

Single Impact Assessment

Cardiff Council



1. Details of the Proposal

What is the proposal?

Title: Hailey Park Taff Trail Improvements

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

New

Existing

Directorate/Service Area:

Planning, Transport and Environment

Who is developing the proposal?

Name: David Thomas

Job Title: Project Manager

Responsible Lead Officer (Director or Assistant Director):

Andrew Gregory

Cabinet Portfolio:



Authorisation	
Completed By:	David Thomas
Job Title:	Project Manager
Date:	22/03/2024
Approved By:	
Job Title:	

Document History – do not edit

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

Version	Author	Job Title	Date

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.

Cardiff Council has developed proposals to improve the long-established section of the Taff Trail which runs through Hailey Park between Bridge Road and Ty Mawr Road. The Taff Trail forms part of a network of routes which the Council is seeking to develop and/or improve in order to grow active travel and fulfil the statutory duties conferred on it by the Active Travel (Wales) Act.

The existing path through Hailey Park is formally shared by pedestrians and cyclists as it has been for many years. The proposals are to widen the path and realign part of it in order to enhance the experience of all path users.

The aim of the scheme is to provide an improved shared use path facility which enables all park users to move safely within or through the park.

The path is being made wider and designed to separate pedestrians and cyclists where possible and to remove blind bends and conflict points. Raised sections have been proposed along the path to slow cycle speeds and to identify crossing points especially near the play area at the southern end of the park.

For some of its length the improved path will follow the alignment of the existing path. However parts of the proposed scheme run along an alternative alignment. At the northern end the alternative alignment avoids a narrow section of the existing path which passes close to trees. The existing path will be retained and the Taff Trail will follow the new alignment. At the southern end an alternative alignment is proposed to avoid a number of constraints - the proximity of trees, existing infrastructure and ecological features - which mean that it is not possible to widen the existing path where it passes between the tennis courts and the river Taff.

A Taff Trail Route Study report was published by Sustrans in January 2018. This study explored the issues and ideas to improve the Taff Trail between Penarth Road and Tongwynlais. A survey of users of the Taff Trail carried out as part of the study who highlighted the section through Hailey Park as being in need of improvement.

Research carried out by the University of the West of England (<https://uwe-repository.worktribe.com/output/907794/walking-and-cycling-interactions-on-shared-use-paths>) assessed interactions that take place between cyclists and pedestrians on shared-use paths and the impact of these on journey experiences. The research gathered feedback from path users on their experience of using shared paths and what measures might help to make sharing the path more enjoyable. It found that the lack of clarity around the status of the path and who was permitted to use it had an effect on the relationships between path users and supported the provision of guidance and signage informing users of how to use the path correctly, for example keeping to the left side of the path.

Appropriate signing will be included within the scheme to advise path users how to use the route safely and to encourage considerate behaviour. This will be supported by a promotional campaign to reinforce key messages to different user groups.

Surveys were carried out to identify the numbers of users of the park, the mode of travel used and the direction of travel.

Following completion of the first phase of consultation and publication of the consultation report additional information was sought from external consultants regarding the ecology of Hailey Park and the status of the waxcap fungi. The alignment of the path through Hailey Park was investigated following concerns raised during the consultation on the proximity of the new section of path to the playing areas. Additional surveys were carried out within the park to identify any changes in park user numbers following the Covid-19 pandemic.

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 scheme cost is approximately £700,00 which is to be funding from the Welsh Government ATF.

The scheme has been developed in collaboration with several Cardiff Council departments including Parks, Transport and Design Delivery. The scheme has also had input from external stakeholders to reduce the impact of trees and green space and to provide safety improvements for Hailey Park and Taff Trail users.

The scope of the scheme has reduced and been amended following feedback during the consultation process. This has reduced the footprint of the scheme and reduced the impact to local ecology whilst improving the safety for users within the park.

