



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## External Funding Panel

**At:** Committee Room 5, Guildhall, Swansea

**On:** Wednesday, 2 October 2019

**Time:** 2.00 pm

**Chair:** Councillor Rob Stewart

**Membership:**

Councillors: M C Child, R Francis-Davies, D H Hopkins, A S Lewis, C E Lloyd, S Pritchard, J A Raynor, A H Stevens and M Thomas

**Also Invited:**

E J King, A Pugh

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|          | <b>Agenda</b>   | <b>Page No.</b> |
|----------|---|-----------------|
| <b>1</b> | <b>Apologies for Absence.</b>   |                 |
| <b>2</b> | <b>Disclosures of Personal and Prejudicial Interests.</b><br><a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a> |                 |
| <b>3</b> | <b>Minutes:</b><br>To approve & sign the Minutes of the previous meeting(s) as a correct record.  | <b>1 - 3</b>    |
| <b>4</b> | <b>Office For Low Emissions Vehicles On-Street Residential Chargepoint Scheme Bid 2019/20.</b>  | <b>4 - 11</b>   |
| <b>5</b> | <b>MALD Welsh Government - Gorseinon Library Refurbishment Grant Programme (Expression of Interest).</b>  | <b>12 - 28</b>  |

**Next Meeting:** Wednesday, 6 November 2019 at 2.00 pm

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 25 September 2019**

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**Contact: Democratic Services - 01792 636923**

# Agenda Item 3



City and County of Swansea

## Minutes of the **External Funding Panel**

Committee Room 5, Guildhall, Swansea

Wednesday, 4 September 2019 at 2.00 pm

**Present:** Councillor R C Stewart (Chair) Presided

**Councillor(s)**

M C Child  
C E Lloyd  
M Thomas

**Councillor(s)**

D H Hopkins  
S Pritchard

**Councillor(s)**

A S Lewis  
J A Raynor

**Also Present:**

**Councillor(s)**

A Pugh

**Officer(s)**

Lucy Friday

Louise Herbert-Evans

Allison Lowe

Paul Relf

Jamie Rewbridge

Debbie Smith

Gemma Whyley

Elliott Williams

Gaynor Winsor

Principal Officer - Transformation (Adult Services)

Head of Capital Planning and Delivery Unit

Democratic Services Officer

Economic Development & External Funding Manager

Strategic Manager Leisure Partnerships, Health & Well Being

Deputy Chief Legal Officer

Transformation Programme Manager Child & Family Services

External Funding Manager

Accountant

**Apologies for Absence**

Councillor(s): R Francis-Davies and A H Stevens

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**8 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

**9 Minutes.**

**Resolved** that the Minutes of the External Funding Panel held on 3 July 2019 be approved and signed as a correct record.

**10 Welsh Government Integrated Care Fund and Transformation Fund.**

The Principal Officer - Transformation (Adult Services) supported by the Transformation Programme Manager presented a report to advise External Funding Panel of the funding for the Welsh Government Integrated Care Fund (ICF) and Transformation Fund.

**Resolved** that:

- 1) External Funding Panel notes the offer of the Council's element of the Transformation Fund;
- 2) External Funding Panel notes the offer of the Council's Revenue element of the ICF Fund;
- 3) External Panel notes the requirement for the Chief Finance Officer to approve and sign all grant acceptances in accordance with Financial Procedure Rule 8.

**11 21st Century Schools Community Learning Centres / Community Hubs Capital Grant Programme & Football Foundation Grant - Applications for Funding for Cefn Hengoed Community School.**

The Head of Capital Planning and Delivery Unit and Strategic Manager Leisure, Partnerships, Health & Well Being presented a report to inform the External Funding Panel of the approved application for funding to Welsh Government in respect of Community Learning Centres / Community Hubs Capital Grant Programme, and to seek approval to submit a proposal to the Football Foundation to develop an indoor 3<sup>rd</sup> generation playing surface as part of this development.

The Head of Capital Planning and Delivery Unit advised that a revised timescale of 3 months was required to incorporate the tender process.

**Resolved** that:

- 1) External Funding Panel note the funding offer received from Welsh Government and approve the progression of the proposed scheme and the submission of a proposal to the Football Foundation to develop an indoor 3<sup>rd</sup> generation playing surface as part of this development;
- 2) External Funding Panel notes the revised timeline.

**12 Welsh Government Absorbent Hygiene Products Waste Programme - Offer of Capital Support.**

The Cabinet Member for Environment & Infrastructure Management presented a report to provide details of the Welsh Government Absorbent Hygiene Products (AHP) Waste Programme – To support the implementation of AHP (nappies/incontinence products) collection service across Wales.

The Cabinet Member reported on potential amendments to the current service arrangements.

