

Jack Straw  
Chief Executive  
City and County of Swansea Council  
Civic Centre  
Oystermouth Rd  
Swansea  
SA1 3SN

APPENDIX A.

Our Ref/Your Ref: I2S(11)-16-007

Date: February 2016

Dear Carol

<b>Award of Funding: Recipient:</b>	<b>Invest-to-Save City and County of Swansea Council</b>
<b>Project Title &amp; Reference:</b>	<b>Group Therapy Worker for Looked After &amp; Care Leaving Teenagers at Risk of their own Children becoming LAC I2S(11)-16-007</b>
<b>Funding:</b>	<b>£105,792 (One Hundred and Five Thousand , Seven hundred and ninety two pounds)</b>

#### 1. Award of Funding

- (a) We are pleased to inform you that your application has been successful and funding of up to £105,792 (One Hundred and Five Thousand, Seven hundred and ninety two pounds) ("the Funding") is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period March 2016 to March 2019 and must be claimed in full by March 2019 otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or Conditions please contact Paul Bryant, Invest to Save, Tel: 02920 825615 or e-mail: [paul.bryant@wales.gsi.gov.uk](mailto:paul.bryant@wales.gsi.gov.uk) who will be happy to assist you.

#### 2. Statutory Authority and State Aid

- (a) This award of Funding is made on and subject to the Conditions and under the authority of Welsh Ministers, acting pursuant to section 70 and 71(1) of the Government of Wales Act 2006.
- (b) You must comply with the European Commission's State Aid Rules.

### 3. Interpreting these Conditions

Any reference in these Conditions to:

**'you', 'your'** is to City and County of Swansea Council

**'we', 'us', 'our'** is to the Welsh Ministers;

**'Application'** is to your expression of interest form and supporting information submitted 22 January 2016 reference (I2S(11)-16-007) and supplementary information provided.

**'Welsh Government Official'** is to

Paul Bryant  
Head of Invest To Save  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ

Email: Paul.bryant@wales.gsi.gov.uk

or such other Welsh Government official as we may notify you.

**'Project Manager'** is to

Frances Charles  
City and County of Swansea Council  
Room 166  
Guildhall  
Swansea  
SA1 9PA

Tel: 01792 635180

Email: frances.charles@swansea.gov.uk

**'Conditions'** is to the terms and conditions set out in this letter;

**'Schedule'** is to the schedules attached to this letter;

**'Payment Profile'** is to the payment profile set out in Schedule 4;

**Costs Incurred** is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim.

**'Notification Event'** is to any of the events listed in Schedule 3;

**'State Aid Rules'** is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks,

guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109; and

**any legislation** will include all amendments to and substitutions and re-enactments of that legislation in force from time to time;

#### 4. What you must use the Funding for

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the “**Purposes**”).
- (b) You must achieve the targets and outcomes set out in Schedule 2 (the “**Targets**”).
- (c) Any change to the Purposes or Targets will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (d) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); or (9) any kind of illegal activities.

#### 5. Funding Pre-Conditions

- (a) We will not pay any of the Funding to you until you have provided us with the following information and documentation:
  - (i) documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so;
  - (ii) documentary evidence that you have put in place all staff and other resources detailed in the Application as required to commence the Purposes, including confirmation of the Senior Responsible Officer for the project, *Karen Benjamin*, [karen.benjamin@swansea.gov.uk](mailto:karen.benjamin@swansea.gov.uk) and Project Manager *Frances Charles* [frances.charles@swansea.gov.uk](mailto:frances.charles@swansea.gov.uk) .
  - (iii) confirmation that the project has/will have an agreed business case and appropriate project management arrangements to ensure that it is delivered and that the full project benefits are realised;
  - (iv) confirmation that arrangements for an evaluation of the project will be discussed and agreed with us within three months of this letter.
  - (v) confirmation that in furthering the Purposes you will:

- follow National Design, Patient Safety and Information Governance assurance processes; and
- adopt all relevant national standards, such as classification standards for documents.

(b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

## **6. How to claim the Funding**

The Funding will be paid to you on receipt of the signed acceptance letter of funding.

## **7. Your general obligations to us**

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your management, employees and/or suppliers and notify us immediately if you have reason to suspect that any fraud has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.
- (b) comply with all applicable laws or regulations or official directives whether derived from domestic, EU or international law;
- (c) put in place and maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;
- (d) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with these Conditions.
- (e) repay the Funding in accordance with the dates set out in the Payment Profile.

## **8. Declarations**

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- (c) the information contained in your Application is complete, true and accurate;
- (d) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;
- (e) you have discussed and agreed the Targets with us and you are confident that they are realistic and achievable.

## **9. Notification Events and their consequences**

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will seek to discuss the Notification Event with you and to agree a course of action to be taken to address the Notification Event and in doing so we will consider both the seriousness of the Notification Event and whether or not it can be remedied.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:
  - (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you, or
  - (ii) we notify you that the Notification Event is not capable of remedy, or
  - (iii) a course of action is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action), or
  - (iv) the course of action fails to remedy the Notification Event to our satisfaction.