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	Yes
B. Child Rights Impact Assessment	Yes
C. Welsh Language Impact Assessment	Yes
D. Habitats Regulations Assessment	Yes
E. Strategic Environmental Assessment	Yes
F. Data Protection Impact Assessment	Yes
G. Health Impact Assessment	Yes

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 proposed alignment removes the existing conflict point to the south of the Radyr Road car park where there have been reports of incidents between different park users. The new path will improve visibility and allow users to pass each other on the path instead of using the grassed areas as is currently occurring. The new alignment will provide continuous connectivity from Ty Mawr Road to Bridge Road underpass through Hailey Park linking the tennis courts, children’s play area, toddlers play area, several rugby pitches and a connection to the Radyr Road car park. Users currently have to move away from the existing Taff Trail route to access the to play areas and the tennis courts.

Widening the paths will have a positive impact for those with mobility, visual and hearing impairments. Previous engagement has identified that shared surfaces can impact negatively on disabled people due to inconsiderate cyclists, by widening the paths and by providing signage to cyclists this could be a positive outcome.

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

The existing path alongside the river will remain as a shared use path and can be used by cyclists as well as other park users. Design elements have been suggested to discourage cyclists from using the existing path due to the narrow width and lack of passing areas on the existing path. Cyclists will be encouraged to use the new section of widened shared use path which allows improved visibility from both directions through the park.

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 provision of opportunities for walking and cycling and the quality and accessibility of walking and cycling infrastructure impacts on everyone, but for disabled people in particular. The benefits highlighted below may be realised as a result of improving Cardiff's active travel network:

- Enabling children and young people to travel actively has a number of potential health benefits for disabled people as it has the potential to increase levels of physical activity, which has been widely shown to be beneficial for a number of health conditions and impairments, particularly promoting good mental health. There is an increasing body of evidence which highlights the beneficial impact of physical activity for both physical and mental health. Active travel provision may also improve the accessibility of green and blue space, which can be particularly beneficial, as well as access to other opportunities for physical activity.
- Improving facilities for active travel may make travelling by these modes easier for disabled people by ensuring that routes and facilities are of a high standard and are compliant with the most recent design guidance.
- Failure to deliver these benefits may have implications for meeting wellbeing commitments e.g. Safe, Confident and Empowered Communities.

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

A positive differential impact may be delivered through the intervention, improving provision and choice for disabled people and their families. This will be reviewed to ensure that no negative impact results from the intervention, ensuring that appropriate design guidance and standards are reflected.

The proposed scheme will ensure that existing access barriers and surface quality will be addressed through the proposed scheme to provide access for disabled cyclists.

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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.

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

At present no differential impact has been identified in respect of this protected characteristic. However, the situation will be reviewed regularly and mitigations identified as required.

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.

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

At present no differential impact has been identified in respect of this protected characteristic. However, the situation will be reviewed regularly and mitigations identified as required.

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.

Widening and realigning paths will make access easier for pregnant women using the paths, it will also improve access for women with prams, pushchairs in the maternity phase.

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

The situation will be reviewed regularly, and mitigations identified as required.

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 provision of opportunities for walking and cycling and the quality and accessibility of walking and cycling infrastructure impacts on everyone, but for specific groups in particular. The benefits highlighted below are unlikely to be realised with this intervention:

- Promoting active and healthy travel may have a positive impact on all groups but as evidence suggests that black and minority ethnic groups cycle less it may provide a positive differential impact for these groups in particular. For example, the 2017 Bike Life Cardiff report indicates that 12% of bike riders are from black and minority ethnic groups, down from 16% in 2015. Whilst this is broadly in line with the percentage of Cardiff's population from a non-white background, 16.7% (Stats Wales 2018), low levels of participation in cycling by black and minority ethnic groups is widely reported elsewhere. For example, a TfL study suggests that less than 7% of all cyclists are BMEs (TfL 2011 What are the barriers to cycling amongst ethnic minority groups and people from deprived backgrounds?).