**Resolved** that:

- 1) External Funding Panel approve to accept any grant offer following the submission of a funding bid to the Welsh Government Absorbent Hygiene Products (AHP) Waste Programme, to support the implementation of AHP (nappies/incontinence products) collection services across the Authority.

**13 Exclusion of the Public.**

The Committee was requested to exclude the public from the meeting during the consideration of the item(s) of business identified in the recommendation to the report on the grounds that it involved the likely disclosure of exempt information as set out in the exemption paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, relevant to the item(s) of business set out in the report.

The Committee considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item(s) of business where the Public Interest Test was relevant as set out in the report.

**Resolved** that the public be excluded for the following items of business.

**(Closed Session)**

**14 Overview of Current and Forthcoming European and External Funding Applications.**

The External Funding Manager provided an update on planned European and other External funding applications.

**Resolved** that the 7 recommendations outlined in the report be approved.

The meeting ended at 3.05 pm

**Chair**

# Agenda Item 4



## Report of the Cabinet Member for Homes & Energy

External Funding Panel – 2 October 2019

### Office for Low Emissions Vehicles On-Street Residential Chargepoint Scheme Bid 2019/20

|                                    |   |
|------------------------------------|---|
| <b>Purpose:</b>                    | To provide details of the funding application for the Office for Low Emission Vehicles On-Street Residential Chargepoint Scheme Fund 2019/20  |
| <b>Policy Framework:</b>           | Joint Transport Plan for South West Wales (2015 – 2020)   |
| <b>Consultation:</b>               | Access to Services, Finance, Legal.   |
| <b>Recommendation(s):</b>          | It is recommended that:<br><br>1) External Funding Panel note the submission of the Office for Low Emission Vehicles On-Street Residential Chargepoint Scheme Fund 2019/20 application. |
| <b>Report Author:</b>              | Chloe Lewis   |
| <b>Finance Officer:</b>            | Ben Smith   |
| <b>Legal Officer:</b>              | Debbie Smith  |
| <b>Access to Services Officer:</b> | Catherine Window  |

#### 1. Introduction

- 1.1 A funding bid for the On-Street Residential Chargepoint Scheme (ORCS) was submitted to the Office for Low Emission Vehicles (OLEV) on 10<sup>th</sup> September 2019 in accordance with guidance from the Office for Low Emission.
- 1.2 The guidance stated that there was a total funding pot of £5 million for the On-Street Residential Chargepoint Fund (ORCS) in 2019/20. This funding is available to all UK Local Authorities, administered on a first come, first served basis. The UK Government elected to set a maximum value for each application of £100k, and suggested that bids in excess of this would

be considered only in exceptional circumstances. Match funding is a requirement of the funding bid, with a 25% match fund required in order to submit a bid.

- 1.3 The guidance discusses some of the barriers to the uptake of EV's and then states that funding is currently available to those with off-street parking to install an EV chargepoint. As many areas across the UK, including large parts of cities, have residential areas where off-street parking is not an option, this presents a barrier for EV adoption. As a result, ORCS has been established to provide funding for chargepoints targeting those without access to off-street parking.
- 1.4 The ORCS scheme is primarily focused on on-street locations, however OLEV recognises the potential pressures local authorities may face in allocating parking spaces for EV's on residential streets. Therefore, OLEV will consider applications for the installation of chargepoints in local authority owned car parks, that are open 24 hours a day, 7 days a week, that are suitably located in or near to a residential area without access to off-street parking. Car parks must be accessible to local residents during the day and night, although they will also be available for the general public at all times.
- 1.5 This report seeks to provide details of this funding bid to the External Funding Panel.
- 1.6 It was not possible to seek approval from the External Funding Panel prior to the submission of the bid due to the first come, first served nature of the OLEV ORCS fund; it was considered essential that the bid be submitted as soon as possible in order to maximise the chances of submitting a bid whilst funding remained available from OLEV. Approval from the Cabinet Member for Homes & Energy was however sought and granted prior to the completion of the bids.

## 2. Submitted Bid

- 2.1. The City & County of Swansea submitted one bid totalling £100k and is awaits a grant decision letter from OLEV as to whether the scheme will be awarded funding in whole or in part. The scheme and bid amount is shown in the table below:

**Table One – Summary of ORCS Bid 2019/20**

| <b>Scheme</b>             | <b>Total ORCS (£k)</b> | <b>Match Funding (£k)</b> | <b>Total Project Costs (£k)</b> |
|---------------------------|------------------------|---------------------------|---------------------------------|
| OLEV – ORCS – EV Charging | 100                    | 33                        | 133                             |
| <b>Total</b>              | <b>100</b>             | <b>33</b>                 | <b>133</b>                      |