- (d) If any of the circumstances set out in Condition 9I occurs we may by notice to you:
  - (i) withdraw the award of Funding; and/or
  - (ii) require you to repay all or part of the Funding immediately; and/or
  - (iii) suspend or cease all further payment of Funding; and/or
  - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
  - (v) deduct all amounts owed to us under these Conditions from any other funding that we have awarded or may award to you; and/or
  - (vi) exercise any other rights against you which we may have in respect of the Funding.

## **10. Monitoring Requirements**

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions including without limit: Quarterly Monitoring Returns;
- (b) meet with the Welsh Government Official and such other of our representatives as we may from time to time reasonably require including without limit: an initiation meeting to discuss monitoring and evaluation arrangements; and,
- (c) ensure that the Project Manager (or such other person as we may agree) attends all meetings with the Welsh Government Official.

## **11. Audit Requirements**

- (a) You must:
  - (ii) maintain clear accounting records identifying all income and expenditure in relation to the Purposes;
  - (iii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales

Audit Office or the European Commission or any officer, servant or agent of any of the above;

- (iv) retain this letter and all original documents relating to the Funding for 5 years after the final payment is made to you.
  
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

## **12. Third Party Obligations**

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
  
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

## **13. Intellectual Property Rights & Publicity**

- (a) Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
  
- (b) You must acknowledge our support on all publicity, press releases and marketing material produced in relation to the Purposes. Such acknowledgement must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
  
- (c) You agree that from the date of this letter until 5 years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

## **14. Access to Information**

- (a) You acknowledge that we are subject to the requirements of the Code of Practice on Access to Information published by the Welsh Government (the "Code"), the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR") and the Data Protection Act 1998 (the "DPA").

- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
- (ii) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
  - (iii) any information is exempt from disclosure under the Code, the FOIA or the EIR.

## **15. Buying Goods and Services**

You must buy all goods and services required for the Purposes in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds (see also 5 a) vi).

## **16. Giving Notice**

- (a) Where notice is required to be given under these Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

***“Notice in relation to the Invest-to-Save, Group Therapy Worker for Looked After & Care Leaving Teenagers at Risk of their own Children becoming LAC project, I2S(11)-16-007***

- (b) The address and contact details for the purposes of serving notice under these Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post: on the second working day after the date of posting.

By hand: upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.

By email attachment: upon transmission or the next working day if after 4pm or on a weekend or public holiday.



## **17. Equal Opportunities**

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

## **18. Welsh Language**

Where the Purposes include or relate to the provision of services or written materials (including signage and information published online) in Wales, they must be provided in Welsh and English, unless it would be unreasonable or disproportionate to do so. Guidance about providing services and written materials in Welsh can be obtained from the Welsh Language Commissioner on 0845 6033 221 or by visiting [www.comisiynyddygyymraeg.org](http://www.comisiynyddygyymraeg.org).

## **19. Sustainability**

Your use of the Funding must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

## **20. Welsh Ministers' Functions**

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in, or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

## **21. General**

- (a) If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation these Conditions must be in writing and signed by us and you in the same manner as this letter.

- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21I and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.
- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of these Conditions.
- (g) These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

#### **How to accept this award of Funding**

- a. To accept this award of Funding you must sign and return a copy of the enclosed template letter to the Welsh Government Official Mark McConkey (contact: [mark.mcconkey@wales.gsi.gov.uk](mailto:mark.mcconkey@wales.gsi.gov.uk)) and copy it via e-mail to Paul Bryant in the Invest-to-save Unit at [I2Sinvestmentfund@wales.gsi.gov.uk](mailto:I2Sinvestmentfund@wales.gsi.gov.uk) and Heather Evans at [heather.evans1@wales.gsi.gov.uk](mailto:heather.evans1@wales.gsi.gov.uk)
- b. None of the Funding will be paid to you until we have received your signed letter.
- c. We must receive your signed letter on or before end of April 2016 or this award of Funding will automatically be withdrawn.

Yours sincerely,

P. H. A. 

.....  
Signed by Paul Bryant  
under authority of the Health and Social Services Minister,  
one of the Welsh Ministers.

cc

**SCHEDULE 1  
The Purposes**

*Funding has been sought to fund a systemic therapist to provide an early intervention/ preventative service to looked after children who do not meet the criteria of CAMHS ( children and adults mental health service)  
The aim of the project is to Break the Cycle of pregnancies of teenagers in care resulting in their babies being taken into care and the cycle starting over again.*

Cost	Value (£)	Revenue I Capital I
Staffing costs : Therapist 1 FTE x 3years		
Grade 10A Spinal Point 41-43 @ midpoint	£139,557.60	C
salary + on costs Total £35,784.00 £10,735.20 £46,519.20		
Venue and toolkit costs x 3 years	£1500	C
<b>Total</b>	<b>£141,057.60</b>	

