

Use this form when preparing for a decision. By decision we mean considerations that are the responsibility of council, cabinet, one of its committees and panels or those that have been delegated to an officer or cabinet member. This template helps you complete the Equality & Diversity section of your report.

Decision Title: Provision Of Housing Related Support Services For Vulnerable People (REF: ASC0016.)	
Date: 11/12/15	Author: Mick Hancock, Assistant Director Joint Commissioning

A. Answer the following

<p>a) Is this a “key decision” as defined by the Forward Plan (see here for a wider definition), a major planning decision or one that affects a sizeable number of staff? (Significant)</p> <p>By sizeable we mean a decision that is a general change for all staff even if it effects only some, a decision that would affect over 50 people or a decision that is specifically about a protected characteristic</p>	Yes
<p>b) Does the decision affect people with one or more of the equality protected characteristics? (Relevant)</p> <p>Protected Characteristics are: Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion and Belief, Gender, and /or Sexual Orientation. Locally we have added Deprived / Socio Economic Disadvantage Groups</p>	Yes

⊗ If you answer No to either of these,

Place a No in the equality box on the report and don't go any further, although you do need to write something in report to demonstrate you have considered equality. The following are sample responses:

“This decision is not significant and/or relevant (delete as necessary) in regard to equality issues.”

“This decision is a subsequent decision to the Inclusion Strategy and due regard was taken to any equality implications when this was agreed by the cabinet on the 13 April 2010.”

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⊗ If you answer Yes to both of these,

Place a Yes in the equality box on the report and continue to complete the assessment on Page 2.

B. The Assessment Please refer to the explanatory notes on page 4

1. How will the decision be made and who will be involved?				
As part of the 15/16 Budget (Council 25/2/15) it was decided that St Mungo's and Orbit services should be re-commissioned,				
Following a review of options for achieving this it is being recommended to the Council's Procurement & Commissioning Committee that a new housing related support service be procured.				
2. What is the aim of this decision and what changes will occur?				
The aims of the decision are to provide housing related support within a range of hostel accommodation to 16/17 year olds at risk of homelessness, 16/17 year old Section 17 Children in Need, LAC 16/17 year olds, 16/17 year old unaccompanied asylum seekers, Care Leavers, teenage parents and vulnerable single homeless people under the following legislation.				
The procurement seeks to support the Milton Keynes Joint Health and Wellbeing Strategy 2015-2018 in particular				
Starting Well: giving every child the best start in life: Reduce homelessness with a focus on family homeless by early identification of those at risk and developing local capacity to provide accommodation (p7)				
The award of this contract will progress the following priorities/outcomes within the Corporate Plan 2012/16:				
<ul style="list-style-type: none"> • Develop and maintain effective services and interventions that enable those children and young people who face barriers to participation to successfully overcome them. • Develop and maintain effective services and interventions that keep the most vulnerable children and young people safe and prevent them from experiencing additional difficulties • Develop cost effective models of support and care for vulnerable people that ensure they regain and maintain independence 				
The procurement aims to increase the number of places available to young people who have high/ complex support needs and required increased levels of support including overnight cover.				
The new service will be required to target a greater proportion of resources on resettlement for residents, enabling timely move-on and preventing people getting stuck in hostel accommodation				
3. Who is affected by this area of work and/or the changes?				
The primary client group for this contract is vulnerable people who are homeless or at risk of homelessness including 16/17 year olds at risk of homelessness, 16/17 year old Section 17 Children in Need, 16/17 year old Looked After Children (LAC), 16/17 year old unaccompanied asylum seekers, Care Leavers, teenage parents and single people aged over 18 with support needs				
4(a) Thinking positively, which groups of people benefit (or could potentially benefit) from this decision? (Place an <input checked="" type="checkbox"/> and provide information & evidence)				
Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes

Age	x			Council has a duty to accommodate homeless 16-17 year olds under homeless legislation and the children act
Disability	x			Some vulnerable people at risk of homelessness will have a disability in particular experience of mental illness
Race				Council has a duty to accommodate unaccompanied 16 and 17 year old asylum seekers
Gender or Gender Reassignment				
Sexual Orientation				
Religion/Belief				
Pregnancy and Maternity	X			Council has a duty to accommodate mothers and babies – contract provides accommodation and support to young mothers and babies who are vulnerable because of their age (16/17) or support needs
Deprived / Socio Economic Disadvantage Groups	x			People who are homeless in particular single adults with support needs who have been street homeless are among the most disadvantaged groups

(b) Summarise how equality of opportunity is advanced, or/and how good community relations are fostered, by the decision?

Procurement of housing related support within a range of hostel accommodation supports the Council's duties to provide accommodation and support to vulnerable people.

Housing related support enables people who might lack independent living skills and struggle to maintain a tenancy to be accommodated on a temporary basis with the aim of successful move on to settled accommodation

5(a) Being sensitive to the issues that some people may face, which groups of people will (or could potentially) experience adverse effects following this decision?

Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes
Age		X		
Disability		X		
Race		X		
Gender or Gender Reassignment		X		
Sexual Orientation		X		
Religion/Belief		X		
Pregnancy and Maternity		X		
Deprived / Socio Economic Disadvantage Groups		X		

6(a) What types of engagement and/or consultation are relevant to the decision?

Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes

Age	x			Young people, teenage parents and single adult homeless are being consulted as part of the specification development and overall tender process. Key stakeholders such as housing, children's services, substance misuse commissioner and probation are members of project group.
Disability	x			As above
Race	x			As above
Gender or Gender Reassignment	x			As above
Sexual Orientation	x			As above
Religion/Belief	x			As above
Pregnancy and Maternity	x			As above
Deprived / Socio Economic Disadvantage Groups	x			As above

(b) For planning purposes, list areas where more information is needed.