### **3. Details of Proposed Scheme – ORCS**

- 3.1. On-Street Residential Chargepoint Scheme - EV Charging Infrastructure (Phase 1A): With very few EV chargepoints in Swansea, the Council is seeking funding from OLEV to achieve a first phase of residential, community focused chargepoints.
- 3.2. The provision of publicly available charge points within the City and County of Swansea is vital in ensuring that Electric Vehicle (EV) charging provision is available and reliable to enable those who live, work, visit and travel through the area. This provision will also ensure that the public can increasingly have the confidence to purchase and use an EV knowing that a supporting network is in place to facilitate everyday journeys.
- 3.3. This bid aims to fulfil a first phase of delivery by proposing the installation of 13 charging posts, serving 26 charging bays in 13 Local Authority car parks. It is anticipated that the authority will install dual headed 7kW 'fast' EV charge points which are capable of delivering approximately 30 miles of range for each hour that an EV is actively charging.
- 3.4. The proposed EV charge points will form an initial network across the county, focusing on a charging provision that will benefit local residents without off-street parking.
- 3.5. In order to benefit the maximum amount of people per chargepoint, Council car parks have been selected based on their proximity to residential areas, which characteristically do not have access to off-street parking. In order to maximise the appeal and use of these chargepoints, sites have been selected in areas central to local services and functions. In taking this approach, it is anticipated that each chargepoint will benefit from use by local residents without access to off-street parking, and therefore an inability to charge an EV at their home address, whilst also catering for those who live in the same community, and would face the same barrier to owning an EV.
- 3.6. Locating chargepoints in the heart of the community will allow for local residents to use 'opportunity' charging, whilst undertaking their daily activities, as well as overnight charging, when needed.
- 3.7. Swansea Council has been awarded £89k for the provision of EV chargepoints in parking interchanges (WG LTF) for financial year 2019/20. WG has agreed to vary this funding to allow for £33k to be used as match funding for this OLEV funding application, to expand the number of EV chargepoints to be installed in Swansea within 2019/20.
- 3.8. Combining the two grants is anticipated to allow the Council to install EV chargepoints in 15 car parks, as opposed to the 3 car parks funded solely from WG LTF.

#### **4. Deliverability**

- 4.1. The 25% grant funding (required as match funding) has been secured, and subject to this funding, the project will be procured and contracted to a third party who will have responsibility for installing and commissioning the units.
- 4.2. A programme for delivery has been submitted as part of the OLEV bid, and has concluded that, whilst challenging, the scheme above is able to be delivered within the prescribed programme.
- 4.3. The Panel should note that the absolute outputs from this project will only be known following an open tender process. This is expected to commence in October 2019.

#### **5. Equality and Engagement Implications**

- 5.1. The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Our Equality Impact Assessment process ensures that we have paid due regard to the above.
- 5.2. If approved, the projects will consider their equality impacts more fully at the appropriate design stages when they will be screened in their own right. These transport infrastructure projects will all serve to improve public amenity, connectivity and access and will be the subject of consultation as appropriate. Close consultation with local disability and access groups will be undertaken to ensure accessibility for all.

#### **6. Financial Implications**

- 6.1. The scheme described in this report, relies upon the Office for Low Emission Vehicles On-Street Residential Chargepoint Fund and the Welsh Government's Local Transport Fund (already secured) to provide grant funding to secure its delivery.
- 6.2. The scheme is 100% reliant upon grant funding to secure its delivery and the 25% match fund element has already been secured which will be required to achieve full grant spend. The match funding offer is set out below.



**Table Two – Swansea ORCS EV Charging Spend Profile (Proposed)**

|   | 2019/20<br>(£k)    | Total<br>(£k) |
|---|--------------------|---------------|
| Welsh Government –<br>Local Transport Fund  | 33                 | 33            |
| Office for Low<br>Emission Vehicles –<br>On-Street<br>Residential<br>Chargepoint Fund | 100                | 100           |
|   | <b>Grand Total</b> | 133           |

- 6.3. The Office for Low Emission Vehicles On-Street Residential Chargepoint Scheme funding grants will require that all spend is done in accordance with the Council’s Contract Procedure Rules.
- 6.4. If this funding bid is successful, OLEV will require the funding to be fully spent and claimed by the end of March 2020.

**7. Legal Implications**

- 7.1. When delivering Transport Schemes, compliance will be required with the relevant Highways and Transport Act measure and guidelines.
- 7.2. It will be necessary to ensure that all terms and conditions attached to external grant funding are complied with and that the Council’s Financial Procedure Rules Regarding Grant Applications and Acceptances are followed.
- 7.3. From the 1<sup>st</sup> April 2019, the installation, alteration or replacement of outlets and upstands for recharging electric vehicles within an area lawfully used for off-street parking is permitted development under the General Permitted Development Order Regulations 1995 (as amended).
- 7.4. Separate legal advice will need to be sought regarding any contract and procurement issues relevant to the schemes.

**Background Papers:** Office for Low Emission Vehicles On-Street Residential Chargepoint Fund Bid Documents

**Appendices:**

Appendix A – Equality Impact Assessment Screening

# Equality Impact Assessment Screening Form – Appendix A

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).

