APPENDIX 2
PROPOSAL FORM

Title	**Flexible Day Opportunities**
Service(s) involved	**Provider Services, Social Enterprises, Social Work, SDS, Volunteering, Shared Lives**
Impact Assessment (H/M/L) *(See APPENDIX A)*	**Medium/High**

Strategic Fit: *Moray Partners in Care 2019-2029*
Identify which theme(s) and outcome(s) your proposal meets

Theme(s):					
1) Building Resilience: Taking greater responsibility for our health & wellbeing	**X**	2) Home First: Being supported at home or in a homely setting as far as possible	**X**	3) Partners in Care: Making choices and taking control of decisions affecting our care and support	**X**

Expected Outcome(s):					
a) Lives are healthier	**X**	b) Experiences of services are positive	**X**	c) Carers are supported	**x**
d) People live more independently	**X**	e) Quality of life is improved	**X**	f) People are safe	**X**
g) Health inequalities are reduced	**X**	h) The workforce continually improves	**X**	i) Resources are used effectively and efficiently	**X**

What needs to be done? *(bullet points – main requirements)*

Develop a multi-agency Community led model of flexible support to delivering placed based, outcomes focussed flexible day opportunities. This will:

- Increase access to day opportunities;
- Prevent negative outcomes;
- Be resource efficient;
- Provide empowerment;
- Have person centred design at the centre of a flexible approach; and
- Provide strength in community.

Provide a 6 month test of change for Day opportunities with permanent service structure changes for enabler posts.

To employ a team of 2 permanent SDS Enablers and 5 temporary Care Assistants to assess and deliver outcome focussed support in the community as part of a new model of day opportunities.

APPENDIX 2

Why does it need to be done? (*bullet points – main drivers; current issues*)

Evidence demonstrates the new approaches characterised by collaboration between organisations and partnerships with people and communities are making a real difference and can provide positive models for the future – this is a test of change to collect evidence for the successful rollout in Moray.

When does it need to be done? (*only include known **critical** timescales here – e.g. legislative, contractual etc.*)

- As soon as possible, to fill gap created by previous model/provision ending;
- Would want to get adverts out for recruitment **by 21 Oct 2021** in order to provide 6 month test of change for day opportunities workers with permanent posts for Grade 7 Enablers.

What are the risks of not doing this? (*compared with current situation*)

- Miss the opportunity to find effective and efficient ways of working;
- Miss the opportunity to align day opportunities to SDS and 3 conversation model;
- We fail to recognise the local context; and
- We are unable to provide services to those with assessed need.

What are the main *likely* benefits of doing this? (*bullet points – including any likely financial and non-financial savings*)

- Leadership [both local through valuing community partners and external from partners such as i-hub];
- Partnership with Communities [Building capacity of community organisations, sharing responsibility with local partners, collaborating to shape new approaches and design services];
- Incremental change [starting small and growing with local needs];
- Understanding local contexts [planning with multi-agencies, signposting, identifying assets];
- Promoting home first and care/support in the community; and
- Reducing cost for delivery in the long term.

How will we know we have been successful? (*bullet points – what are the targets / what measures will be used to demonstrate the change?*)

- People will be empowered;
- Improved community wellbeing;
- Provide radical change in design of service delivery;
- Self-Directed Support is aligned with community led health and social care;
- Collaboration is achieved in the delivery of day opportunities;
- Community groups take greater responsibility using local resources;

APPENDIX 2

- Greater use of community based health services; and
- A renewed focus on a rights based approach which empowers people

Resource requirements *(detail any financial outlay/ staffing resources required – requirements only – specific costings not required at this stage)*

Initial six month cost for providing this test of change is to provide 5 day service care assistants at Grade 4 funded from COVID reserves to support the remobilisation of OP day services.

