



Special General Purposes Committee

THURSDAY, 19TH MAY, 2011 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE. **(Please note the later start time of the meeting)**

MEMBERS: Councillors Meehan (Chair), Khan, Waters, Whyte, Wilson, Rice (Vice-Chair) and Bloch

AGENDA

1. APOLOGIES FOR ABSENCE (IF ANY)

2. URGENT BUSINESS

The Chair will consider the admission of any late reports in relation to the items shown on the agenda.

(Please note that under the Council's Constitution - Part 4 Section B paragraph 17 – no other business shall be considered).

3. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. DEPUTATIONS/PETITIONS

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

5. RETHINKING HARINGEY

The committee to consider a follow up report on the re-organisation of the Council.
Report to follow

6. UPDATE ON THE PROCUREMENT SERVICE FUNCTION REVIEW

The Assistant Chief Executive to provide a report back on the review exercise completed on the application of ringfences in the Procurement officer appointment process .**Report to follow**

7. COMPLETED EQUALITIES IMPACT ASSESSMENT TO BE CONSIDERED FOLLOWING AGREEMENT OF THE - HUMAN RESOURCES REVIEW ON 29 MARCH 2011 (PAGES 1 - 24)

The committee to consider the Equalities Impact Assessment arising out of the restructure of the Council's Human Resources service in order to meet a Council approved level of savings of £822k in 2011/12.

8. PROPOSAL FOR THE DELETION OF THE GYPSY, ROMA AND TRAVELLERS EDUCATION TEAM (PAGES 25 - 70)

The report will propose the deletion of the Gypsy, Roma and Travellers Education team (equivalent of 3 members of staff).

9. PERSONALISATION - ORGANISATIONAL RECONFIGURATION TO DELIVER A TRANSFORMED SOCIAL CARE PATHWAY TO SUPPORT SERVICES

This report request authority to implement a range of organisational changes across the Adult Social Care Business Unit in order to establish an organisational structure appropriate for the delivery of adult social care services within a transformed social care system. The revised social care system is in line with the Governments Personalisation Agenda – Self Directed Care. **Report to follow**

10. SINGLE FRONTLINE SERVICE

The report will set out proposals, following consultation, for the reorganisation of services into a new single frontline service to deliver the allocated budget savings.
Report to follow

11. TEMPORARY CHANGE TO STREET TRADING POLICY (PAGES 71 - 76)

Haringey's Street Trading Policy sets out a framework for the approval and control of street trading in the borough. This policy specifically prevents the issue of temporary street trading licences. This report seeks to have a temporary relaxation of this policy restriction for a trial period. Results of this trial period will feed into a wider review of on street trading and will allow options to be tested for the future use of land to the front of Hornsey Town Hall.

12. RESTRUCTURE OF RECREATION SERVICES

The committee to consider proposals for the restructure of Recreation Services following consultation. **Report to follow**

13. RESTRUCTURE OF PROPERTY SERVICES

The committee to consider proposals for the restructure of Property Services following staff consultation. **Report to follow**

14. SUMMARY OF DELEGATED DECISIONS

To inform the committee, as requested on the 15th February 2011, of the delegated decisions take on staffing matters. **Report to follow**

15. EXEMPT ITEMS OF BUSINESS

The following items were subject of a motion to exclude the press and public from the meeting as they contained exempt information as defined in Section 100a of the Local Government 1972; namely information likely to reveal the identity of an individual, and information relating to any individual.

16. EXEMPT INFORMATION

The committee to consider any exempt information in relation to items on the agenda.

17. RELEASE OF EMPLOYMENT BENEFIT FOR AN EMPLOYEE

Exempt report from the Assistant Chief Executive – **Report to follow**

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Wednesday 11 May 2011



Haringey Council

Agenda item:

[No.]

General Purposes Committee

On 19 May 2011

Report Title. Completed Equalities Impact Assessment to be considered following agreement of the - HR Review on 29.03.2011

Report of Assistant Chief Executive

Signed :

Contact Officer : Steve Davies, Head of Human Resources – 020 8489 3172

Wards(s) affected: **[All / Some (Specify)]**

Report for: **[Key / Non-Key Decision]**

1. Purpose of the report

- 1.1. To consider the Equalities Impact Assessment arising out of the restructure of the council's Human Resources service in order to meet a council approved level of savings of £822k in 2011/12.

2. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 2.1. The service are responsible for supporting and helping to deliver the following priorities and strategies
- Council's People Strategy.
 - Management of the Voluntary Redundancy scheme and Redeployment scheme
 - Supporting service and directorate reviews across the council

3. Recommendations

3.1. The committee notes the attached Equalities Impact Assessment at Appendix A.

4. Reason for recommendation(s)

4.1. The coalition government's policy agenda combined with reduced levels of funding mean that the council has to fundamentally rethink services. The range and type of services that HR provides are those that any good large employer provides. It is unrealistic to expect that any of the HR services can be stopped. However, given that the council will employ less staff directly there is a need to reduce the service level and at the same time achieve additional efficiencies.

5. Other options considered

5.1. The HR restructure provides the most realistic option for service delivery at this point in time for the benefit of the council.

6. Summary

6.1. This committee approved the proposals to review the Human Resources service on 29 March 2011. This report provides the completed Equalities Impact Assessment which was only partially complete at 29 March 2011 due to consultation and committee report timescales at that time.

6.2. Outlined in Appendix A is the full Equalities Impact Assessment.

7. Chief Financial Officer Comments

7.1. The Chief Financial Officer confirms that total savings to be achieved from HR budgets in 2011/12 are £822k which includes pre-agreed savings and the cessation of the corporate admin apprenticeship scheme.

7.2. There are no additional financial implications arising out of this report.

8. Head of Legal Services Comments

8.1. The Head of Legal Services has been consulted on the content of this report. The report is mainly concerned with the equalities impact assessment for this restructuring and confirms that the authority's public sector equalities duty has

been borne in mind in the process. The duty is an ongoing one and therefore should be given due regard by Members in considering this report. The duty should be considered further once the restructuring exercise has been completed, as Step 5 of the attached equalities impact assessment makes clear.

9. Equalities & Community Cohesion Comments

- 9.1. The proposals have been the subject of an Equality Impact Assessment. The assessment is attached at Appendix A.
- 9.2. The Equalities Impact Assessment found that the changes proposed in the HR services restructure carry no there are no disproportionate adverse equalities implications for any group of staff who share any of the protected characteristics set out in the Equality Act 2010.
- 9.3. This conclusion is re-enforced by a number of mitigation measures which have been adopted following consultation with staff and trade unions on the restructure proposals. They include:
- changes to some ringfence proposals, which have resulted in benefit to staff;
 - changes to the pension team structure, which have increased opportunities for positions at Sc6 levels;
 - options for external procurement of services to support managers in investigating individual cases.
- 9.4. However, as the selection processes are only taking place during May 2011 and it is not possible to pre-empt the outcome and its equalities implications, if there is an adverse impact on any particular protected groups, we will seek to improve the profile of these groups over the coming years.
- 9.5. The Council's arrangements for organisational restructure ensure that selection for the revised staffing structure is based on merit. The process of assessment is a mix of current employment record, assessment against future job, and general skills analysis. Using a mix of assessment techniques is generally recognised as the most objective form of selection.

10. Consultation

- 10.1. The proposals in this report have been the subject of consultation and discussion with affected staff in the services and the unions since the beginning of January 2011. A period of formal consultation was undertaken with staff and their representatives between 21 February and 21 March 2011.
- 10.2. Further dialogue took place during April on ringfencing arrangements and as a result of continued discussion revised proposals have been developed under delegated authority to change the Pensions team. In summary the proposal is

to delete a couple of posts with the agreement of pensions staff that could be affected and create 2 pensions officers Sc6. This proposal potentially creates additional posts at the Sc6 level in HR and will help mitigate redundancies at this level in the HR services. The unions have no objections to these proposals.

11. Service Financial Comments

- 11.1. A budget reduction target of £822k (£759k new + £63k pre-agreed savings) for HR services will be achieved by a review of HR services posts as outlined in these papers along with the cessation of the corporate admin apprenticeship scheme.
- 11.2. As part of the HR service review there is an expectation that some of the budget target will be achieved through Increased income from providing services to Waltham Forest.
- 11.3. It should be noted that the Schools Personnel Service are a traded service and that the costs for this service are recouped through charges to schools who buy the service. Any adjustments to their budget and income targets have been identified by the Children & Young People's Service (CYPS) prior to transfer to HR and have already been accounted for by other reports on service change in CYPS.