## Section 1

Which service area and directorate are you from?

Service Area: Highways & Transportation

Directorate: Place

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

| Service/<br>Function     | Policy/<br>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

Office for Low Emission Vehicle (OLEV) On-Street Residential Chargepoint Scheme (ORCS) – This scheme is anticipated to deliver electric vehicle (EV) chargepoints in a number of Council car parks.

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

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

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

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

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

|                              | High Impact<br>(H)       | Medium Impact<br>(M)     | Low Impact<br>(L)                   | Don't know<br>(H)        |
|------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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)

# Equality Impact Assessment Screening Form – Appendix A

**If yes, please provide details below**

The design and development of the scheme will be subject to public consultation, with particular attention afforded to the disability and access groups to ensure that the needs of those represented by these groups are accounted for and accommodated.

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

|  |   |  |
|--|---|--|
| High visibility<br><input checked="" type="checkbox"/> (H) | Medium visibility<br><input type="checkbox"/> (M) | Low visibility<br><input type="checkbox"/> (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<br><input type="checkbox"/> (H) | Medium risk<br><input checked="" type="checkbox"/> (M) | Low risk<br><input type="checkbox"/> (L) |
|---|--|--|

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

Yes       No

**If yes, please provide details below**

The scheme will result in additional assets to maintain (by the Highways Maintenance Team)

**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.**

*If approved, the projects will consider their equality impacts more fully at the appropriate design stages when they will be screened in their own right. These transport infrastructure projects will all serve to improve public amenity, connectivity and access and will be the subject of consultation as appropriate. Close consultation with local disability and access groups will be undertaken to ensure accessibility for all.*

# Equality Impact Assessment Screening Form – Appendix A

## 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: Chloe Lewis                                    |
| Job title: Transport Strategy Officer                |
| Date: 05/09/2019                                     |
| <b>Approval by Head of Service:</b>                  |
| Name: Stuart Davies                                  |
| Position: Head of Service, Highways & Transportation |
| Date:  |

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

# Agenda Item 5



## Report of the Cabinet Member for Investment, Regeneration & Tourism

### External Funding Panel – 2 October 2019

## **MALD Welsh Government – Gorseinon Library Refurbishment Grant Programme (Expression of Interest)**

|                                    |   |
|------------------------------------|---|
| <b>Purpose:</b>                    | To make an expression on interest to apply to the Welsh Government, Museums Archives and Libraries Division Capital Grant Programme 2020/21, to redesign and remodel public space area at Gorseinon Library to accommodate Housing interview rooms, improved public toilet facility and to maintain and enhance good quality library service provision. |
| <b>Policy Framework:</b>           | Services in the Community   |
| <b>Consultation:</b>               | Access to Services, Finance, Legal. MALD<br>Cultural Services<br>Housing Department   |
| <b>Recommendation(s):</b>          | It is recommended that:<br><br>1) External Funding Panel approve this expression of interest to submit a formal application for funding for £180,000 match funded at 10% from library revenue funding during 2020/21  |
| <b>Report Author:</b>              | Karen Gibbins   |
| <b>Finance Officers:</b>           | Adele Harris & Gaynor Winsor  |
| <b>Legal Officer:</b>              | Caritas Adere   |
| <b>Access to Services Officer:</b> | Rhian Millar  |

### 1. Introduction

- 1.1 The library service has 17 library sites one of which is at Gorseinon. This is the third biggest library and provides a service for a wide geographic

area around North Gower, Loughor, Grovesend, Penyrheol, Penllergaer, Kingsbridge and surrounding areas.

- 1.2 Gorseinon Library is the third busiest libraries and is relied on to provide much of the key performance indicators which we report to the Welsh Government as part of the Welsh Public libraries standards and quality framework.
- 1.3 Maintaining space, service delivery and access to collections is essential for the long term delivery of library services in Swansea.
- 1.4 Accessing this funding will help housing and library services build a space they can work together in and look to developing new working practices in the future and new innovative ways of working.

## **2. Project Proposal**

- 2.1 This project hopes to put in place funding to create a more positive and beneficial change to the library space to accommodate the new needs of the Housing department who will be sharing library space in the future. This funding opportunity could transform the space in a way internal budgets could not do so and which without could result in a smaller library service function delivered from the public space.
- 2.2 Good design and good use of current space can provide an outcome which the local residents, current library customers and housing tenants can use effectively and productively.
- 2.3 The project would create zoned areas reflecting library needs as well as developing shared staff working spaces and two interview rooms for private housing discussions and other associated activities. Improved digital self service solutions would be introduced and digital information screens and e-resource promotion activities.
- 2.4 This project if successful would need to start after April 2020 and be completed before January 31<sup>st</sup> 2021. See Appendix B for full Application

## **3. Equality and Engagement Implications**

- 3.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

3.2 An EIA Screening Form has been completed with the agreed outcome that a **full EIA report was not required at this stage but would need to be completed if the project application is successful:**

- This is an application for an Expression of Interest to be considered for funding. If successful it will go to the next round of the application process. If successful this project will allow access to funding to reduce impact on services and help enhance future service delivery.
- See Appendix C for initial EIA screening.