7. How are people likely to be affected (positive and negative) by this decision? (Identify the range of options and the effects of each)

The decision improves previously procured services and there is no loss of opportunity for the people of Milton Keynes. Options considered were:

Procure new service: specifying increased staffing levels to meet the support needs of vulnerable people in particular young people with high / complex needs. Increased emphasis on supporting timely move-on into settled accommodation

Do nothing: Continue with current contracts with insufficient places and levels of support to meet the needs of the young people that Children's Social Care need to place. Insufficient focus for adult single homeless on successful move-on.

Termination of current contract: without re-tendering would remove support services required by vulnerable people to prevent homelessness and enable successful move-on from supported accommodation. The Council has a statutory duty to accommodate vulnerable homeless people and risk that spot purchased alternatives represent poor value for money.

8. Address the impact (Mark with an)

A No major change needed	x
B. Continue with the decision despite having identified some potential for adverse impact or missed opportunities	
C. Adjust or amend the decision	
D Stop the decision	

(b) Explain the rationale for what you marked above with details of any mitigating activity

Overall impact for groups with protected characteristic will be positive as decision to procure seeks to improve service and outcomes for vulnerable people who are homeless/ at risk of homelessness.
9. Outline the next steps (add an action plan if necessary) and when and how will this policy or decision be reviewed (Include any mitigating work)
The Contract for housing related support will be formally monitored and reviewed by the Council. The Council will work with any future provider and other key stakeholders to help ensure the service aims, objectives and outcomes are delivered and to support the development of the Service in supporting vulnerable homeless people in Milton Keynes

Email to: jeremy.beake@milton-keynes.gov.uk copying in the relevant Assistant Director, this will be taken as being agreed by the Assistant Director, and place a summary in your report – examples of an appropriate summary are at the end of explanatory notes.

Explanatory Notes

Corporate Equality Officer / CE	Jeremy Beake
CYPS	Amanda Farr
Community Wellbeing	Raj Chauhan
Resources	Debbie Williams
HR	Tim Howe

Help can be sought from an Equality Champion and/or the Corporate Equality & Diversity Officer

Question 1 What sort of decision is it and who will decide, for example a committee, executive decision or cabinet?

Question 2 What changes will occur because of this decision-a short statement about the area of assessment - its aim or objectives?

Question 3 Does the decision cover all people or particularly targeted groups of people?

Question 4 (a) Mark with an where this is relevant.

This question is asking you to highlight what positive measures there are in the decision that will tackle inequality and promote opportunities for particular groups. This may be obvious such as adjustments for people with disabilities or less obvious such as how development provisions may help religious groups develop a church, mosque or temple.

We have a duty to consider the advancement of opportunity in all our functions, here we are able to state what we are doing, or facilitating, that will have a positive effect on people's lives.

The notes that are placed in the evidence column can be supplemented by hyperlinks and further narrative

Question 4 (b) This is a supplementary question asking for a summary of the outcomes and benefits that will arise from those things highlighted in question 4

Question 5 (a) Mark with an where this is relevant.

Being sensitive to the needs and issues that local people face is part of our everyday work. This question is asking you to highlight what potential adverse effects the decision could have. Sometimes someone is adversely affected by a council decision and sometimes this can't be avoided.

Our duty is to note this effect and consider whether we can do something to avoid or lessen the impact. You may have already amended the decision to reflect this. Please note here what you have found and what you have done to consider the needs and impact on different groups.

The notes that are placed in the evidence column can be supplemented by hyperlinks and further narrative.

Question 6 (a) Mark with an where this is relevant

This question is asking you to highlight which groups of people it is relevant to engage or consult with. It is important that you have found out what people think the consequences will be for them. You will need to consider the issues they highlight and whether these represent a serious adverse impact. Often in this engagement solutions are found to these issues that can reduce the adverse impact of the decision.

The notes that are placed on the side can be supplemented by hyperlinks and further narrative.

Question 6 (b) This is a supplementary question asking for a summary of the type and the frequency of engagement and consultation that will be needed in the future.

Question 7 Note this means positive as well as negative!

This question requires you to outline the significant effects of the decision. This should be a short statement that can direct the person making the decision towards any significance issues that have been identified. If the options are complicated consider doing an assessment for each option.

Question 8(a) Choose a recommendation

A No major change needed	Is a “Green Light” recommendation
B. Continue with the decision despite having identified some potential for adverse impacts or missed opportunities	Is a “Flashing Yellow recommendation” meaning proceed with caution and with a clear statement of why it is reasonable to proceed. It is important to note how the council has had due regard and the evidence that reasonable alternatives have been considered
C. Adjust or amend the decision	Is a “Yellow Light” recommendation meaning proceed with caution
D Stop the decision	Is a “Red Light Recommendation” this should be rare as reasonable alternatives should be considered

Question 8(b) This is a very important section. Note here any migrating adjustments to be made or the reasons for proceeding with a policy even when there is an identifiable adverse impact or missed opportunity.

Question 9 Should be self explanatory do not forget to add in review dates.

Email to: jeremy.beake@milton-keynes.gov.uk copying in the relevant Assistant Director, this will be taken as being agreed by the Assistant Director and place a summary in your report – examples of an appropriate summary is:

“An Equality Impact Assessment was completed and recommended that the Cabinet should continue with this decision despite having identified some potential for adverse impact or missed opportunities to promote equality. The council has adopted the national policy guidelines which have sought to provide fairness for all users. However the service will continue to monitor who and how people maybe adversely affected and report in 6 months about the workings of the new policy.

The assessment is published at:

<http://www.mkiobservatory.org.uk/document.aspx?id=XXXX &siteID=1026>“

(The hyperlink will be available after the assessment has been published by the Corporate Equality & Diversity Officer)