

Notice of Non-key Executive Decision

Subject Heading:	Request to re-open the Yew Tree Day Service and the Avelon Road Centre (Adult Day Centres).
Cabinet Member:	Councillor Jason Frost
SLT Lead:	Barbara Nicholls
Report Author and contact details:	Andrew Sykes, Service Manager for Disabilities, Adult Social Care
Policy context:	Government advice following the outbreak of Covid 19 virus in the UK
Financial summary:	There are no additional financial costs associated with this decision.
Relevant OSC:	
Is this decision exempt from being called-in?	Yes, it is a non-key executive decision by a member of staff.

Non-key Executive Decision

The subject matter of this report deals with the following Council Objectives

Communities making Havering	X
Places making Havering	X
Opportunities making Havering	X
Connections making Havering	X

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To re-open the Avelon Road Centre (ARC) and Yew Tree Day Centre (YTDC). Both centres have been closed since lockdown began and there is now a pressing need to reopen both centres in a phased and managed way to ensure that the essential support that these services provide to clients and their carers can be reinstated.

Permission is also sought to enable council officers to get the buildings ready for use and ensure that the environments are as safe as possible for clients and staff.

AUTHORITY UNDER WHICH DECISION IS MADE

Second Tier managers have the following relevant powers at Part 3 section 3.4 to:

- (a) take any steps necessary for proper management and administration for their allocated portfolios
- (b) manage buildings and facilities under their control including letting, hiring or otherwise permitting the use of such premises and property for occasional purposes
- (c) be responsible and accountable for all health and safety matters.

STATEMENT OF THE REASONS FOR THE DECISION

The Avelon Road Centre (ARC) and the Yew Tree Day Centre (YTDC) have been closed since late March 2020. The closure of the centres was subject to previous agreement via a non-key executive decision ([Decision details on public web site](#)).

Many Council services have reopened or are planning to re-open. Planning to reopen the day centres in a safe and managed well is now at an advanced stage. The number of enquiries from residents about the council's intentions to reopen these essential services are increasing in number and frequency.

In addition it is noted that the protracted nature of lockdown has meant that the day centres have remained closed for longer than was originally anticipated. This has had an impact on the wellbeing of some of the clients who usually attend the centre resulting in the need for alternative sources of support to be identified. In accordance with the ED dated 31st March 2020 Adult Social Care day service users were contacted. Where difficulties were experienced as a result of closure, welfare calls, visits and limited outreach work has been made available in cases of high priority. In addition the protracted nature of lockdown also placed additional strain on carers who have been supporting clients during lockdown for a prolonged period and normally benefit from the respite that the centres provide. The reopening of the centres

Non-key Executive Decision

(initially for those considered to be in most need) will prevent clients and their carer's from potentially entering a crisis phase. Over the past four months staff of both the ARC and YTRC remain acutely aware of how important and valued these services are to the people that attend them as well as to relatives and carers.

The previous Executive Decision to close both Centres on 31st March 2020 stated that *“Every effort would be made to return to normal service delivery as soon as possible”*.

The centres are now at an advanced stage in terms of their preparations for reopening. Significant thought and attention has gone into the comprehensive reopening plan arrangements. The approach to reopen safely is in line with current government issued guidance and developed with input from public health colleagues. The centres will follow strict guidelines in order to deliver a restricted service which considers the specific needs of the clients groups and our staff.

In order to provide the necessary reassurances that it is now appropriate to reopen the centres the following has been put in place (supported by documentation):

1. All preparation planning for reopening has acknowledged current Government, Public Health England and LBH issued guidance. A detailed phased recovery/reopening plan is in place.
2. Environmental checks: The corporate building checklist has been used to ensure that all essential checks and testing has been undertaken in readiness for reopening.
3. Building risk assessment is in place.
4. A specific day centre standard operating procedure (SOP) for outbreak management has been developed in conjunction with public health.
5. Staff have completed mandatory training to ensure a high standard of working practices in the management of infection control. Appropriate PPE will be in place.
6. Individual risk assessments have been updated for both clients and staff in view of Covid 19.
7. Plans for how the centres will operate have been developed by adapting the 'bubble' approach used extensively in the education system. Both centres will operate using a 'zone' system (ARC = 4 zones and YTRC = 1 zone). Internal and external areas will be appropriately marked out to ensure social distancing can be maintained.
8. An enhanced cleaning regime (which includes mid-week closure for deep cleaning) will be implemented.
9. Monitoring for symptoms of Covid 19 will be in place. This includes the taking of temperatures on arrival and reinforcing via communications, the importance of not coming to the centre if any symptoms have been noted whilst at home.
10. Communications for clients, parents and carers have been developed so that all are clear about what they can expect from LBH and which also sets out what we expect from those who access our services.
11. The ability to close a 'zone' (ramp down at pace) is in place if a case of Covid 19 is suspected. Refer to point 4.
12. A plan is in place to gradually increase attendance (ramp up) and expand the offer at each centre which will be subject to regular review. Any decision to increase attendance will take into account the government guidance at that time and consider the local situation at that time (public health) and will only proceed if considered safe to do so.
13. Full acknowledgement that the safety of all is paramount. Choice of days, activities etc may therefore not be able to be accommodated.

This non key executive decisions seeks agreement for the following:

Non-key Executive Decision

1. Agreement to reopen both the Yew Tree and Avelon Road Centres. Tentative dates for late August are in place. ARC will re-open one week prior to Yew Tree so that adequate senior management oversight is available to each centre as it reopens. This will also ensure that any learning arising from ARC post re-opening can be directly transferred to Yew Tree.
2. Agreement for staff to re-enter both sites one week prior to each reopening date to make the necessary physical preparations associated with reopening.
3. Agreement to begin communicating the plans for reopening with clients and their carers.

OTHER OPTIONS CONSIDERED AND REJECTED

Continuation of outreach work – this has limited value and does not enable sufficient numbers of clients to receive support. This approach was of benefit to a small number of clients who were deemed as most in need during the protracted lockdown period due to the impact on their individual wellbeing and/or to prevent the breakdown and deterioration of existing support networks.

PRE-DECISION CONSULTATION

The Lead Member for Adult Social Care has been consulted on all these service changes prior to the decision.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Andrew Sykes

Designation: Service Manager for Disabilities



Signature:

Date: 7th August 2020

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has been acting in accordance with Government guidance, Health and Safety legislation and advice from public health. As the Report notes, reopening of the centres continues to be in accordance with this guidance and legislation and therefore there are minimal risks in taking the proposed action.

FINANCIAL IMPLICATIONS AND RISKS

Normal service delivery costs of resuming these services will be met from within the existing service budgets within the Adults Social Services Directorate.

There are therefore no additional financial implications arising from this decision.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The reopening of days centres will directly impact on all staff that work there. Each reopening will be managed in accordance with the Council's HR and specific Covid-19 related policies and guidance.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, sexual orientation.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

The service area has produced an EqHIA in response to Covid-19

Non-key Executive Decision

BACKGROUND PAPERS

None.

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed

Name:

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date:

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____