#### **4. Financial Implications**

4.1 This expression of interest application will apply for £180,000 of funding 10% of which will be match funded from service revenue budgets and in kind spending.

4.2 Match Funding of 10% can be found from existing revenue budgets and existing budgets used to match expenditure eg books, expected replacement IT hardware, equipment etc.

4.3 There is a commitment for maintaining the library at the site for 5 yrs following receipt of this funding should the application be successful.

4.4 See Appendix A

#### **5. Legal Implications**

5.1 The Council will need to ensure that it complies with all terms and conditions attached to the Welsh Government grant funding, including the commitment to maintain the library at the site for 5 years following receipt of the funding.

**Background Papers:** None

#### **Appendices:**

Appendix A – Financial implications

Appendix B – Application form

Appendix C – EIA Screening Form

**FINANCIAL IMPLICATIONS : SUMMARY**

**Portfolio:** Place  
**Service :** Cultural Services - Libraries  
**Scheme :** MALD Transformation Capital Grant Programme 20/21 Expression of Interest

| <b>1. CAPITAL COSTS</b>                           | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>TOTAL</b>   |
|---|----------------|----------------|----------------|----------------|----------------|
|   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   |
| <u>Expenditure</u>                                |                |                |                |                | 0              |
| Building works, furniture, technology             |                | £180,000       |                |                | 180000         |
|   |                |                |                |                | 0              |
|   |                |                |                |                | 0              |
|   |                |                |                |                | 0              |
| <b>EXPENDITURE</b>                                | <b>0</b>       | <b>180,000</b> | <b>0</b>       | <b>0</b>       | <b>180,000</b> |
| <u>Financing</u>                                  |                |                |                |                |                |
| CCS match e.g. unsupported                        |                | 18,000         |                |                | 18,000         |
| Contributions                                     |                |                |                |                | 0              |
| Grant - MALD Transformation Capital Grant Program |                | 162,000        |                |                | 162,000        |
|   |                |                |                |                | 0              |
| <b>FINANCING</b>                                  | <b>0</b>       | <b>180,000</b> | <b>0</b>       | <b>0</b>       | <b>180,000</b> |

| <b>2. REVENUE COSTS</b>                 | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>FULL YEAR</b> |
|---|----------------|----------------|----------------|----------------|------------------|
|   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>   | <b>£'000</b>     |
| <u>Service Controlled - Expenditure</u> |                |                |                |                |                  |
| Employees                               |                |                |                |                | 0                |
| Maintenance                             |                |                |                |                | 0                |
| Equipment Including Books               |                | 18,000         |                |                | 18,000           |
| Administration                          |                |                |                |                | 0                |
| <b>NET EXPENDITURE</b>                  | <b>0</b>       | <b>18,000</b>  | <b>0</b>       | <b>0</b>       | <b>18,000</b>    |





Llywodraeth Cymru  
Welsh Government

# **Museums, Archives and Libraries Division Welsh Government**

Transformation Capital Grant Programme 2020/21  
Expression of Interest Application Form

## Note

You must use this form to submit an Expression of Interest (EOI) for the Transformation Capital Grant Programme.

You should read the EOI Criteria guidance before completing this form. Please complete all sections of the form. Incomplete forms may not be accepted.

If your EOI is successful we will invite you to develop and submit a full application. Please note that a successful EOI does not guarantee that we will fund your project.

Send your completed EOI to [MALD@gov.wales](mailto:MALD@gov.wales) by 27 September 2019. We will not accept applications after this date.

The Welsh Government takes the protection of your data seriously. We may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud. Any personal data we collect will be managed in accordance with our Privacy Notice which is available to view here:

<https://gov.wales/docs/caecd/publications/180518-privacy-notice-en.pdf>

## Expression of Interest

### Project Summary

**Project title** (Please provide a short descriptive working title for your project)

Please indicate which funding band your project falls within:

|                                     |          |
|-------------------------------------|----------|
| <b>Band A</b> (£50,000 - £120,000)  |          |
| <b>Band B</b> (£120,001 - £300,000) | <b>x</b> |

### Priority of project

(If submitting more than one application **you must** indicate the priority of each project on an organisation wide basis, with 1 / 2 being the highest priority, 2 / 2 the second priority.)