12. Use of appendices

- 12.1. Appendix A – Equalities Impact Assessment of the HR restructure

13. Local Government (Access to Information) Act 1985

- 13.1. No documents that require to be listed were used in the preparation of this report.

Appendix A

Haringey Council

**Equalities Impact Assessment (EqIA)
for Organisational Restructures**

Date: 17 February 2011
Department and service under review: Human Resources, People & OD
Lead Officer/s and contact details: Steve Davies, Head of Human Resources 020 8489 3172
Contact Officer/s (Responsible for actions): Steve Davies, Head of Human Resources
Summary of Assessment (completed at conclusion of assessment to be used as equalities comments on council reports) The Equalities Impact Assessment found that there are no adverse equalities implications arising out of the changes to the HR services restructure.

The Equalities Impact Assessment for service restructures should assess the likely impact of restructuring on protected equalities groups of employees by: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.

The assessment is to be completed by the business unit manager with advice from HR. It is to be undertaken by an assessment of the basic employment profile data and then answering a number of questions outlined below.

PART 1
TO BE COMPLETED DURING THE EARLY STAGES OF CONSULTATION WITH
STAFF/ UNIONS ON THE STRUCTURE

Step 1 – Aims and Objectives

1. Purpose – What is the main aim of the proposed/new or change to the existing service?

CEMB identified the level of savings required within directorates and HR services were asked to find a total saving of £822k in 2011/12. The aim of the review is to achieve this saving.

2. What are the main benefits and outcomes you hope to achieve?

The review of HR services will provide a revised service offer that will deliver the support and service that the organisation needs to manage its people resource within the constraints of a reduced and limited cash budget.

The scope includes current centralised HR service, plus Schools Personnel service, Schools Health & Safety and devolved payroll staff.

3. How will you ensure that the benefits/ outcomes are achieved?

Proposals for a review of the staff and service provision are being consulted upon with staff and appropriate stakeholders. Staff will be appointed to the revised service in accordance with the final approved staffing structure. The revised service will achieve the required saving of £822k in expenditure.

Once the revised structure has been appointed to a revised service offer will be communicated to various stakeholders.

Step 2 – Current Workforce Information & Likely Impact of your proposals

Note – there is an Excel template that accompanies the EIA Service Restructure template on Harinet. This is to help you complete the tables of staff information and % calculations. You will also find the latest Annual Council Employee Profile on Harinet (based on data for a financial year) to help complete the council and borough profile information. Ask HR if you cannot find it.

1. Are you closing a unit? NO

- If No, go to question 3.
- If Yes, please outline how many staff will be affected broken down by race, sex (gender), age and disability.
- In addition if you have information on the breakdown of your staff by the following characteristics: gender reassignment, pregnancy and maternity, religion or belief, sexual orientation; you must consider the impact on these groups.

2. Can any staff be accommodated elsewhere within the service, business unit or directorate?

- If Yes, identify how many by race, sex, age and disability. And where possible identify the number by gender reassignment, pregnancy and maternity, religion or belief, and sexual orientation.

Race

3. Provide a breakdown of the current service by Grade Group and Racial Group following the format below.

HR & Schools Personnel Racial Group analysis

Grade Group	Total No Staff	No. of Race Not Declared Staff	% of Grade Group	White Staff	% of Grade Group	White Other Staff	% of Total No of Staff	BME Staff	% of Total No of Staff
SC1-SC5	5	0	0	1	20	1	20	3	60
SC6-SO2	28	0	0	5	18	7	25	16	57
PO1-PO3	28	0	0	7	25	7	25	14	50
PO4-PO7	16	0	0	5	31	7	44	4	25
PO8+	8	0	0	4	50	3	38	1	13
TOTAL	85	0	0	22	26	25	29	38	45

Council & Borough racial group comparison figures

Grade Group	No of White in Grade Group	White % in Grade Group	No of White Other in Grade Group	White Other % in Grade Group	No of BME in Grade Group	BME % in Grade Group	BME% Borough Profile
SC1-SC5	364	21	202	12	1137	66	
SC6-SO2	281	24	218	19	669	57	
PO1-PO3	225	34	128	19	310	47	
PO4-PO7	244	39	134	21	243	39	
PO8+	168	63	39	15	52	20	
TOTAL	1282	29	721	16	2411	54	34

Note – Sc1-5 – approx £14,900 - £23,300; Sc6 – SO1 approx £23,950 - £28,000; PO1-3 approx £28,800 - £36,300; PO4-7 approx £36,300 - £47,200; PO8+ approx more than £48,500.

4. Highlight any grade groups that are very under represented compared with the council profile and where relevant the borough profile.

- White staff in grades Sc6 and above.
- BME staff in grades PO4 and above.

5. Do any ring fences disproportionately impact on staff from one ethnic minority group (white, white other, asian, black, mixed race) or Black & Minority Ethnic (BME) staff only? **NO**

- If No, go to question 8.
- If Yes, how many of these staff might be displaced?

6. By how much does these staff change the % (percentage) of BME staff in the structure? Show start and end %.

7. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

- If Yes, how many and what effect do they have on the BME %? Show start and end %.

Gender

8. Provide a breakdown of the current organisation by Grade Group and Gender breakdown following the format below

Service Profile						HGY & Borough Profile				
Grade Group	Total No Staff	No. Male Staff	% of Grade Group	No. Female Staff	% of Grade Group	No of Female Staff	% Female in Grade Group	No of Male Staff	% Males in Grade Group	% Females in Borough
SC1-SC5	5	2	40	3	60	1164	68	558	32	
SC6-SO2	28	4	14	24	86	867	74	311	26	
PO1-PO3	28	10	36	18	64	410	62	255	38	
PO4-PO7	16	4	25	12	75	401	64	229	36	
PO8+	8	1	13	7	88	139	52	126	48	
TOTAL	85	21	25	64	75	2981	67	1479	33	49.9

Note – Sc1-5 – approx £14,900 - £23,300; Sc6 – SO1 approx £23,950 - £28,000; PO1-3 approx £28,800 - £36,300; PO4-7 approx £36,300 - £47,200; PO8+ approx more than £48,500.

9. Highlight any grade groups that are very under represented compared to the % of females/males in the council.

- Males at grades PO8 and above.

10. Do any ring fences disproportionately impact on impact on female or male staff?

NO

- If No, go to question 13.
- If Yes, how many female / male staff might be displaced?

11. By how much do these staff change the % (percentage) of female/male staff in the whole structure? Show start and end %.

12. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

- If Yes, how many and what effect do they have on the female/male%? Show start and end %.

Age

13. Provide a breakdown of the current organisation by Grade Group and Age breakdown following the format below

Grade Group	TOTAL	16-24		25-34		35-44		45-54		55-64		65+	
	STAFF	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group
SC1-SC5	5	1	20	1	20	1	20	1	20	1	20	0	0
SC6-SO2	28	0	0	7	25	7	25	9	32	5	18	0	0
PO1-PO3	28	0	0	2	7	6	21	15	54	5	18	0	0
PO4-PO7	16	0	0	2	13	5	31	7	44	2	13	0	0
PO8+	8	0	0	0	0	1	13	4	50	3	38	0	0
TOTAL	85	1	1	12	14	20	24	36	42	16	19	0	0
Council Profile	4460	117	3	784	18	1108	25	1574	35	821	18	56	1
Borough Profile	225600	29779	13	49858	22	31736	19	44669	20	16694	7	21206	9

Note – Sc1-5 – approx £14,900 - £23,300; Sc6 – SO1 approx £23,950 - £28,000; PO1-3 approx £28,800 - £36,300; PO4-7 approx £36,300 - £47,200; PO8+ approx more than £48,500.

14. Highlight any grade groups with a high level of staff from a particular age group compared to the compared to the council profile.

- PO1-3 Age 45-54

15. Do any ring fences disproportionately impact on staff from one age group only?

NO

- If No, go to question 18.
- If Yes, how many of these staff might be displaced?

16. Does the displacement of these staff result in no representation of staff from a particular age group within the structure as a whole?

17. If Yes, can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

- If Yes, how many and what effect do they have on a particular age group? Show start and end %.

