

Appendix 2

My Day, My Life Future Service Base Specification

The development of the following criteria has been produced based on the views expressed by people who receive My Day, My Life services, their families and colleagues as part of the review.

Location and Community Inclusivity:

- 1. Located where all the action is in the town centre, not out of the way. (High Weighting)**
- 2. A vibrant and inclusive community space. (High weighting)**
3. A meeting place for people who receive My Day, My Life services but also used by the community.
4. A place where people who receive My Day, My Life services can see friends
5. Somewhere to hold special events

Building Facilities and Accessibility:

- 6. Appropriate toilet facilities and scope for the provision of a changing bed (High weighting)**
- 7. A building which can be safely and appropriately accessed by people being supported (High weighting)**
8. Somewhere with a sensory room or sensory sessions can be held.
9. A balance of communal areas and quiet spaces.
10. Having somewhere to practice skills.
11. Different spaces for activities like a kitchen and garden.
12. Outdoor space for BBQs and activities. **Split into accessible kitchen for catering (moving towards it) or a place to have a cuppa food with friends**
13. Storage for equipment needed for activities.
14. Access to records and IT equipment and systems for staff

A Place To 'Belong'

- 15. A place to feel safe and 'like I belong' (High weighting)**
- 16. A place that is 'our own'. (High weighting)**

Weightings have been applied to key criteria within each of the three themed criteria sections.

Options Appraisal of Potential Buildings As Future My Day My Life Service Bases

An initial options appraisal has been undertaken of buildings in Abergavenny and Monmouth which might be potential service bases for the future. The list includes all buildings identified by people who receive My Day, My Life services, their families, and colleagues as part of the review. Other potential buildings have been included as well.

Each building has been appraised against each of the criteria using a scoring system (see below).

As part of the initial options appraisal, the scores relating to the criteria of 'to a place to belong' and a place that is "our own" is based on the ability of the building to offer dedicated room/s for My Day My Life which would enable people receiving the service

and colleagues, to have a place to belong and that is their own. This appraisal will be tested out with the people who receive My Day, My Life services as part of the implementation engagement process and the development of a final options appraisal and proposal.

Monnow Vale Health and Social Care Facility	▣	✖	✖	✓	▣	✓	✓	✓	▣	✖	✖	✖	✓	✓	✓	✓	40/66
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Scoring Key:
 ✓ - Has this facility or opportunity (3)
 ✖ - does not have this (0)
 ▣ - has it to a certain degree or may be able to in the future (1)
 Please note high weighted criteria will be x 2

Initial Options Appraisal – Stage 1 Service Base Specification

Option	Name of Building	Advantages	Disadvantages	Comments	Stage 1: Assessment
Abergavenny					
1	Abergavenny Community Centre (Park Street)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Accessible building with an accessible toilet, and potential for changing bed. • Has potential to hold special events • Has outdoor space, kitchen, and a variety of rooms with potential for use 		Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 58/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment
2	Tudor Street	<ul style="list-style-type: none"> • Central location, with space to meet friends and hold special events • Changing bed facilities available • Various separate spaces available • Has a kitchen and garden • Sufficient storage for equipment to access and IT 	<ul style="list-style-type: none"> • Social services facility only • Not used by the community • Building not fully accessible to people who use a wheelchair without assistance. • Not all the garden is accessible to people who use a wheelchair even with assistance. • Size of the building is disproportionately large to the number of people receiving MDML services 		<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 53/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

3	Mardy Park	<ul style="list-style-type: none"> • Some community spaces and activities available • Accessible toilet • Garden and kitchen area available • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • Not located in the town centre • May not provide opportunity for dedicated MDML space • As a health and social care facility it has a lower level of community opportunities. 	As a fully operational health and social care facility there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.	<ul style="list-style-type: none"> • Overall fairly low score against criteria – 28/66 due to limited community vibrancy and unavailability of MDML dedicated space. • Not to be progressed to phase 2 feasibility assessment
4	Melville Theatre	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Accessible building with an accessible toilet, and potential for changing bed. • Is currently being used by people who receive MDML services to meet friends and do activities • Has potential to hold special events 		Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 64/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment
5	Wellbeing Hub	<ul style="list-style-type: none"> • Central location, with space to meet friends and hold special events • Accessible building with 	<ul style="list-style-type: none"> • No outdoor space • Currently underutilised by the community 	Need to confirm the potential and possibility of dedicated MDML space.	<ul style="list-style-type: none"> • Currently scoring – 38/66 • Need to confirm 15 and 16 before making decision