### About your Organisation

**Name of parent organisation:**

**Name of service / institution:**

**Type of service:**

|         |          |
|---------|----------|
| Museum  |          |
| Archive |          |
| Library | <b>x</b> |

### Main contact for the project

Name: Karen Gibbins

Address: Library Service, Civic Centre, Oystermouth Road, Swansea

Email: karen.gibbins@swansea.gov.uk

Telephone: 01792 636329

Service address, if different from main contact:

**Is your organisation VAT registered?**

|     |          |
|-----|----------|
| Yes | <b>x</b> |
| No  |          |

If yes, what is your VAT registration number?

**Is your organisation a registered Charity?**

|     |  |
|-----|--|
| Yes |  |
| No  |  |

If yes, what is your Charity registration number?

**Project overview**

**Project description (maximum 250 words)**

Please briefly but clearly describe what the project is about, what improvements will be made, why these are needed, and the intended outcomes of the work. (Further detail can be provided in subsequent sections).

Gorseinon library is currently the third busiest library in the Swansea Area and is managed as one of our Hub libraries. It accommodates our community services and bib team staff and provides shelving for heritage library collections. It also acts as the main distribution hub for books and resources around libraries.

Swansea council is looking at co-location and creative solutions to make services sustainable in the future and one way it proposes doing this is to collocate service areas where possible in a single site and to work towards breaking down barriers to supporting the delivery of some functions of these services by shared teams.

This project hopes to put in place funding to create a more positive and beneficial change to the library space to accommodate the new needs of the Housing department who will be sharing library space in the future. This funding opportunity could transform the space in a way internal budgets could not do so and could result in a smaller library service function delivered from the public space.

Good design and good use of current space can provide an outcome which the local residents, current library customers and housing tenants can use effectively and productively. The council has already engaged a local business who re-use and refurbish office and other furnishings called Ministry of furniture to help with new council initiatives.

The project would create zoned areas reflecting library needs as well as developing shared staff working spaces and two interview rooms for private housing discussions and other associated activities. Improved digital self service solutions would be introduced and digital information screens and e-resource promotion activities.

**Project location**

Building name: Gorseinon Library

Address: 15 West Street, Gorseinon, Swansea SA4 4AA

**Please provide details of the opening hours for the service point covered by the project:**

| Day       | Opening hours    |
|-----------|------------------|
| Monday    | 9.00am - 6.00pm  |
| Tuesday   | 9.00am - 6.00pm  |
| Wednesday | 9.00am - 6.00pm  |
| Thursday  | 9.00am - 6.00pm  |
| Friday    | 9.00am - 6.00pm  |
| Saturday  | 10.00am - 4.00pm |

**Is the building solely used as a museum, archive or library?**

|     |   |
|-----|---|
| Yes |   |
| No  | X |

If no, please provide details of shared use:

The library has a basement level which is currently used for library community services and bibliographic stock acquisition teams and large rolling rack shelving of historic collections and some small lending stores.

The library is soon to become a shared use building providing space to the Housing department to have a front facing element in the current public library space and shared backroom staff areas in the basement space.

**Does your organisation own or rent the building / location?**

|      |   |
|------|---|
| Own  | X |
| Rent |   |

If you rent the building, who is the owner?

If you rent the building, how many years are left on the lease?

**Project timescale**

Proposed Start Date: April 2020

Likely End Date: June 2020

(Project timescales may change but will be within the grant timeframe)

Please confirm that all grant funded project elements will commence after 1 April 2020 and be completed by 1 February 2021:

**Does your project involve a listed building or a scheduled ancient monument?**

|     |          |
|-----|----------|
| Yes |          |
| No  | <b>X</b> |

If yes, please provide details.

**Does your project need Planning Permission or Listed Building Consent to proceed?**

|     |          |
|-----|----------|
| Yes |          |
| No  | <b>X</b> |

Please provide evidence of the planning / consent requirements for your project, including any arrangements for obtaining the necessary permissions, and when these will be in place:

Checks about any permissions have been made by Corporate Building Services and no feedback has been provided at this stage to suggest any covenants prevent a council service co-location project taking place at this site.

***Please note: projects without necessary permissions in place at stage 2 will be rejected.***

**Project costs**

|                          |                |
|--------------------------|----------------|
| Total project cost       | <b>180,000</b> |
| Grant requested          | <b>160,000</b> |
| Other sources of funding | <b>18,000</b>  |

Please explain arrangements for obtaining the necessary match-funding, and when this will be confirmed:

10,000 would be allocated from service revenue budget and material and other spend targeted at this site for this period. Remaining match funding will be found from Staff time, upgrading IT costs (PC hardware), new bookstock. Contributions from Building Services will be sought.

**Advice**

What advice have you sought for this project? Please provide details.

Discussions with Senior officers in Swansea council and facilities teams. Advice from library suppliers and early design proposals from council procured design companies. Discussions with colleagues in Housing and Facilities management continue and their input will be a valuable asset to this project.

