

[2.10.1] Premises

Please provide details of the premises that you will use to deliver this provision, including details of any outreach services.

Your response should:

- Provide full address details, including post code, for all fixed delivery premises
- Where applicable, describe any outreach services that you will provide
- Provide details of local public transport links and their proximity to the premises that you have identified in response to the above points
- Detail the facilities available at each location and how these meet any legal requirements, including compliance with the Equality Act 2010
- Explain why you consider these premises to be suitable for this provision and the specified priority groups
- Clearly describe how your proposal will achieve full coverage across the entire contract area
- If you intend to use existing premises, explain how delivery of this provision will fit with current use
- If you intend to secure new premises, indicate the timescales for doing so ahead of go-live and your contingency arrangements for ensuring timely delivery of this provision
- Detail your contingency plans for dealing with fluctuating participant volumes over the life of the contract, including the minimum and maximum volumes that can be handled at any one time without having an adverse impact on your premises proposal

**Insert your response in the pre-set, shaded space on the following pages.
Your response MUST be limited to 2 sides of A4.**

MAXIMUS and our Supply Chain Partners (SCPs) **delivery premises** for the South East Midlands LEP (SEMLEP) Contract Package Area (CPA) are as follows:

Provider	Address	Coverage
Locations		
MAXIMUS	2nd Floor East, Elder House, 570-574 Elder Gate, REDACTED	Milton Keynes and surrounding area (fixed)
MAXIMUS	Luton Access, Community House 15 New Bedford Road, Luton REDACTED	Luton and surrounding area (fixed outreach)
MAXIMUS	Banbury Jobcentre, Southam Road, Banbury REDACTED	Cherwell (fixed outreach)
MAXIMUS	Bedford Council The Jobs Hub, 15 Greyfriars, Bedford, REDACTED	Bedford and surrounding area (fixed outreach)
The Learning Partnership	Bedford Community & Voluntary Service, 43 Bromham Rd, Bedford REDACTED	Bedford (fixed outreach)
Disability Resource Centre (DRC)	Poynters House, Poynters Road Dunstable, Bedfordshire, REDACTED	Central Bedfordshire (fixed)
DRC	<ul style="list-style-type: none"> • Aylesbury Vale Multicultural Centre, Friarscroft Way, Aylesbury, REDACTED • Buckingham Library, Verney Close, Bucks., REDACTED 	Aylesbury Vale (outreach)
Additional outreach venues sourced for this delivery for use on ad-hoc basis		
Central Bedfordshire	REDACTED	
Cherwell	<ul style="list-style-type: none"> • REDACTED • REDACTED 	

Outreach Services we will provide including in rural areas of the CPA include face to face meetings with participants either unable to travel into our fixed Hub sites or whose travel to attend an appointment would be longer than REDACTED. To ensure parity of service, our Work Advisors will be equipped with wifi enabled laptops, mobile phones and portable printers to review and update their action plans, conduct on-line jobsearch activities and employability skills support ensuring the same level of service as from our Hub site offices. Outreach delivery will ensure we identify and reach out to engage referrals (particularly in rural areas) and to encourage participants to attend our centres for group workshops and jobclubs.

Local Public Transport Links: All our fixed and outreach sites are situated in the larger urban locations and are within 10 minutes walk of rail stations and bus routes. Our offices are situated in transport hub locations and therefore connect the bus and rail networks operating across the region, enabling access for participants to our offices from all parts of the CPA. For example North to South rail routes link outlying towns to our locations between Luton and Bedford, Leighton Buzzard to Milton Keynes and Bicester to Banbury; and East-West between Bedford and Bletchley via the Marston Vale Community Rail Partnership. The extensive regional bus network timetables between towns and into rural areas indicate buses run into our centres on average every 40 minutes. **The facilities at our chosen sites support our delivery**

by providing: i) discreet one-to-one space for initial assessments and review meetings; ii) training rooms which enable group workshop/training provision; iii) wifi internet connectivity to enable on-line Job-search; and iv) welcoming and informal public environments providing comfortable reception areas, rest rooms and refreshment facilities. All premises are in current use by members of the public to deliver similar employment programmes, skills provision and / or specialist support (e.g.: disability services) and meet Disability Discrimination Act (DDA) requirements and all legal compliance described in the Equality Act 2010. As standard practice, our SCP premises are vetted by MAXIMUS prior to any delivery taking place to ensure full compliance with the above. We know our **premises are suitable for the delivery of services to priority groups** because we have chosen SCPs DRC and The Learning Partnership who have successfully used their locations to support similar participant cohorts and have additional capacity to accommodate volumes (REDACTED) for similar employment provision. MAXIMUS site in Milton Keynes delivers REDACTED and REDACTED and has REDACTED% spare capacity. Outreach sites are locations where similar REDACTED provision have been successfully delivered previously by local organisations for both one-to-one and group work.

Achieving full coverage across the contract area: Our flexible outreach model ensures a mobile workforce available to support participants from a range of MAXIMUS, SCP and outreach sites across the CPA. This approach combined with our fixed delivery sites located in urban transport hub connecting public transport networks ensures full accessibility and coverage. Our premises model allows us to respond flexibly to referral demand in localised pockets of deprivation without compromising on delivery required in rural areas.

Current use of existing premises will fit with this provision as the employment provision delivered by MAXIMUS and our SCPs DRC and The Learning Partnership from our fixed sites and the services in outreach locations identified such as the REDACTED and the REDACTED provide resources which are accessible and relevant to this provision, e.g. Jobsearch, 1-2-1 and training rooms. They are long established locations and provide all the facilities required to deliver service requirements. There is sufficient capacity to accommodate referral levels alongside existing provision, providing designated desk space and work areas.

Securing New Premises: MAXIMUS and its SCPs do not need to secure new fixed premises for delivery of this provision. Outreach sites are either already secured (eg: The Learning Partnership's outreach at REDACTED is a long established and secure arrangement; and verbal confirmation from REDACTED that MAXIMUS can continue to utilise desk space in line with current arrangements); or will be secured through agreed rental of desk space (eg: REDACTED have confirmed dedicated office space at their Job Hub will be provided). Our outreach **contingency arrangements** include identifying a selection of sites which can all be rented at short notice and where similar provision has been delivered previously.

Contingency for Fluctuating Volumes: Any fluctuation (min. or max. volumes accessing premises) can be easily mitigated. If there are too many participants attending any one centre, there is sufficient coverage across region and identified outreach sites to allow participants to be redirected to another local facility. We anticipate that all the premises listed provide sufficient capacity to meet anticipated volumes (**with a REDACTED% min and REDACTED% max volume flux**) without adverse effect. Our contingency plans include REDACTED.