Disability

18. Identify the total number of disabled staff in the service following the format below:

Area Profile				HGYProfile	
Grade Group	Total No Staff	No. Disabled Staff	% of Grade Group	Total No of Staff Disabled in Band	% of Staff Disabled in Grade Group
Sc1-5	5	1	20	121	7
Sc6-SO2	28	0	0	110	9
PO1-3	28	2	7	47	7
PO4-7	16	1	6	43	7
PO8+	8	0	0	7	3
TOTAL	85	3	4	328	7

Note – Sc1-5 – approx £14,900 - £23,300; Sc6 – SO1 approx £23,950 - £28,000; PO1-3 approx £28,800 - £36,300; PO4-7 approx £36,300 - £47,200; PO8+ approx more than £48,500.

19. Do any ring fences disproportionately impact on disabled staff?

NO

- If No, go to question 21.
- If Yes, how many of these staff might be displaced? Show start and end numbers and %.

20. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of

flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

- If Yes, what effect will this have on the number of disabled staff? Show start and end numbers and %.

21. In addition to the above analysis of race, sex, age and disability you will need to consider the impact on groups with the following characteristics: gender reassignment, pregnancy and maternity, religion or belief, sexual orientation. Please ask HR for help with the data on:

- Gender Reassignment
- Religion/ Belief
- Sexual Orientation
- Maternity & Pregnancy

There is no anticipated impact on these groups arising out of the restructuring.

22. If you provide services to residents please also identify the potential impact/ issues relating to the change in service delivery as a result of your proposals.

N/A

Date Part 1 completed - 18 February 2011.

Note - Consultation due to end Fri 11 March. Part 2 to be completed soon after this date.

PART 2
TO BE COMPLETED AT THE END OF CONSULTATION WITH STAFF/ UNIONS
ON THE STRUCTURE

Step 3 – Consultation

Outline below the consultation process you undertook, what issues were raised (especially any relating to the eight equalities characteristics).

The proposals for restructure been the subject of consultation and discussion with affected staff in the services and the unions since the beginning of January 2011. A period of formal consultation was undertaken with staff and their representatives between 21 February and 21 March 2011.

Outlined below are comments from UNISON on the HR restructure proposals which helped to pull together comments made by individual staff during the consultation process. The Head of HR's response has been incorporated against each section of comment. The other unions did not supply comments.

Head of HR response to UNISON comments on the HR restructure proposals

Head of HR comments after each section

UNISON Comments on Proposals for Re-organisation of Human Resources

These comments are based upon both our officers' review of the proposals and discussions with UNISON members within the service. As one would expect when sections are being brought together there were some areas where a single viewpoint was not formed due to competing views. We have also encouraged individuals to submit individual comment where there are specific concerns effecting them as we do not feel it would be appropriate to put such comments in a collective and public response.

General Comments

We remain concerned at the extent of the cuts being proposed, it is recognised that the Council is facing unique funding challenges this year as a result of the ConDem governments cuts in 2011/12. However cuts of this magnitude to key services that are required to support change appears to be short sighted and reckless. In particular reductions in HR advice, Health and Safety and Occupational Health Services may lead

to higher levels of sickness absence, stress and riskier work environments. The whole premise that key tasks can be delegated to managers to deal with effectively has repeatedly been shown across organisations to lead to more failures to deal with issues. This point is particularly pertinent at a time when management capacity in the majority of service is also being reduced significantly.

The proposal to delegate job evaluations to managers is contrary to the contents of the Single Status agreement. It is also likely to lead to higher levels of appeals and a greater risk of unequal pay re-emerging as an issue due to inconsistencies in grading. If nothing else we seek an absolute guarantee that proper and appropriate training will be afforded to managers and that Trade Unions will continue to receive job evaluation score sheets. Equally to comply with the agreement all first time evaluations will need to be carried out centrally. There is a very real risk of the independence of the job evaluation process being compromised by the approach suggested.

Head of HR comments - The review of HR is proportional and in line with cuts across all council services and in particular in support of the aim of the council to mitigate the impact on frontline services through support service reviews.

The proposal to delegate job evaluations to managers is to be reviewed following a number of concerns raised by various officers during the consultation process.

Communication Of Changes

UNISON would wish to express its concerns about the consultation process followed to date. While we recognise early informal consultation with staff is welcome in generating ideas and proposals it is not helpful when it includes ring-fence proposals that are contrary to established Council policy or provides incomplete or contradictory signals. Particularly the overuse of email to communicate risks losing the personal touch, it would certainly be preferable that staff did not see charts with their posts deleted in advance of being spoken to about such sensitive matters.

Head of HR comments - The consultation process has been followed in line with council processes. It is acknowledged that communication can always be improved, but what is a concern for one person can be viewed as a good communication process by someone else. I have also met with all staff to explain the thinking behind the structure and met with individuals and groups of staff to hear their concerns.

Management Tiers

UNISON is concerned that in spite of a general approach to reduce management (or review spans of control as it is rather grandly titled) that the new structure concentrates reductions at lower graded posts. For example bringing the two services together might have been expected to identify some synergies from posts at PO8 and above. While we note the proposal to reduce Business Partners by one FTE there is no reduction proposed within the three existing SM graded posts. A saving of any sort at this level would have realised significant saving which could have potentially been recycled to retain additional posts at an operational level. We are making an assumption that this

will be reviewed at an early opportunity to see if savings can be made that can be redirected into additional operational resources.

Head of HR comments - The reduction in services and senior officers are proportional to the reduction in staff and relate to the number of functions, staff and services that will continue to be delivered and managed. It needs to be acknowledged that the SM graded staff are also professional officers that undertake a significant amount of HR work themselves and are not just managerial posts.

Redundancies

We recognise the difficult financial situation the Council is currently in; however in all such proposals we are formally restating our complete opposition to compulsory redundancies as a way of achieving reductions. It is our belief that the Council should be operating a joined up approach to managing change this should include creative use of "bumping" to facilitate Voluntary redundancy applications and avoid compulsory redundancies. Allied to this proactive consideration of options such as voluntary reductions in hours, flexible working etc should be considered where staff support these the normal business case process should not be applied. The presumption as a family friendly good employer should be that the manager is required to make a business case AGAINST the staff's proposals. We are concerned that the current approach in this respect may in fact cause unnecessary redundancies rather than preventing them. In essence it requires staff to be appointed then to apply for reductions in hours rather than allowing them true creative and meaningful consultation on alternatives to the cuts.

We are advised a number of staff currently work less than full time and would seek clarity on how they will be dealt with in the recruitment process?

Head of HR comments – The council restructuring policy and recruitment to stay process will be followed which accommodates staff working less than full time at present. The recruitment to stay process is not detrimental to staff working part time hours and I am happy to consider any proposals from staff for part time working going forward.

Recruitment Methods

Clear information needs to be provided to all staff on how posts will be recruited to in a timely fashion so as to allow them maximum preparation time. Tests or presentations requested should have direct relevance to the posts applied for. We are conscious that part of the proposals indicates a delay in implementation so a clear timetable for enacting any ring-fences or internal recruitment needs to be provided.

Please confirm who will be on the interview panels for the various roles, in terms of the Schools roles will there be any representation from the client side as it is a traded service?

Please confirm the order in which the ring-fences will occur. One potential issue concerns the HR Support Team Leader ring-fences as if a person were successful in

obtaining one of the two posts for team leaders could they opt to apply for the Corporate HR vacancy (PO1-PO2) still thus freeing up the role as a team leader for a colleague?

Head of HR comments – The council restructuring policy and recruitment to stay process will be followed and details will be provided will in good time to staff for them to be able to prepare for the interview process.

Advice Team (corporate)

We note this post includes a proposed slot in for the advice Coordinator (PO5) please confirm when this post was originally created and how it was recruited to as we do not recall it being established previously. Please provide a copy of the delegated authority form or restructure document that established it. We would also request a copy of the job description for the role.

In the light of the proposed level of reductions in advice roles there seems to be an argument for the remaining substantive PO4 post-holder to be offered an opportunity to apply for this role in a ring-fence, this would be consistent with the Council's ring-fence policy and may prove a better match than the Schools role.

Within the staff we consulted there was some concern that the team was top-heavy in having a PO6 and a PO5 to manage advice. This was not however a consensus view so we do not represent it as being such.

We are concerned that the reduced service levels will have a longer term knock effect on staff since managers do not possess the expertise to deal with complex issues, which often arise in the course of individual casework such as disability discrimination, race discrimination. We are also concerned that a move away from dedicated officers dealing with Services may lead to a less consistent and comprehensive advice service. This should be considered in the context of the EIA to be carried out.

