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 a) the opportunities for persons to use the Welsh language and b) in terms of treating the Welsh language **no** less favourably than the English language?

Note **N/A** if no awarding of grants was involved.

N/A

- 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 a) the opportunities for persons to use the Welsh language and b) in terms of treating the Welsh language no less favourably than the English language?

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?

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?

Note **N/A** if no research was undertaken or commissioned.

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.

Click on the following to view further information on specific issues:

- [Correspondence](#) - receiving and replying (emails, letters, online communication).
- [Education Training Courses](#)
- [Meetings & Public Events](#) – public meetings or events, group meetings, consultation, individual meetings.
- [Procurement Checklist](#)
- [Producing Forms](#)
- [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.
- [Public Address Announcements](#)
- [Public Messages – electronic – video](#)
- [Publicity & Advertising](#)
- [Reception Services](#)
- [Self Service Machines](#)
- [Signs, Notices & Display Material](#)
- [Social Media](#)
- [Telephone](#) – receiving and answering calls.
- [Websites, Apps and Online Services](#)

Are all supporting materials and services compliant with the requirements of the Welsh language standards? If not, please send any required translation work to Bilingual Cardiff's Translation Log – the request form can be found [here](#).

All supporting materials will be made available in Welsh.

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.

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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's Policy Team [Materion Polisi Iaith Gymraeg / Welsh Language Policy Matters](#).

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