

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: Tender for Day Services and Day Opportunities for Adults, including a buildings based service, from 1 Fletchers Mews, Neath Hill, Milton Keynes	
Date: 5 th December 2015	Author: Rob Luckham, Joint Commissioner

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 in regard to equality issues.

Email this to: jeremy.beake@milton-keynes.gov.uk copying in the relevant Assistant Director, this will be taken as being agreed by the Assistant Director
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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?

Following a review of current service provision undertaken by the Joint Commissioning Team, the Assistant Director for Joint Commissioning is recommending to the Council's Cabinet Procurement Committee that the Day Services and Day Opportunities for Adults, including a buildings based service from 1 Fletchers Mews, Neath Hill, Milton Keynes service is retendered using an open tender process.

2. What is the aim of this decision and what changes will occur?

The aim of the decision is to continue to commission a Day Service and Day Opportunities provision for adults, including the utilisation of the premises at 1 Fletchers Mews.

Retendering will ensure the continued maximisation of independence, choice, control and social interaction to the current service users.

No other changes are envisaged by this decision.

3. Who is affected by this area of work and/or the changes?

Directly / Immediately Affected People

32 current users of the Day Services and Day Opportunities service, who predominantly have a physical disability.

Their family / other carers.

6 employees of the current provider.

Indirectly / Potentially Affected People

Other people with a physical disability, who determine that the service may meet their needs.

People wishing to attend a Day Service and receive Day Opportunities from broader client groups – eg people with a brain injury; a learning disability; and older people.

The local community in Neath Hill.

4(a) Thinking positively, which groups of people benefit (or could potentially benefit) from this decision? (Place an and provide information & evidence)

Protected Characteristic (as defined in the Equality Act)	YES	NO	UNCLEAR	Information and evidence Hyperlinks, References and Notes
Age				
Disability	x			A continued (and improved) Day Service & Day Opportunities service will exist for eligible people within Milton Keynes.
Race				
Gender or Gender Reassignment				

Sexual Orientation				
Religion/Belief				
Pregnancy and Maternity				
Deprived / Socio Economic Disadvantage Groups				

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

Individuals eligible for Day Services and Day opportunities will:

- Receive greater choice and control in their lives
- Be helped to regain crucial skills to enable them to live as independently as possible
- Be helped to participate as equal citizens, both economically and socially
- Have the best quality of life regardless of illness or disability
- Retain maximum dignity and respect
- Stay healthy and recover quickly from illness

In addition, families will be helped to be sustained and the local community will have increased social opportunities.

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		The decision retains and improves a previously procured service. There is no loss of opportunities for the people of Milton Keynes.
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

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				
Disability	X			The current users highly value the current service. Detailed feedback from users was included in the drafting of the service specification.
Race				
Gender or Gender Reassignment				
Sexual Orientation				
Religion/Belief				
Pregnancy and Maternity				

Deprived / Socio Economic Disadvantage Groups				
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(b) For planning purposes, list areas where more information is needed.

n/a

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

Decision options:

1. Do Nothing - i.e. cease to provide the services. This option is not recommended as it would result in negative affects to the current client group; lost development opportunities for potential Day Service and Day Opportunities users; and a negative social impact to the broader local community.
2. Extend the current (Pilot) contract. This option is not recommended. The Pilot is now in its second year and the learning to date is sufficient to enable the Council to determine what services are needed for the future.
3. Re-tender for broadly the same service as has been Piloted. This option is recommended. The Service Review has highlighted that the Pilot has been well received by (potential) service users and stakeholders; and has delivered a service offering which is sustainable to (potential) providers.
4. Tender for a new service, for example a traditional Day Service or a complete spot based contract service. This option is not recommended. The traditional Day Service model does not meet national best practice or the expressed wishes of Milton Keynes (potential) service users. Providers cannot make a purely spot based service work within acceptable financial risk parameters.

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

The review of current service provision has highlighted the value of the service, as currently configured, to both current & potential service users.

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 will be formally monitored and reviewed quarterly.

The Council will work pragmatically with the future provider and key stakeholders to help ensure the continued success, and future development, of the Service.

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.