## Priority criteria

Please explain how your proposed project will deliver against the Transformation Capital Grants scheme EOI priority criteria (please refer to section 6, pages 5-8 for guidance).

### 1. Sustainable Development (maximum 300 words)

Co-location of services and co-delivery of services provides a recognised sustainable way of maintaining services to the public during times of reduced budgets.

This project will see the library service working closely with colleagues from Housing Services, developing new skills and sharing audiences and service delivery while ensuring the community of Gorseinon maintains a good library provision and frontline housing advice service.

It will also help improve public toilet facilities at the library to support local community needs.

It is anticipated that following on from locating services further developments will be investigated in how staff can share knowledge of their service areas and work together more effectively and this ambition needs to be reflected in the project design.

Managers will look for opportunities to address service delivery to hard to reach groups and address identified needs where they meet corporate priorities.

The library has provided self service opportunities and this will be enhanced and maximised to provide more resilience for service delivery in the future. Other digital and technological ways of working which can reduce appropriate staff interaction will be explored.

Where possible any changes to lighting, plumbing and other m&e systems will consider energy reduction and environmental factors.

A water fountain for refillable bottles will be introduced to reduce use of single use plastic bottles.

### 2. People (maximum 300 words)

This project will enable the library service to look again at how it supports the health and well being needs of its residents in its special Living Well collections and ensure these are more visible. Consideration will be given to creating a wellbeing zone to support collections and activities and further discussions with Local GP cluster group will hopefully identify ways of working more collaboratively on shared areas of needs – the healthy lifestyle, creating a weighing corner, space for regular healthy eating good practice events.

The library struggles with regular occurrences of unacceptable behaviour by young people and this project will look at any measures which can be introduced to address this issue and re make links with local youth centre. Good links with PCSO's will be maintained. Introducing specific events and activities delivered by Young People will also be considered.

As part of this project a new welsh learners collection of materials will be created and promoted from Gorseinon library to try and encourage more use of Welsh Language materials provided by libraries.

This project will demonstrate to the community that is it committed to maintaining a strong council presence in the town and that is has invested in a new service provision which supports the residents continued support for library services which is demonstrated by its strong performance and visitor figures and also the established need for housing advice guidance and face to face support by the large housing tenant communities in the area. This investment will be modern and attractive supporting research which tells us "people prefer to live and work in areas they find attractive and distinctive" <https://gov.wales/sites/default/files/publications/2019-06/arts-and-culture-vision-statement-light-springs-through-the-dark.pdf> pp9

### **3. Collections (maximum 300 words)**

"Promote and protect Wales place in the World"

This project will take the opportunity to reflect some of the Heritage collections the library service holds which it is not possible to display in public spaces due to space. A designated area will allow display and promotion of these collections some of which form part of the founding collection of the original Swansea library. Where possible items will be chosen which specifically reflect the Gorseinon area. The library service aims to work with volunteers to explore and better exploit the treasures held in these collections.

Lending collections will be stored and displayed on new and re-engineered shelving and additional display spaces will be created. Greater use of objects and collaboration with the museum service will be explored to draw attention to subject areas and themes. Re-purposed furniture will be used where it is possible and flexible new shelving with future proofed re-use will be purchased.

This project will support the need to retain as much shelf space as possible for lending items to the public and enable effective browsing and good retail display ideas maintained. Lending collections will be refreshed with new and replacement titles. Innovation to promote ebooks integrated into traditional book display will be trialled.

The library will maintain space where talks, events and exhibitions can be held which support partners and library themes and priorities.



#### 4. Strategic Fit (maximum 200 words)

Providing a sustainable future for Gorseinon Library will allow the local communities to have an accessible attractive venue to access council and partner services which they need, to ensure they have happy and healthy lives and achieve the best outcomes for themselves and their families. Free broadband and wifi will ensure digital support services are accessible to all including those in rented accommodation and the location of housing service at the same venue will re-inforce this.

Prosperous and Secure – This project will provide opportunities to tackle inequality, by continuing to ensure space and services which can help residents secure employment and work with partners in their community to overcome barriers. This project will ensure the venue remains accessible to our **Poverty** and Prevention teams for workshops and drop in advice for those unable to travel to city centre offices.

Healthy and Active – This project will help the library service at this site to continue to impact improvements in health and well-being in Wales, for individuals, families and communities through good directed literature and partnership activities. Good space design will enable activities to continue which impact prevention programmes in the community.

Ambitious and Learning – Gorseinon library will continue to support the Welsh Government ambition to assist residents to be the best they possibly can be. Through good digital infrastructure, out of hours activities and trained staff the library can support an environment of lifelong learning.

In Swansea we have a corporate priority to **improve education and skills** for all and good quality library venues are instrumental in achieving this. They create and accessible environment which helps people learn.

United and Connected – Investing in this venue will demonstrate a commitment to the community and encourage an atmosphere where people take pride in their communities, We are supporting the ability for people to come together, encouraging better economic outcome to grow.