		<p>an accessible toilet</p> <ul style="list-style-type: none"> • Has potential for community use and vibrancy 			<p>about progression to stage 2</p>
6	Abergavenny Hub (Town Hall)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Space for special events and to meet friends • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • No outdoor space or kitchen • Accessibility to the building is via the lift, this may compromise some people's ability to enter the building without assistance. 	<p>As a fully operational community hub there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.</p>	<ul style="list-style-type: none"> • Currently scoring – 37/66 • Need to confirm 15 and 16 before making decision about progression to stage 2
Monmouth					
1	Shire Hall	<ul style="list-style-type: none"> • Located in town centre • Somewhere to hold special events • Accessible toilet 	<ul style="list-style-type: none"> • A meeting place where rooms are hired out • No garden, kitchen or areas for skills development • No equipment storage • Accessibility to the building is via the lift, this may compromise some people's ability to enter the building without assistance. 		<ul style="list-style-type: none"> • Overall, low score against criteria – 15/66 due to lack of community vibrancy and unavailability of MDML dedicated space. • Not to be progressed to phase 2 feasibility assessment
2	Bridges Centre	<ul style="list-style-type: none"> • Located near town centre • Somewhere to hold special events • Accessible toilet and changing 	<ul style="list-style-type: none"> • Maybe limited scope for MDML dedicated rooms • No garden or areas for skills development 	<p>Need to confirm the potential and possibility of dedicated MDML space</p>	<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 53/66 • Potential as a future service base to be progressed to stage 2

		<p>bed including ceiling track hoist.</p> <ul style="list-style-type: none"> • People who receive MDML could utilise the community café to meet friends • Vibrant community space 			feasibility assessment
3	Monmouth Hub (library)	<ul style="list-style-type: none"> • Good town location and currently a well-used inclusive community resource • Space for special events and to meet friends • Potential for equipment storage and use of IT equipment 	<ul style="list-style-type: none"> • No outdoor space or kitchen 	As a fully operational community hub there is limited available rooms and storage facilities and unlikely that MDML could have dedicated space.	<ul style="list-style-type: none"> • Overall fairly low score against criteria – 37/66 due to unavailability of MDML dedicated space and no outdoor or kitchen space. • Not to be progressed to phase 2 feasibility assessment
4	St Thomas Church Hall	<ul style="list-style-type: none"> • Space for special events • Town Centre location • Downstairs rooms accessible and accessible toilet • Some community activity • Small garden area 	<ul style="list-style-type: none"> • Only two rooms are accessible and one of these is a large room/hall (60 people) • Bookable space rather than lots of different activities running concurrently. • Unlikely to have space to call our own. 		<ul style="list-style-type: none"> • Overall fairly low score against criteria – 22/66 due to unavailability of MDML dedicated space, inaccessibility of 50% of rooms and limited community use. • Not to be progressed to phase 2 feasibility assessment

5	Rockfield Community Centre	<ul style="list-style-type: none"> • Space for special events • Accessible building and accessible toilet • Some community activity • Access to lots of outdoor space and a kitchen 	<ul style="list-style-type: none"> • A community hall for hire only • Not in the town centre • Unlikely to have space to call our own. 		<ul style="list-style-type: none"> • Overall fairly low score against criteria – 21/66 due to unavailability of MDML dedicated space, community hall only and not in the town centre. • Not to be progressed to phase 2 feasibility assessment
6	Over Monnow Family Learning Centre	<ul style="list-style-type: none"> • Limited community use at the moment. • Located near town centre • Opportunity for people who receive MDML services to meet up, as well as used by the community • Somewhere to hold special events • Accessible building and toilets with potential to create space for changing bed. • Has a kitchen and garden • Sufficient storage for equipment 	<ul style="list-style-type: none"> • Would benefit from more community involvement and opportunities 	.	<ul style="list-style-type: none"> • Overall scored well against criteria – 58/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

		to access and IT <ul style="list-style-type: none"> • Number of rooms that could be used for different purposes 			
7	Monnow Vale Health and Social Care Facility	<ul style="list-style-type: none"> • Located near town centre • Accessible toilet • Equipment storage and use of IT equipment available • Rooms can be made available for specific activities 	<ul style="list-style-type: none"> • As a health and social care facility it has a lower level of community opportunities and doesn't have a vibrant community feel. • As a health and social care facility it lacks community vibrance. 		<ul style="list-style-type: none"> • Overall scored fairly well against criteria – 40/66 • Potential as a future service base to be progressed to stage 2 feasibility assessment

Following on from the initial options appraisal of buildings identified by participants in the MDML service review, a short list of buildings has been assessed as potentially feasible based on the criteria outlined through the review. Using the scoring methodology described above a score was allocated to each venue, each service was given a final score and a cut of, of 40 was identified for services to progress to stage 2 – feasibility. Services that were progressed to this phase were also required to have at minimum, a place for people 'to belong', accessibility and potential for changing bed facilities.