Head of HR comments – The appropriate process for the establishment and recruitment to of the advice co-ordinator role was undertaken in 2007. There is no proposed change to this role under this review therefore the post and assimilation is the appropriate process to be followed.

I note the other comments made about service provision.

Business Partners

Please clarify what the new role for BP's will be: On the structure it appears that they will no longer have management responsibility for any staff which would appear to be a substantive change to their current role. Such a change may have implications on the grade for the role. How will they interact with the Directors and how will it be decided what they will deal with in comparison to what will remain within the advice team. For example will all responsibility for restructuring or changes to service delivery rest here? Will B.P's be expected to cover individual casework or to advise Senior Managers hearing for example disciplinaries?

Head of HR comments – The role of the HR business partners will not change substantially in terms of responsibility and level of engagement in the council. They currently provide high level support and planning to directorate management teams on all aspects of HR people management, including restructuring advice, workforce planning and support on casework for senior people. Although they will not have line management responsibility for the advisors they will see an increase in the volume of work since 3 business partners will share the work of four.

Schools Personnel Service

We are aware that a number of staff have made representations with regard to the inclusion in the ring-fence of a person who was seconded to Schools Personnel some time ago. The policy appears to be silent on such an approach but it is of concern since in effect there has been a slot in to a post, which doesn't exist as a vacancy. This was compounded by the decision not to carry out a similar approach in respect of the acting Schools Personnel Manager who's post the person has effectively been slotted into. We recognise the complexities of taking either approach but feel this has disadvantage staff who were recruited as Schools Personnel advisors by putting them at risk of redundancy.

While the policy is explicit that staff should be considered only at their substantive grades it seems unfair that staff in Schools Personnel have been disadvantaged as a result of a failure to resolve a collection of acting up and interim arrangements that have been in place since 2008.

It appears that some staff have been included as FTE when they do not work at this level of hours.

Staff have also asked for clarity as to whether the role as to why the Deputy Head of Schools Personnel has not been reflected in the current structure although it is currently vacant. It is our understanding that there was an intent to recruit to this so that as such funding must have existed within the income available from traded services.

We are aware that staff have expressed concern with regard to the content of the revised Job description in that it omits certain key tasks delivered by the Schools team but includes a number of references to Corporate policies and activities. The misunderstanding in this disregard may have caused some mixed messages to be received by Schools who currently buy the service. We would request that at this point the contents of the existing job description for Schools staff is maintained and is subjected to a Single Status evaluation.

Please confirm whether the Schools Personnel manager post has been evaluated under Single Status.

Head of HR comments – The restructuring policy is silent on the issue of temporary roles and secondments in terms of how they should be treated in ringfencing and I have therefore determined the schools personnel advisor ringfence based on the fact that the seconded officer has been in the role for over 2 years.

The policy is clear on the treatment of staff acting up and therefore the officer who has been acting into the Schools Personnel Manager role has been ringfenced against their substantive post of schools personnel advisor.

The Deputy Head of Schools Personnel role no longer exists and has not been on the structures for some time. The Schools Personnel manager will be reviewed under single status arrangements.

HR Support

We are concerned at the level of reductions in this team in particular the 50% reduction in team leaders posts combined with a merger with Schools services. There will be a need to ensure there is a transparent recharge for the Schools element so as to ensure value for money can be evidenced. The absence of such transparency may lead to Schools feeling they are cross subsidising the Council 's Corporate services with consequent risks that they will opt to purchase their services elsewhere.

While we would accept that the number of posts in the team might diminish as reductions in the Council reduce the reduction proposed seems excessively drastic. It will obviously be some time before the Council reduces its size completely so it may be the case that some of these reductions should be deferred for a period of time.

In addition we are concerned that there has been a lack of consultation and explanation regarding the intent to centralise previously devolved payroll provision. UNISON has requested clarity on this point in separate consultation but has yet to receive a response. Clearly if these changes were to impact on posts held within Services either in terms of duties and responsibilities or numbers of psots then staff affected should have been consulted. In effect this team will be taking on more work while reducing the number of staff available to undertake it.

Head of HR comments – There is no intention to merge the schools and corporate HR teams under this review.

I note the comments on service provision and funding but can assure you that no cross subsidisation is proposed.

In terms of the devolved payroll staff I have met separately with these staff and their managers and it has been agreed that these staff will be covered within service reviews in their respective areas.

Health & Safety

We are concerned that the reductions in this team (while achieved without compulsory redundancies) will leave the Council with very minimal resources to perform what are extensive statutory duties. As Schools Health and Safety have been brought into the scope of the Corporate Team there may be a need to review jobs and responsibilities in this area. Please confirm how the Schools team was historically funded and whether there will be any transfer of income as a result of this centralisation.

We would wish to place on the record that Employeeside take Health and Safety very seriously and we will not tolerate a reduction in its enforcement across the Council in order to save money. In any case such a failure to enforce H&S effectively would be a short term saving as inevitably there would be an increased risk to the Council in respect of Personal injury or negligence claims from both staff and the public. Additionally there would be a clear risk of adverse publicity in the event of a major incident occurring in for example a School.

Head of HR comments – I have discussed the proposed service provision with the head of corporate health and safety and he is confident that the revised service is sufficient to fulfil the council's health and safety responsibilities.

Recruitment/Deployment

As with payroll functions please confirm how schools currently buy into this service and how the income will be accounted for. In terms of deployment will officers now be offering a joined up service across both the Council and areas covered by LMS. Clearly there will be significantly increased demand on this area of work over the next year and a proactive and persuasive resource is vital.

Head of HR comments – I note the comments on service provision and funding but can assure you that no cross subsidisation is proposed.

Job Evaluations

Please confirm which of the posts within the new service have been evaluated under the GLPC Scheme. We would seek an assurance that all roles that have been amended or created are evaluated at this point in time. Any posts that are currently on the PO10 will also need to be resolved. In the case of amended posts consideration will have to be given as to whether backdating is appropriate in line with the Single Status agreement where upgrades result.

There is a requirement where range grades are adopted for there to be distinct duties at each level of the role so there would be a requirement to review this in any roles with range grades.

Head of HR comments – Posts that need to be evaluated under single status will be.

Voluntary redundancies

We are aware a number of staff have opted for VR as part of the corporate scheme, which was concluded earlier this year. Please confirm whether any person who applied was declined at this point and whether any new applications have been received since the details of the proposals emerged. We would seek an assurance that any such applications will be considered and responded to in advance of RTS being implemented. Please confirm when any VR applicants will be issued with their notice.

Head of HR comments – The process for voluntary redundancy has followed council policy and any future requests for VR will be considered on a case by case basis.

Vacant Posts

Please confirm when the posts identified as not being part of ring-fences will be released for internal advert. If possible we would request that this occurs in advance of any RTS taking place as it may reduce or avoid the need for it to occur. We would have an expectation that these posts could all be filled from within the existing service, however if they are not please confirm they will be made available to corporate redeployees.

Similarly where open ring-fences exist will these posts be opened up to other candidates in the event that they are not successfully filled as this may reduce the need for compulsory redundancies through staff movement?

Head of HR comments – I am happy to actively consider the proposal for vacant positions to be offered in advance of the recruitment to stay process. I will confirm the approach to be taken nearer the time.

Location of Services

We note an intent to centralise the services in Alexandra House in order to increase the level of integration. While we have no in principle objection to this proposal there will need to be full consultation with both staff and the Trade Unions in line with the Accommodation Code of Practice. Particular concern has been expressed with regard to the need for adequate meeting space for one to one interviews and CRB checks. It should be noted that the vast majority of staff within Schools settings are required to have these which will significantly increase the demands for confidential space to carry out these. Additionally there is a significant need for filing space, which will need to be readily accessible in order to ensure an efficient and timely Personnel service. While it is recognised that such facilities exist in the current location there will be a need for significantly more secure file space to cover the Schools members.

Head of HR comments – I note the comments made.

Individual comments relating to the Equalities Protected Characteristics

Disability Related Comments

The Head of HR has received a complaint from an individual concerned by the method of communication by email saying this impacted on their disability symptoms.

Head of HR response - Apologies have been provided to staff for the email communication. I have also met with the specific officer concerned and apologised. The officers line manager has also offered appropriate support to the officer to help during the stressful restructure process.

Race Related Comments

An allegation was put forward by a member of staff that one of the ringfences was construed to the detriment of a black member of staff.

Head of HR response - It is denied that any ringfences have been deliberately constructed to detriment particular members of staff. Ringfences have been drawn up in line with council policy and no comments were received from unions that questioned the validity of the ringfence approach.