Temporary Posts

5 x grade 4 Care Assistant (13,557) £67,785
Total   £67,785

Permanent Posts

2 x grade 7 DCO   (38,998) **£77,996**

To support the system change to embed a flexible framework for SDS option 2 in line with the national SDS standards and taking into consideration the national recommendations from the Independent Review of Adult Social Care

Who needs to help make this happen? *(bullet points – key stakeholders)*

- Re-Mobilisation group [Sponsor]
- Provider Services [Employer]
- SDS [enabler]
- Social Enterprise [Partner]
- Social Wok [Partner]
- Volunteer Co-ordinator [Partner]
- Shared Lives [Partner]

If appropriate, detail any preliminary discussions with identified stakeholders above

Request for change has been driven by the Re-mobilisation Group within Health and Social Care Moray in order to provide a test of change in the delivery of day opportunities.

Completed by	John Campbell	Date	16 June 2021
			Reviewed 7 Oct21
Contact for queries	john.campbell@moray.gov.uk	Email/ Telephone No.	07527387515
Submit to	Gram.moraycontrolcentre@nhs.scot		

HSCM initial outline v0.01

APPENDIX 2

To be returned to originator once form reviewed at appropriate forum – ideally within fortnight of submission.

Feedback from		**Date**	
General comments			
Status (strike out as appropriate)	**Approved to proceed to next stage**	**Not approved at this stage**	
Decision not to proceed at this point *(provide basis of decision)*			
Further work required to develop proposal *(provide specifics and date for resubmission)*			
Proceed to next stage *(detail appropriate governance route and dates of submission where appropriate)*			
Contact for queries or further information	Name:	Contact details:	

APPENDIX 2

APPENDIX A – PROPOSAL CATEGORISATION GUIDANCE

Each proposal is to be given a low / medium / high assessment in accordance with the criteria for Organisational Impact and Complexity. This will provide guidance to whether the proposal is categorised as Basic, Intermediate or Strategic:

- **Organisational Impact assessment**

	Low	Medium	High
Organisational Impact (Business Criticality and Scale of Project)	• Activity relevant to an individual service or team within a Department	• Some Political interest in project • Contributes to delivery of a Government initiative • Maybe linked to statutory requirements / compliance with legislation • Cross cutting activity within a Department affecting most services or teams	• Strong Political interest in the project • Critical to delivery of a key Government Initiative • Essential to statutory requirements / compliance with legislation • Critical to delivery of a 'flagship' Organisational activity AND/OR critical to the running of the Organisation
	Level of investment < £3,000	Investment value of greater than £3,000 (over lifecycle of the project and any resulting contracts.	

- **Complexity assessment**

	Low	Medium	High
Complexity	• Low degree of inter dependency with other Organisational Projects • Impact on staff felt mainly within a business unit or team	• Medium degree of inter dependency with other Organisational projects • Impact on staff felt mainly within a service	• High degree of inter dependency with other Organisational projects • High impact on staff across the Organisation • High degree of business process change

APPENDIX 2

• Minimal innovation required (tried and tested solution(s) for the project in place • Small number of internal stakeholders affected (e.g. within a service/team only)	• Some degrees of business process change • Some innovation required (solution(s) for project new to Organisation but established in the market) • Internal stakeholders affected across at least one Department	• High level of innovation required (solution(s) new to the market untested by the Organisation) • Multiple stakeholders affected across several Departments and external partners

The Impact and Complexity assessments are applied to the Category matrix.

Complexity Rating				
	High	Intermediate	Intermediate	Strategic
	Medium	Basic	Intermediate	Strategic
	Low	Basic	Intermediate	Intermediate
		Low	Medium	High
		Corporate Impact Rating		

Classification Outcomes

- **BASIC** Category - Change can be implemented as BAU. [SLG/SMT] provide governance and agree reporting requirements direct with nominated project/work-stream lead. Semi-regular (as agreed) progress updates to be provided to [other governance structure?]
- **INTERMEDIATE** Category – Full Project Management provided by service. Project lead to provide regular progress updates for information (as agreed) to [who/where?]. Issues/slippages etc. identified by [governance] reported back to [SLG/SMT].
- **STRATEGIC** Category – Full Project governance required. Progress reported back to [SLG/SMT] as agreed.