Libraries are safe places and have a role in **Safeguarding people from harm**, trained staff are able to support the vulnerable and signpost and take action. Working in the future with housing will strengthen this role.

The library annual plan challenges the service to look at how its services affect their environments and work towards changing services and adapting services for better **environmental** outcomes. This often requires space which is what this project hopes to achieve through redesign. Currently we are working with KeepWalesTidy to become a litter picking hub at the site which we would like to continue.

## 5. Standards (maximum 200 words)

Gorseinon library plays an important role in contributing to the Welsh Public Library Standards for Swansea Library Service as the third biggest book issue and visits library. It is important going forward that it continues to have the correct physical space for this to continue. This new initiative to work with housing secures the site as a venue for the immediate future and makes it a more viable building in the community. The site is an important location on the outer edges of the city and serves a large population (4301 (in 2011 census). It also provides a service to neighbouring council wards in Loughor, Kingsbridge, Penllergaer and Penyrheol some of which are semi rural. It is in the electoral ward of the Gower.

Currently it is spacious and is able to host events and activities and this needs to be maintained in the future shared space which is planned for the library. It has good pc provision and opening hours are sufficient but we would not like to see them reduced. This new opportunity to work with colleagues in other departments will help ensure this robust opening hours offer into the future.

The new project will see opportunities to work with and target new groups especially those with Special Requirements as the service develops new relationships with new council teams. Our hope is that the project will demonstrate better closer and joint working on events and activities of mutual benefit to Housing service and their support agencies.

## Declaration by Applicant

On behalf of the governing body, I confirm that the work described has not started and to the best of my knowledge and belief the application information is correct.

Name: Karen Gibbins  
Position: Library Service Manager  
Address: Civic Centre, Oystermouth Road, Swansea  
Email: karen.gibbins@swansea.gov.uk  
Phone: 01792 636329

Signature:



Date: 16.9.19

# Equality Impact Assessment Screening Form – Appendix C

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

## Section 1

Which service area and directorate are you from?

Service Area: Cultural Services - Libraries

Directorate: Place

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

|                          |                          |                                     |                          |                          |                          |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Service/<br>Function     | Policy/<br>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 here:

To make an expression on interest to apply to the Welsh Government, Museums Archives and Libraries Division Capital Grant Programme 2020/21, to redesign and remodel public space area at Gorseinon Library to accommodate Housing interview rooms, improved public toilet facility and to maintain and enhance good quality library service provision.

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

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

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

|                              |   |   |                                       |
|------------------------------|---|---|---------------------------------------|
| Because they<br>need to      | Because they<br>want to                 | Because it is<br>automatically provided to<br>everyone in Swansea | On an internal<br>basis<br>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<br>(H)                  | Medium Impact<br>(M)     | Low Impact<br>(L)                   | Don't know<br>(H)        |
|------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Children/young people (0-18) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Older people (50+)           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Any other age group          | <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"/> |
| Race (including refugees)    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Asylum seekers               | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gypsies & travellers         | <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"/> |
| Gender reassignment          | <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"/> |
| Marriage & civil partnership | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pregnancy and maternity      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?**

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

If the application is successful we will consult with feeder schools to ensure any changes to the space and design reflect their continued needs. A customer engagement event will allow us to take ideas and address concerns from members of the public. We will work with partner service areas eg housing to see how their customers’ needs can be met in the public space.

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

|   |   |  |
|---|---|--|
| High visibility<br>X <input type="checkbox"/> (H) | Medium visibility<br><input type="checkbox"/> (M) | Low visibility<br><input type="checkbox"/> (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<br><input type="checkbox"/> (H) | Medium risk<br><input type="checkbox"/> (M) | Low risk<br>x <input type="checkbox"/> (L) |
|---|---|--|

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

x  Yes       No      **If yes, please provide details below**

This grant application hopes to improve the current plan to merge housing and library functions at the Gorseinon site. The additional funding will be able to improve the outcomes for both service areas and their customers and clients. The success of this grant will help reduce any potential negative impacts of this planned merger of service delivery. The housing service hope to see interview rooms and space created in the current public library environment. It will also reduce space for a large variety of other council and external services who use the site for drop in and customer engagement but good re-design can reduce this impact.

**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 an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

This project aims to improve the site layout and management of existing and new services and any layout changes will use best design principles to ensure best navigation of the area and visibility. At this stage a full EIA is not required, this will be revisited if the expression for interest is approved, it is likely that a full EIA will be required. This will be undertaken to support the full application if successful

## 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 Gibbins                 |
| Job title: Library Service Manager  |
| Date: 18 9 19                       |
| <b>Approval by Head of Service:</b> |
| Name: Tracey McNulty                |
| Position: Head of Cultural Services |
| Date: 18 9 19                       |

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