Other than the above comment there were no specific comments related to other equalities protected characteristics.

Step 4 – Address the Impact

1. Are you in a position to make changes to the proposals to reduce the impact on the protected groups e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc. - please specify?

There is no need to change the proposals to reduce the impact on protected groups since no specific issues have arisen out of the proposals that have not already been accommodated within the structure proposals.

2. What changes or benefits for staff have been proposed as a result of your consultation?

As a result of consultation some ringfence proposals were changed to the benefit of staff. Further, a recent proposal to change the Pensions team structure has resulted in an increased opportunity for positions at Sc6 level which should mitigate the need to make staff at this level compulsory redundant.

3. If you are not able to make changes – why not and what actions can you take?

N/A

4. Do the ringfence and selection methods you have chosen to implement your restructure follow council policy and guidance?

Yes they fully comply with council policy and guidance.

5. Will the changes result in a positive/ negative impact for service delivery/ community groups – please explain how?

The HR service offer will change as a result of the changes. Although the service will change proportionately with the reduction and change in services across the council the biggest impact will be in terms of Managers not receiving the same level of advice and support to deal with employment issues and cases. However, it is not anticipated that this will adversely impact on any of the protected characteristics since the most likely implication is delays to HR related procedures and increased risks of claims by individuals against the council arising from poor people management by line managers.

6. How can you mitigate any negative impact for service users?

HR are reviewing the advice available to support managers on the intranet pages and we are proposing options for services to procure external professional support in investigating individual cases.

Date Steps 3 & 4 completed –

13 April 2011

Step 5 – Implementation and Review

1. Following the selection processes and appointment to your new structure are there any adverse impacts on any of the protected groups (the eight equalities characteristics). Please identify these.

Selection processes are taking place during May 2011.

2. If there are adverse impacts how will you aim to address these in the future?

If there is an adverse impact on a particular protected group we will seek to improve the profile over the coming years. It is difficult to assign a timescale to this since there will be further staffing reductions in HR over the next 2 years as a result of the reduced council budgets.

3. Identify actions and timescales for implementation and go live of your new service offer.

The new service will go live from 1 October 2011 but changes will start to occur during the next few months leading to this date.

4. If you are not in a position to go ahead on elements of your action plan – why not and what actions are you going to take?

N/A

5. Identify the timescale and actions for review of the restructure to ensure it achieved the expected benefits/ outcomes.

The HR structure will need to be reviewed again within the next 9 months to take account of further budget reductions as a result of the councils reduced budgets.

Step 6 – Sign off and publication

There is a legal duty to publish the results of impact assessments. The reason is not simply to comply with the law but to make the whole process and its outcome transparent and have a wider community ownership. You should summarise the results of the assessment and intended actions and publish them.

COMPLETED BY (Contact Officer Responsible for undertaking this EqIA)

NAME: Steve Davies
 DESIGNATION: Head of Human Resources
 SIGNATURE:
 DATE: 5 May 2011

QUALITY CHECKED BY (Equalities.)

NAME: Inno Amadi
 DESIGNATION: Senior Policy Officer
 SIGNATURE:
 DATE: 9 May 2011

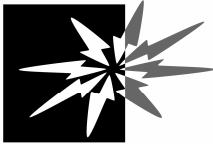
SIGNED OFF BY Director/ Assistant Director

NAME: Stuart Young
 DESIGNATION: Assistant Chief Executive
 SIGNATURE:
 DATE: 10 May 11

SIGNED OFF BY Chair Directorate Equalities Forum

NAME:
 DESIGNATION:
 SIGNATURE:
 DATE:

Note - Send an electronic copy of the EqIA to equalities@haringey.gov.uk; it will then be published on the council website



Haringey Council

Agenda item:

[No.]**General Purposes Committee****On 19 May 2011**Report Title: **Proposal for deletion of Gypsy, Roma and Travellers Education Team**

Report of: Peter Lewis, Director of Children and Young People's Service

Signed :

Contact Officer : Heather Johnston, Head of Alternative Provision

Wards(s) affected: **All**Report for: **Non key decision****1. Purpose of the report**

- 1.1. To propose the deletion of the Gypsy, Roma and Traveller Education Team (equivalent 3 members of staff).
- 1.2. This proposal was previously considered by the committee on 22nd March 2011. At that meeting, it was noted that no consultation on the proposal had been carried out with service users. The Committee agreed that consultation with users of the service should be carried out and a further report considered by the Committee in May.
- 1.3. This report contains an additional appendix (Appendix 6) summarising the outcomes of the consultation exercise.

2. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 2.1. The proposals in this report are designed to implement the council's budget strategy.

3. Recommendations

That Members:

- 3.1 Note that formal consultation with staff and trades unions on these proposals began on 20th January 2011 and was concluded on 10th March.
- 3.2 Note the comments received from staff and trades unions and the management response to these (Appendix 5).

- 3.3 Note the outcome of the consultation undertaken with service users (Appendix 6).
- 3.4 Agree the proposed reduction in staff as set out in the consultation document (Appendix 1) taking into account the outcome of the staff and service user consultations and paying due regard to the Council's public sector equalities duties.

4. Reason for recommendation(s)

- 4.1. The huge scale of spending cuts imposed on local government means that the council will have to make savings of £84m over three years on its £308million annual budget to spend on services. Because of government demands to make early spending cutbacks, £41m of this saving has to be found immediately, for 2011/12. As part of this, the Children and Young People's Service is restructuring in order to reduce spending by £14.1m while protecting services to the borough's most vulnerable children.
- 4.2. The attached consultation document (Appendix 1) sets out the background to this specific change and lists the posts affected.

5. Other options considered

- 5.1. Alternative options for achieving the required saving would all involve a reduction in services to children and young people that would have a greater impact than the proposed closure of the Gypsy, Roma & Traveller Education Team.

6. Summary

- 6.1. The proposal to close the Gypsy, Roma & Traveller Education Team will contribute £148,391 to the savings the council is required to make for the 2011/12 budget.
- 6.2. This service provides advice, guidance, training and support to children's centres, schools and colleges, and undertakes casework with children and their families. Over recent years much good work has been done to equip settings to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will in future have the capacity to meet the needs of these groups.
- 6.3. A short account of this proposal was considered by the General Purposes Committee on 10th March as part of a summary report on the proposed changes within C&YPS. Members requested that the full proposal be submitted the 22nd March meeting of the General Purposes Committee to enable further discussion to take place.
- 6.4. Some concerns were expressed by members at the meeting on 10th March in relation to the proposal to cut services for Gypsy, Roma & Traveller communities, as they are a vulnerable group. In particular, a concern was expressed regarding the capacity of schools and other services to meet the needs of this group without the specialist knowledge and support from the Gypsy, Roma & Traveller Education Team. These points are addressed in the Service Delivery Equalities Impact Assessment (Appendix 2) and the management response to the consultation with unions and staff

(Appendix 5).

6.5. At the 22nd March meeting of the Committee, it was noted that no consultation on the proposal had been carried out with service users. The Committee agreed that consultation with users of the service should be carried out and a further report considered by the Committee in May.

6.6. This report contains an additional appendix (Appendix 6) summarising the outcomes of the consultation exercise. The Service Delivery Equalities Impact Assessment (Appendix 2) has also been updated accordingly.

6.7. Despite significant efforts to ensure that service users were aware of the proposed closure and of their opportunity to comment, no written responses to the consultation were received and only two families attended a consultation meeting. This does not indicate huge support for the service from service users, though it must be acknowledged that services have often found it difficult to engage with Gypsy, Roma & Traveller communities.

6.8. The families that did attend were highly positive about the work of the team, and strongly emphasised how helpful they are. However, many of their positive comments related to the support they have had in filling in forms, negotiating the UK system, and translating and interpreting. Whilst this clearly has been very helpful for these families, it does not form part of the remit of the team, and language barriers and unfamiliarity with the UK system are not issues that are unique to Gypsy, Roma & Traveller communities.

6.9. Therefore, C&YPS continues to propose the closure of the Gypsy, Roma & Traveller Education team.

7. Chief Financial Officer Comments

7.1. The Chief Financial Officer has been consulted in the preparation of this report and comments that the savings set out are consistent with those agreed by Cabinet and are essential in achieving the budget strategy agreed by the Council.

8. Head of Legal Services Comments

8.1 The Head of Legal Services has been consulted on the contents of this report. Consultation with staff and recognised trade unions is an essential part of the responsibilities of an employer in the course of a business re-organisation. The requirement for consultation with employees and their trade union representatives is set out within the report.