- Participation in physical activity more widely is also often lower in black and minority ethnic groups, so an intervention which increases opportunities for active and healthy travel may again particularly benefits these groups.
- More broadly, improvements in walking and cycling routes and facilities will enable easier access to key services and facilities, including cultural, religious and social/learning opportunities.

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

A positive differential impact may be delivered through the intervention, improving choice for children/young people and their families. This will be reviewed to ensure that no negative impact results from the intervention.

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 provision of opportunities for walking and cycling and the quality and accessibility of walking and cycling infrastructure impacts on everyone, but for specific groups in particular. The benefits highlighted below are unlikely to be realised with this intervention:

- Improving accessibility within communities more widely may also make it easier to access places of worship and faith-based facilities, enhancing community cohesion.

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

A positive differential impact may be delivered through the intervention. This will be reviewed to ensure that no negative impact results from the intervention.

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Sex

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
<p>The provision of opportunities for walking and cycling and the quality and accessibility of walking and cycling infrastructure impacts on everyone, but for specific groups in particular. The benefits highlighted below are unlikely to be realised with this intervention:</p> <ul style="list-style-type: none">• In relation to cycling specifically, the Bike Life Cardiff report ‘Women: Reducing the gender gap’ indicates that there is a ratio of 1:19 female to male bike riders, 70% of women never ride a bike and 31% of women living in Cardiff do not ride a bike but would like to.• Improving opportunities for regular walking and cycling may make a significant contribution to encouraging healthy and active lifestyles. There is a growing body of evidence which suggests a higher proportion of women in the UK experience poorer health for longer. A Public Health England research September 2018 cites women as experiencing 19.3 years/23% of their lives in poor health compared with 16.2 years/20% for men. Obesity is highlighted as one of the two major risk factors for ill health, alongside smoking. <p>In relation to cycling specifically, the Cardiff Bike Life report shows that women are underrepresented among regular cyclists compared to the population as a whole. Should this underrepresentation continue, a greater proportion of women will not directly benefit from improvements to the cycling network compared to men. In locations where there is good quality, segregated provision for cycling and high levels of cycling (The Netherlands, Copenhagen) there tend to be more female cyclists than male. It is highly likely, therefore, that the quality of provision for cycling has a greater impact on female cyclists than male.</p>
What action(s) can you take to address the differential impact?
A positive differential impact may be delivered through the intervention. This will be reviewed to ensure that no negative impact results from the intervention.

The approach taken to develop the Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.

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.

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

At present no differential impact has been identified in respect of this protected characteristic. However, the situation will be reviewed regularly and mitigations identified as required.

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.

There may be a differential impact in terms of socio-economic duty. Walking is a low cost mode of transport and cycling is a relatively low cost mode for short trips compared with the private car. Providing more opportunities to travel by walking or by bike instead of by car will therefore present a cost saving to private individuals and businesses. This may be of particular importance for lower income households and communities. More broadly, it may have a positive economic impact as a result of effecting a modal shift from car use to walking, cycling and bus use which may help to

address congestion and its negative impacts upon business productivity and business to business communications. Increasing walking and cycling in itself is proven to have a positive influence on local economic activity (30% increase in sales).

Evidence suggests that air pollution disproportionately affects deprived communities, so improvements to air quality resulting from increasing the use of active modes of travel may therefore particularly benefit these communities. In Cardiff, residents in some of the most deprived areas of Cardiff are subject to higher levels of air pollution . This is described as the ‘triple jeopardy’ effect: “where air pollution, impaired health and deprivation interactions can strengthen associations and create disproportionate disease burdens between and within communities (inequalities).”

Children from deprived backgrounds are far more likely to be injured on roads than children from more affluent backgrounds . This is a long-standing trend, with evidence suggesting that children from the most deprived backgrounds are around three to four times more likely to be involved in a road traffic collision than children in more affluent areas . Improvements to road safety may therefore particularly benefit school age children from deprived backgrounds.