**It is important that you provide a detailed breakdown of expenditure that shows clearly (line by line) what investments are planned . ( i.e staff costs, overheads, travel costs, consumable items, equipment etc.**

**Project Milestones**

Milestone	Date

**In the box above please provide detailed information on the milestones which have been set and the dates which you aim to achieve them by.**

## SCHEDULE 2

(To be finalised and agreed with Welsh Government within three months of  
Accepting the Award )

### The Targets

Description of the Target	2017/18	2018/19	2019/20	2020/21	Date to be achieved	Evidence required
Cash Releasing Savings	£285,000	£285,000	£285,000	£285,000		Signed Certificate from Head of Finance

### **SCHEDULE 3**

#### **Notification Events**

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Funding is required under European Law (whether under State Aid Rules or otherwise);
2. you fail to comply with any of the Conditions;
3. you fail to achieve any or all of the Targets;
4. we have made an overpayment of Funding to you;
5. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
6. any petition is presented or resolution passed or other action taken for your bankruptcy or winding-up or a petition is presented for an administration order against you;
7. a receiver or an administrative receiver is appointed in respect of you or in respect of all or any part of your assets;
8. a moratorium in respect of all or any of your debts or a composition or an agreement with your creditors is agreed, applied for, ordered or declared;
9. you are unable, or admit in writing your inability, to pay your debts as they fall due;
10. any distress, execution, attachment or other process affects any of your assets;
11. a statutory demand is issued against you;
12. you cease, or threaten to cease, to carry on all or a substantial part of your business;
13. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions.



**TWO SIGNATORIES ARE REQUIRED**

**Award of Funding:** Invest-to-Save  
**Recipient:** City and County of Swansea Council  
**Funding:** £105,792  
**Ref/Project:** I2S(11)-16-007 – Group Therapy Worker for Looked After & Care Leaving Teenagers at Risk of their own Children becoming LAC

We hereby accept the award of Funding (I2S(11)-16-007) and the Conditions relating to the Funding.

**Signature:**.....

**Name:**.....

**Job Title:**.....  
**(Authorised signatory)**

**Date:**.....

**Signature:**.....

**Name:**.....

**Job Title:**.....  
**(Chief Executive/Chief Financial Officer)**

**Date:**.....



# Equality Impact Assessment Screening Form

*Appendix B*

**Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).**

<b>Section 1</b>
Which service area and directorate are you from?
Service Area: Child & Family Social Services
Directorate: People

**Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?**

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(b) Please name and describe below**

Funding application to undertake a 3 year pilot for therapeutic group work with looked after children and care leavers whose own children are at risk of being placed into care. -

**Q2(a) WHAT DOES Q1a RELATE TO?**

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input checked="" type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

**(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?**

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input checked="" type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input type="checkbox"/> (L)

**Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...**

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18) →	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity →	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion →	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q4 HAVE YOU / WILL YOU UNDERTAKE ANY PUBLIC CONSULTATION AND ENGAGEMENT RELATING TO THE INITIATIVE?**

YES       NO (If NO, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

**If yes, please provide details below**

## Equality Impact Assessment Screening Form

If approved this new project will be developed in consultation with care leaving parents and looked after children.

|

# Equality Impact Assessment Screening Form

**Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?**

High visibility  
 (H)

Medium visibility  
 (M)

Low visibility  
 (L)

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?**  
*(Consider the following impacts – legal, financial, political, media, public perception etc...)*

High risk  
 (H)

Medium risk  
 (M)

Low risk  
 (L)

**Q6 Will this initiative have an impact (however minor) on any other Council service?**

Yes

No

If yes, please provide details below

**Q7 HOW DID YOU SCORE?**

*Please tick the relevant box*

**MOSTLY H and/or M → HIGH PRIORITY →  EIA to be completed  
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT →  Do not complete EIA  
Please go to Q8 followed by Section 2**

**Q8 If you determine that this initiative is not relevant for a full EIA report, you must provide adequate explanation below. In relation to the Council's commitment to the UNCRC, your explanation must demonstrate that the initiative is designed / planned in the best interests of children (0-18 years). For Welsh language, we must maximise positive and minimise adverse effects on the language and its use. Your explanation must also show this where appropriate.**

This is a proposal to accept the funding of a new 3 year pilot project to complete therapeutic work in a group setting with looked after children and care leavers who are pregnant / have babies at risk of accommodation through statutory services. This new service has an offer of WG funding to support it under an Invest to Save initiative. It will sit alongside the ITS-therapy initiative in Child & Family and offers positive opportunities for prevention and reduction of social services interventions.

**Section 2**

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

<b>Screening completed by:</b>
Name: Karen Benjamin
Job title: Interim PO for Wellbeing Child & Family Social Services
Date: 23.3.16
<b>Approval by Head of Service:</b>

## Equality Impact Assessment Screening Form

Name: Julie Thomas
Position: Interim Head of Child & Family Social Services
Date: 24.3.16

Please return the completed form to [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)