8.2 Due consideration should be given to responses received as a result of the consultation with staff and trades unions outlined in Appendix 5 before any final decision is reached concerning the proposals outlined. In addition consideration should be given to the outcome of consultation with service users detailed at Appendix 6. Further, due consideration must also be given to the authority's public sector equality duties before such a final decision, taking into account the outcome of the two attached equality impact assessments attached as Appendices 2 and 3.

8.3 The process by which the restructuring exercise is to be achieved must comply with the Council's procedures regarding organisational change. Further the position of any members of staff at risk of displacement must be considered under the Council's procedures regarding redundancy and redeployment.

9. Head of Procurement Comments

9.1. Not applicable

10. Equalities & Community Cohesion Comments

10.1. Service Delivery and Staffing Equalities Impact Assessments on the proposed changes to the Gypsy, Roma & Traveller team are attached as Appendices 2 and 3. The closure of the Gypsy, Roma & Travellers Education Service will likely increase barriers for the ethnic groups Gypsy/Roma and Irish Traveller, particularly in relation to educational attainment and attendance. However the social care team will continue to be available to support these young people and their families in the areas they currently receive support from the team.

10.2. The Staffing Equality Impact Assessment has shown no adverse impact on any particular protected group.

11. Consultation

11.1. Informal consultation has included team meetings at which the proposals were explained to staff. Formal consultation took place between 20 January 2011 and 10 March 2011. The consultation period was extended by one week following a meeting held with staff and trade unions on 2 March 2011. Appendix 5 sets out the comments raised in response to the consultation and the management response to these.

11.2. At the request of the committee, consultation with service users was undertaken in April/May 2011. Families were invited to two consultation events (on 3rd and 4th May) at Wood Green library, and were also invited to express their views on the proposed closure in writing.

11.3. Steps were taken in order to ensure that service users were aware of the proposed closure and had the opportunity to comment on the proposal. The letter to families was translated into Bulgarian, Romanian and Polish. 424 copies were distributed to service users via the Ethnic Minority Achievement Co-ordinators in 42 schools. 90 letters were sent to families whose children were waiting for a school place or have only recently joined a school. The letter was also distributed via children's centres which have large numbers of Gypsy, Roma & Traveller service users - Woodside and Park Lane for Travellers, Downhills and Noel Park for Roma. Members of the team phoned service users to remind them of the meeting.

11.4. No written responses to the consultation were received from service users. The consultation meetings were attended by two families. Appendix 6 summarises the outcomes of the service user consultation; see also section 6 above.

12. Use of appendices /Tables and photographs

- 12.1. Appendix 1: Consultation Document
- 12.2. Appendix 2: Service Delivery Equalities Impact Assessment
- 12.3. Appendix 3: Staffing Equalities Impact Assessment
- 12.4. Appendix 4: Equalities Impact Assessment Screening Tool
- 12.5. Appendix 5: Comments received during consultation, with management responses.
- 12.6. Appendix 6: Summary of consultation with service users

13. Local Government (Access to Information) Act 1985

Not applicable

APPENDIX 1

CONSULTATION DOCUMENT

Proposals for the Closure of the Travellers Education Service

Date: 20/01/2011

1. Introduction

The effect of the proposals outlined in this consultation is to cease the delivery of the Traveller Education Service.

The members of staff affected by these proposals are those currently concerned with the running of activities within Traveller Education Service which resides within the Children and Young People's Service.

The posts concerned are based at the Haringey Professional Development Centre.

A copy of these proposals will be provided to all affected members of staff and the relevant recognised trade unions as part of the consultation process. Formal written responses from all affected staff and the trade unions including any counter-proposals or concerns around the proposal from individuals or groups of affected staff should be sent to Heather Johnston by 03/03/2011

Staff affected by these proposals will have the opportunity to meet with Heather Johnston during the consultation period. If they wish, they may be accompanied by their Trade Union representative.

Subject to the results of the consultation and the consideration of counter-proposals, it is intended to formally ratify the proposals by mid-March with full implementation of the proposals by no later than mid-March.

2. Background – The Need for Change

The unprecedented scale of spending cuts imposed on local government means that Haringey Council will be operating with a considerably reduced budget in coming years. As such the Council has identified the need to make significant efficiency savings in the period 2011- 2013 to meet the challenge of reducing budgets.

Currently approximately 60% of the Council's annual budget funds staff. Therefore, whilst measures have been taken to reduce non-staffing spend as far as possible, the size and timing of the cuts means that wholesale job reductions are unavoidable. In this context a statutory notice was issued on 18 November 2010 to inform employees of a planned reduction in the workforce of more than 1,000 posts.

As part of this, the Children and Young People's Service is restructuring in order to reduce expenditure by £9.8m; this rationalisation will include the closure of the Traveller Education Team making a saving of £148,391.

This service has provided advice, guidance, training and support to children's centres, schools and colleges. Over recent years much good work has been done to equip these settings to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will, in future, have the capacity to deliver these services with their own resources.

The information in this pack contains more details of the proposed closure of the Traveller Education Service.

3. Purpose of Consultation

The purpose of this consultation is:

- To listen to staff and trade union comments and suggestions;
- To consider alternatives that meet the identified objectives;
- To find possible ways of avoiding or reducing redundancies.

4. The Objectives of this Consultation

The objectives of this consultation are:

- to achieve savings of £148,391

5. Staffing implications from these proposals

As a result of the requirement to find savings the following posts are proposed for deletion.

Title	Grade
Gypsy Roma Traveller Manager	Soulbury 16 - 19
Engagement and Inclusion Officer	PO2
Engagement and Inclusion Officer	PO2

6. Proposed Implementation Timetable

During the consultation and implementation we will take steps to ensure that members of staff are dealt with fairly and consistently, and to minimise uncertainty for all concerned.

The proposed timetable is outlined below:

Dates	Action
20/01/2011	Consultation pack for the Traveller Education Team issued to affected staff and Trades Unions.
20/01/2011 – 03/03/2011	Individual meetings with staff
As required	Consultation meeting with TUs
As required	Consultation meeting with staff + TUs
03/03/2011	End of consultation period. Final submission for written responses from staff/TUs
08/03/2011	Management response to comments/counter proposals. Deadline for completion of EIA
Mid March	Formal ratification of proposals. Staff advised. Commencement of implementation of the proposals.
Mid March	Displaced employees referred to corporate redeployment pool
Mid March	Commencement of formal redeployment period, skills assessment and issue of notices of redundancy.

7. Redundancy Notices

Under these proposals the earliest date for the issue of redundancy notices would be 10 March. Every effort will be made to minimise dismissals on the grounds of redundancy through the measures detailed in the following paragraphs.

8. Voluntary Redundancy

To facilitate staff reductions the Chief Executive has written to all Council employees asking them to put themselves forward if they are interested in volunteering to take redundancy/early retirement. The Council-wide deadline calling for applications for voluntary redundancy has now closed. However, staff may discuss options with their manager, who will consider each request on a case by case basis.

9. Opportunities with CYPS

It is proposed that, during the consultation, affected staff will be considered for suitable alternative opportunities within CYPS, including vacant posts/posts being covered by agency workers.

10. Formal Redeployment

Following a change to the redeployment policy agreed by General Purposes Sub Committee on 28 October 2010, the formal period for redeployment now runs concurrently with an employee's notice period. Whilst the Council is committed to the principle of trying to redeploy staff facing redundancy into suitable alternative posts in the current financial situation opportunities are likely to be limited. HR will circulate any vacancies and staff are also encouraged to identify to HR any posts they feel may offer suitable alternative employment, this may include temporary posts and assignments as well as permanent posts.

11. Provision for Trial Periods

If employees are redeployed into an alternative position, they may feel uncertain about whether the post will be suitable for them and vice versa. The Council operates an 8 week trial period, commencing from the date of appointment to the new post and incorporating the statutory trial period of four weeks. The 8 week period may be extended by agreement by all parties.

The trial period will allow time for the redeployee to assess the suitability of the new post and for their suitability to be assessed by their new manager. During this time, should the employee or the Council decide on reasonable grounds that the post is not suitable, redundancy provisions as outlined below will apply. During the trial period, support and training as appropriate will be made available to the redeployee.

