

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: Recommissioning of Day Opportunities for Working Age Adults	
Date: 03/04/2023	Author: Sally Davis

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.”

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

⊗ 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?				
The decision will be made by Cabinet				
2. What is the aim of this decision and what changes will occur?				
For Working Age Adults (WAA), we want Day Opportunities to focus on developing skills for employment and evidencing progression through the development of life skills wherever possible, whilst ensuring that those without employment still have access to purposeful activity in a safe environment but not necessarily building based.				
3. Who is affected by this area of work and/or the changes?				
The decision affects all people age 18-64 who currently attend Day Opportunities and/ or who have a Learning Disability, Autism, Mental Health diagnosis, Physical Disability or Acquired Brain Injury. It also impacts those who care for the individual who attends.				
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				
Disability	X			
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?				
We will look to community groups and social care providers to offer opportunities that help to prevent social isolation; provide support to carers; offer volunteering roles; support the development and sharing of skills and knowledge; provide peer led solutions to meet individual needs. Support of this kind is vital to reducing the need for support from statutory services based on a principle that the solutions that many people have to address their care and support needs rest within themselves, their families, social networks and surrounding communities. This is a process of continually building upon and developing people's skills, confidence and ability in different areas of daily life.				
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				
Disability	x			Coproduction with service users and their carers has been completed and is ongoing.
Race				
Gender or Gender Reassignment				
Sexual Orientation				
Religion/Belief				
Pregnancy and Maternity				
Deprived / Socio Economic Disadvantage Groups				
(b) For planning purposes, list areas where more information is needed.				
None				
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 effects should be positive – a wider choice of activities will be available, which has been identified as a desired outcome during coproduction work with service users. It will also improve the progression of service users towards employment and securing a paid position.				
8. Address the impact (Mark with an <input checked="" type="checkbox"/>)				
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 current range of Day Opportunities available will be modernised, and an increased choice offered.				
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)				

A framework of providers to offer a choice of activities will be obtained using a competitive tender. The outcomes for service users will be monitored quarterly using data from the providers.

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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.”