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

A positive differential impact may be delivered through the intervention. This will be reviewed to ensure that no negative impact results from the intervention.

Welsh Language

PLEASE COMPLETE SECTION C: WELSH LANGUAGE IMPACT ASSESSMENT

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?

Early Engagement

A Taff Trail Route Study report, commissioned by the Council, was produced by Sustrans in January 2018. This study explored the issues and ideas to improve the Taff Trail between Penarth Road and Tongwynlais. A survey of users of the Taff Trail carried out as part of the study who highlighted the section through Hailey Park as being in need of improvement. In the course of developing the scheme, early engagement was carried out with Cardiff Council Parks department, external consultants / arboriculturalist, Friends of Hailey Park, Cardiff Cycle City and Sustrans.

Public Consultation – March 2020

The initial proposals were subject to public consultation in March 2020.

The following activities were undertaken to promote the consultation:

- Snap survey included with the consultation documents on the Cardiff Council website
- Letter drop to properties in the vicinity of the scheme
- Site notices in the vicinity of the scheme
- Email to stakeholders and statutory consultees
- Press release
- Information on front page of Council website
- Social media

As part of the public consultation, a consultation event was held at the Ride My Bike Café on 11th March 2020 from 17.30 to 19.30 to review the Cycleway 4 and Hailey Park schemes.

A further consultation event was held as planned at 2nd Llandaff Scout Group, Belle Vue Crescent on 14th March 2020 from 10.00 to 14.00 to review and discuss the Hailey Park scheme.

Due to the lockdown restrictions, it was not possible to carry out any further consultation events, However, in order to maximise the opportunity for people to comment and provide feedback on the scheme, the consultation period was extended for a further two weeks.

The alignment of the path through Hailey Park was investigated following concerns raised during the consultation on the proximity of the new section of path to the playing areas. A 3D model was produced to allow Council officers to visualise this section of the scheme. These materials were used as part of a further public engagement exercise undertaken in spring/summer 2023.

Public ‘Drop-in’ Event – 19th April 2023

A drop in engagement event was held at Llandaff North Scouts Hall on Wednesday 19th April between the hours of 5pm and 8pm.

Prior to the event, invitation letters were posted to over 600 residential properties in streets west of Station Road and south of (and including) the section of Ty Mawr Road within Llandaff North Ward. The event was also publicised on social media.

Paper copies of the general arrangement plans and extracts from the 3D visuals of the scheme were displayed on walls and tables. A video of the 3D visuals was screened on a PC and monitor brought to the event by officers.

Online publication of revised plans and 3D visuals: Thursday 13th July – Friday 11th August 2023.

Copies of all plans and materials were published on the Council’s website for a four-week period between Thursday 13th July and Friday 11th August 2023.

20 responses were submitted at the engagement event at Llandaff Scout Hall. 125 responses were received via email.

Site Meeting with Stakeholders/scheme walk-through 1st August 2023

Officers met representatives of key stakeholders and scheme consultees on site to undertake a walk-through of the route of the proposed path and discuss the scheme proposals. The groups represented at the meeting were:

- Friends of Hailey Park
- Llandaff Residents Association
- Cardiff Cycle City
- Whitchurch Sports and Social Club

The meeting provided stakeholders to discuss their concerns about the scheme with officers during the period of engagement prior to the deadline for written submissions on 11th August 2023.

Summary of Actions (Listed in the sections above)

	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Socio-economic Impact	
Generic/ Over-Arching (applicable to all the above groups)	

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.

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?

The new and updated signing to be included within the scheme, to advise path users how to use the route safely and to encourage considerate behaviour, will be fully bilingual, as will be the promotional campaign.

The tender specifications will note that the signage will need to be bilingual. Bilingual Cardiff can assist with checking sign designs as required.

- 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.

The consultation has been carried out in both English and Welsh and responses we offered in English and Welsh.

- 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](#).

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, we will liaise with Bilingual Cardiff for translation and proofing of the signage and promotional campaign text.

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 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