12. Redundancy

If an employee's post is deleted under the proposals and s/he is not appointed to another post or redeployed elsewhere, s/he will be dismissed, with notice, on the grounds of redundancy. Redundancy pay will be based on the terms outlined in the Council's Redundancy and Compensation Payments, details of which are available on Harinet together with a redundancy calculator.

13. Support

The Council is running a series of workshops to support staff during this change period including careers advice and assistance with applying for jobs. Details of these can be found on Harinet, 'Support', as well as Frequently Asked Questions and other useful information/links.

Manager: Heather Johnston

Title: Head of Alternative Provision

Date: 20/01/2011

APPENDIX 2

HARINGEY COUNCIL

EQUALITY IMPACT ASSESSMENT FORM



Service: Travellers Education Service

Directorate: Children and Young People's Service

Title of Proposal: Proposal for the Closure of the Travellers Education Service

Lead Officer (author of the proposal): Heather Johnston

Names of other Officers involved: Jen Johnson, Tom Fletcher, Chloe Surowiec; Arleen Brown; Sarah Jewell

Step 1 - Identify the aims of the policy, service or function

6th May 2011: This EqIA, originally completed on 17th March 2011, has been updated to reflect the outcome of consultation undertaken with services users on 3rd and 4th May 2011.

The effect of the proposal referenced in this EqIA is to cease the delivery of the Traveller Education Service with an objective of achieving savings of £148,391.

The remit of Haringey's Traveller Education Service is to work closely with Gypsy, Roma, Traveller (GRT) families and schools to ensure access to education services and raise the achievement of GRT pupils. The team also helps to link new families with GPs and health visitors and sign posting to sex and relationship education advice. The GRT ethnic group therefore accounts for 100% of the service users and all service users are young people of school age.

Some of the specific work of the team relates to:

- Ensuring that the majority of GRT pupils are correctly ascribed at school level
- Improving the attainment of GRT Pupils 5-16 years old
- Improving attendance for Gypsy Roma Traveller Pupils 5-16 in Haringey Schools.
- Supporting families with multiple and complex needs including those known to social care and children who have received a CAF

This service provides advice, guidance, training and support to children's centres, schools and colleges, and undertakes casework with children and their families. Over recent years much good work has been done to equip settings to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will in future have the capacity to meet the needs of these groups.

Step 2 - Consideration of available data, research and information

You should gather all relevant quantitative and qualitative data that will help you assess whether at presently, there are differential outcomes for the different equalities target groups – diverse ethnic groups, women, men, older people, young people, disabled people, gay men, lesbians and transgender people and faith groups. Identify where there are gaps in data and say how you plug these gaps.

In order to establish whether a group is experiencing disproportionate effects, you should relate the data for each group to its population size. The 2001 Haringey Census data has an equalities profile of the borough and will help you to make comparisons against population sizes.

http://harinet.haringey.gov.uk/index/news_and_events/fact_file/statistics/census_statistics.htm

2 a) Using data from equalities monitoring, recent surveys, research, consultation etc. are there group(s) in the community who:

- i) are significantly under/over represented in the use of the service, when compared to their population size?**
- ii) have raised concerns about access to services or quality of services?**

The total number of GRT in the UK is unknown. It is difficult to establish the number accurately as GRT are not currently identifiable as a separate ethnic group on the Census¹. Estimates vary widely from 82,000 to 300,000.

The total number of Travellers in Haringey is not known, but it is estimated to be in the region of 1,500 to 2,000 which represents approximately 230 Traveller Gypsy Roma families in Haringey, with about 450 children of statutory school age 5-16. These figures are approximations as numbers change rapidly. These are mobile communities, and families do not necessarily self-ascribe as Roma or Traveller when joining an educational setting. Over the last 3 years there has been a large increase in the numbers of eastern European Roma, mainly from Romania, and of late an increase in Bulgarian Roma.

The Gypsy, Roma & Travellers Education Team is a targeted service provided to school aged (5-16 yrs) young people of Roma and Traveller ethnicities and closure of this service will undoubtedly impact on this group. However as set out in this EqIA, there are a number of mitigating actions in place that should ensure that the attendance, attainment and social care needs of this group are still met through other services. The current caseload for TGR team members consists of:

46 Traveller families	107 Roma families
84 Traveller children of school age (5-16)	271 Roma children of school age (5-16)
6 Traveller Child Protection cases	2 Roma Child Protection cases
3 Traveller Children in Need cases	3 Roma families causing concern (CAF)

The casework undertaken by the team includes:

- Accessing school places for Traveller Gypsy Roma children of statutory school age missing education (CME) – liaising with home, admissions, schools and representing TGR pupils at IFAP (In-Year Fair Access Panel) discussions
- Undertaking CAFs (Common Assessment Framework) for any TGR children considered vulnerable

¹ In Britain there are English Romany Gypsies and Travellers, Welsh Gypsies, Scottish Gypsy Travellers and Irish Travellers; Smaller groups of Roma from central and Eastern Europe; and "New" Travellers now often in third or fourth generation. Other groups of Traveller children also facing discrimination and potential poverty are Travelling Show people, Circus Travellers and barge dwelling Traveller children. Cemlyn and Clarke Chapter 11 page 151. "The social exclusion of Gypsy and Traveller Children" in "At greatest risk. The Children most likely to be poor." 2005, Child Poverty Action Group

- Building strong partnerships with TGR parents so that they engage with their children’s education
- Improving safeguarding and child protection through sharing information about TGR families or children at risk with other agencies
- Introducing families to local Children’s and Early Years Centres
- Checking that all TGR pupils complete the primary/secondary transfer
- Addressing the non-engagement of TGR young people post 16 by providing them with Connexions Personal Advisors at the end of Key Stage 3, and liaising with alternative providers
- Linking new families with GP’s and Health visitors

Ethnicity

This team provides a targeted service for GRT young people and therefore 100% of the service users are of Gypsy Roma or Traveller heritage. 1.7% of the school population were recorded as being from white Gypsy/Roma/ Irish traveller backgrounds in the October 2010 Pupil Level Annual School Census, though this may be an under representation as families do not necessarily self-ascribe as Roma or Traveller when joining an educational setting.

Looking at the breakdown of the work of the team, Gypsy Roma children and young people represent a higher proportion of the service user group than Irish Travellers, despite forming a smaller proportion of the Haringey school population. 31.2% of service users are of Irish Traveller heritage (they represent 1.1% of the Haringey school population) and 68.8% are of Gypsy Roma heritage (they represent 0.6% of the Haringey school population).

Age

Year Group	Service Users	Haringey school population
Nursery	4.0%	15.6%
Rec	6.6%	9.1%
Y1	8.6%	9.1%
Y2	8.9%	8.7%
Y3	10.0%	8.2%
Y4	13.2%	7.9%
Y5	9.7%	8.0%
Y6	8.0%	5.8%
Y7	7.4%	5.9%
Y8	8.3%	6.2%
Y9	4.9%	6.2%
Y10	6.0%	6.2%
Y11	4.3%	3.3%

*Haringey school population statistics are recorded by age and an assumption about the average age of each year group was therefore taken (e.g. Nursery – 3 and 4 year olds, Reception – 5 year olds, Year 1 – 6 year olds and so on)

With regards to age, when compared with the Haringey School Population (Source: Pupil Level Annual School Census October 2010), service users are broadly proportionate to the wider school population except in Nursery where there is a significant under representation. This is in the most part due to the nature of the work undertaken by the team around attendance, attainment and ensuring pupils have a school place. As Nursery is below the statutory school age it would be expected that a smaller proportion of service users were at this age.

There is a small overrepresentation of service users as compared to the school population from Years 3-8, peaking in Year 4 with 13.2% of service users compared to 7.9% of the wider population, and it

would therefore be concluded that the closure of this service will disproportionately impact on this age group. However, as set out in this EqIA, there are a number of mitigating actions in place that should ensure that the attendance, attainment and social care needs of this age group are still met through other services.

Gender

	MALE	FEMALE
Service Users	51.3%	48.7%
Haringey School Population	51.2%	48.8%

The gender profile of service users is in line with that of the wider Haringey school population and closure of this service would not therefore disproportionately impact on either gender group.

Disability

1.1% of the service user group (4 children and young people) are recorded as having a disability. Disability is not available as part of the Pupil Level Annual School Census data, however this compares with 7.6% of the wider Haringey Borough Profile and indicates that the proposal would not have a disproportionate impact on service users with a disability.

The Gypsy, Roma & Travellers Education Service do not collect data on the following equality strands and assessment of impact on these service user groups is not therefore possible:

- Gender Reassignment
- Religion/ Belief
- Sexual Orientation
- Maternity & Pregnancy

iii) appear to be receiving differential outcomes in comparison to other groups?