The following services were successful in phase 1:

Abergavenny:

- Tudor Street
- Abergavenny Community Centre (Park Street)
- Melville Theatre

Monmouth:

- Bridges Centre
- Over Monnow Family Learning Centre
- Monnow Vale Health and Social Care Facility

Initial Options Appraisal – Stage 2 Feasibility

A provisional assessment of the feasibility of each of the buildings considered within stage 2 has been undertaken using information available to date. Further work is needed to produce a comprehensive and credible feasibility study which will include:

- Site visits
- Exploratory conversation with tenants/building owners to confirm rental and running costs
- Costs of necessary works e.g. refurbishment/redecoration, adaptations to toilets, instillation of changing places and other accessibility works

Op tio n	Name of Building	Availability of MDML Space	Capital Costs	Running Costs	Security of Tenure	Stage 2: Assessment
Abergavenny						
1	Abergavenny Community Centre (Park Street)	<ul style="list-style-type: none"> • Potential for dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> • Potentially provision of some furniture/equipment to personalise space. • Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> • Rental cost to be confirmed. • Contribution to shared costs of running the building 	<ul style="list-style-type: none"> • MCC owned building, leased to Aber Community Centre. 	<p>Initial discussion held with trustees. Supportive in principle but unsure as to whether there is dedicated space within the building.</p> <p>Trustees are considering whether they can make space available.</p> <p>Excellent opportunity for community cohesion and people who use MDML services can access and be involved in a variety of activities and opportunities with the wider community.</p> <p>The costs of running the MDML service from this building would be relatively low as it would only be the</p>

						rental of one room and a contribution to wider running costs.
2	Tudor Street	<ul style="list-style-type: none"> Dedicated MDML space excessively disproportionate to number of people requiring the service 	<ul style="list-style-type: none"> Installation of access to front entrance and rear gardens Redecoration and refurbishment work 	<ul style="list-style-type: none"> All running costs funded by MCC as sole operator of the building. 	<ul style="list-style-type: none"> MCC owned building 	<p>The building has space and the facilities which are needed. However, the size of the building is considerably disproportionately higher than the space needed for those people MDML supports.</p> <p>The building is a dedicated social services facility which offers no community inclusion or involvement.</p> <p>The costs of refurbishing and redecorating the building may be considerable, to be confirmed.</p> <p>All running costs are born by MCC.</p>
3	Melville Theatre	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Potentially provision of some furniture/equipment to personalise space. Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> Rental cost to be confirmed. Contribution to shared costs of running the building 	<ul style="list-style-type: none"> MCC owned building. Management license to Melville Arts and Community Centre. 	<p>Initial discussion held with trustees. Very supportive in principle and confident that a dedicated MDML space can be provided.</p> <p>This building is currently used regularly by people who use MDML services, and people already access a number of the community activities on offer.</p> <p>Excellent opportunity for further community cohesion and people who use MDML services can access and</p>

						<p>be involved in a variety of activities and opportunities with the wider community.</p> <p>The costs of running the MDML service from this building would be relatively low as it would only be the rental of one room and a contribution to wider running costs.</p>
Monmouth						
1	Bridges Centre	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Potentially provision of some furniture/equipment to personalise space. 	<ul style="list-style-type: none"> Rental cost to be confirmed. Contribution to shared costs of running the building 	<ul style="list-style-type: none"> MCC owned building. Leased to Bridges Community Centre. 	<p>Initial discussion held with Bridges Centre manager. Very supportive in principle and confident that a dedicated MDML space can be provided, need to confirm whether this would be full time.</p> <p>Changing bed facilities already in place, with ceiling track hoist.</p> <p>This building is currently used regularly by some people who use MDML services, and people already access the community activities on offer.</p> <p>Excellent opportunity for further community cohesion and people who use MDML services can access and be involved in a variety of activities and opportunities with the wider community.</p>

						The costs of running the MDML service from this building would be relatively low as it would only be the rental of one room and a contribution to wider running costs.
2	Over Monnow Family Learning Centre	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Work to bathrooms to provide space for changing bed and hoist facilities. 	<ul style="list-style-type: none"> All running costs funded by MCC as sole operator of the building. 	<ul style="list-style-type: none"> MCC owned building 	<p>The building offers sufficient dedicated MDML space for the people who receive the service.</p> <p>There are additional rooms that are surplus to the needs of the service, which are currently used by the Children's Contact Team.</p> <p>A limited number of community activities take place at the centre e.g., Growing Spaces and Monmouth brass band.</p> <p>Work would be needed to generate greater community involvement and inclusion.</p> <p>All running costs are born by MCC.</p>
3	Monnow Vale Health and Social Care Facilities.	<ul style="list-style-type: none"> Dedicated MDML space proportionate to number of people requiring the service 	<ul style="list-style-type: none"> Work required to provide a changing bed facility. 	<ul style="list-style-type: none"> Section 33 building owned by health and MCC – shared costs 	<ul style="list-style-type: none"> Section 33 building owned by health and MCC 	<p>Monnow Vale is health and social care facility, the majority of activity within the building is health focused. Community involvement and inclusion is in the main related to health activities or social care activities e.g., older persons day centre.</p>

						There is a café on site which people who use MDML services sometimes use to meet friends. Two rooms are currently dedicated MDML spaces.
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Stage 3

The next stage will involve confirming the detail of each of the areas identified below:

1. Availability of dedicated rooms
2. Running costs
3. Cost of works
4. Engage with people who use the service to identify preferred option