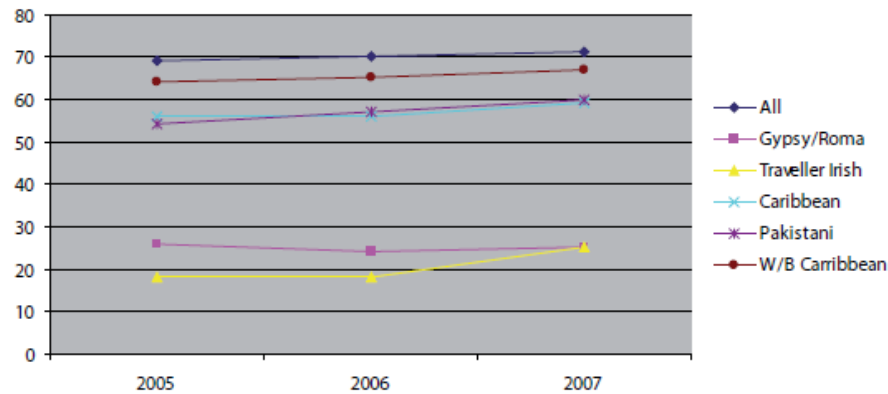
The poverty experienced by some Gypsy and Traveller children involves the deprivation of customary activities (such as attending school) living conditions and basic amenities. Many Gypsy and Traveller children are poor in multiple and different ways - some are financially poor, but there are many dimensions to the poverty that Gypsy Roma and Travellers (GRT) children can struggle with.

Nationally GRT children have the worst attainment of any ethnic group, and this is reflected in the Haringey population. The following table shows attainment at Key Stage 2 and Key Stage 4 (GCSE), in 2010, for Haringey and for England. Note that at Key Stage 2 attainment is better in Haringey than nationally, for both Irish Travellers and Gypsy/Roma. At GCSE, Haringey Gypsy/Roma pupils do better than the national average for Gypsy/Roma pupils, but Irish Travellers do worse.

Group	% attaining Level 4+ in English & Maths at KS2 - Haringey	% attaining Level 4+ in English & Maths at KS2 - Haringey	% attaining 5 or more GCSEs inc English & Maths - Haringey	% attaining 5 or more GCSEs inc English & Maths - England
Irish Traveller	40%	26%	0%	22%
Gypsy/Roma	33%	23%	25%	8%
All pupils	72%	74%	48%	55%

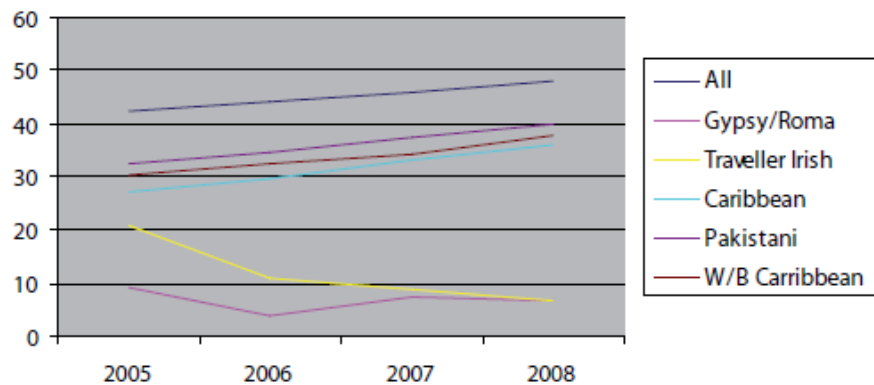
The charts below show historical attainment data and include attainment for some other ethnic groups, highlighting the significant gap in attainment.

Numbers of pupils achieving at least level 4 in English and mathematics by the end of Key Stage 2



Numbers of pupils achieving at least five grades A*-C, including English and mathematics, by end of Key Stage 4

KS4 5A*-C including English and mathematics



Nationally, GRT children also have the worst attendance of any ethnic group, In 2009/10, attendance was 78% for Irish Travellers and 83% for Gypsy/Roma pupils, compared to an average for all pupils of 95%. In Haringey, the average attendance for GRT pupils in 2009-10 was 83% compared to the Haringey average of 94%. In Haringey 140 Roma and 21 Traveller children were referred to the team because they were not in education from September 2009 to the end of August 2010.

2 b) What evidence or data did you use to draw your conclusions and what are sources?

Haringey Traveller Education Team Database
 Child Poverty Needs Assessment
 Children and Young People's Needs Assessment
 Haringey Pupil Level Annual School Census October 2010
 Provision and support for Traveller pupils, Ofsted 2003
 Haringey Borough Profile
 2009 National Strategies document
 DfE: Pupil Absence in Schools in England: Autumn Term 2009 and Spring Term 2010
 DfE: GCSE and Equivalent Attainment by Pupil Characteristics in England, 2009/10
 DfE: Key Stage 2 Attainment by Pupil Characteristics, in England 2009/10

2 c) What other evidence or data will you need to support your conclusions and how do you propose to fill that gap?

It is highlighted in "The National Strategies Moving Forward together: Raising Gypsy, Roma and Traveller achievement" Booklet 1 which was published by the Department for Children, Schools and

Families in 2009 that “The UK government, in common with administrations across Europe, has very limited statistical and ethnographic data on these communities, their actual population cohorts, size of families, numbers of children and the communities’ access to and uptake of public services.”

A particular issue is that GRT communities are reluctant to identify as such for fear of attracting prejudice, discrimination and exclusion from services. Many choose instead to identify as another group i.e. White British or Irish in the case of Irish Travellers, Romanian or Polish in the case of Romanian or Polish Roma. Although this unknown variable cannot be corrected for, it should be noted that it has the potential to skew any assessment of impact.

The Gypsy, Roma & Travellers Education Service does not collect data on the following equality strands and assessment of impact on these service user groups is not therefore possible:

- Gender Reassignment
- Religion/ Belief
- Sexual Orientation
- Maternity & Pregnancy

2(d) What factors (barriers) might account for this under/over representation?

This analysis shows that the only significant over representation in this service user group is with regards to the GRT ethnic groups which account for 100% of the service users. This is a targeted service for these groups, developed to raise awareness within educational settings and provide support to the young people and families as a result of identified needs with regards to Education attendance and attainment and Social Care.

Step 3 - Assessment of Impact

Using the information you have gathered and analysed in step 2, you should assess whether and how the proposal you are putting forward will affect existing barriers and what actions you will take to address any potential negative effects.

3 a) How will your proposal affect existing barriers? (Please tick below as appropriate)

Increase barriers? X	Reduce barriers?	No change?
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Comment

The closure of the Gypsy, Roma & Travellers Education Service will likely increase barriers for the ethnic groups Gypsy/Roma and Irish Traveller, particularly in relation to educational attainment and attendance, and social care however a range of services will continue to be available to support these young people in the areas they currently receive support from the team.

3 b) What specific actions are you proposing in order to respond to the existing barriers and imbalances you have identified in Step 2?

Education attendance – This function will be taken forward by the Educational Welfare Service whose remit and statutory obligation is to work with schools, young people and families to support good school attendance and high standards of pupil welfare. The Children Missing from Education Service will also continue to track and work with children and their families not in school.

Education attainment – The recent Education White Paper ‘the Importance of Teaching’ makes it clear that ‘the primary responsibility for improvement rests with schools’. This is a shift in government policy from the previous duties placed on Local Authorities.

The proposed closure of the Gypsy, Roma & Travellers Education Service would result in reduced support to schools in fulfilling their statutory duties and responsibilities around community cohesion. However this service has provided advice, guidance, training and support to children’s centres, schools and colleges and over recent years much good work has been done to equip these settings to meet the needs of Travellers and Gypsy/Roma children.

Social Care – There is a dedicated Travellers social care team based within Children and Families Social Care who provide joint case work with relevant statutory sector and voluntary sector teams along with group work; welfare rights work and targeted Traveller awareness training for other service teams. Social Care support to GRT children and young people is part of this team’s remit.

These services have all been consulted on the proposals and as support for vulnerable groups such as Travellers is a priority within the Children and Young People’s Service, support for GRT children and young people should continue.

A planning and handover meeting will be scheduled should the proposal to close the service be agreed. This will involve the TGR Team Manager, Children Missing Education Team, Education Welfare Service (EWS) and the Traveller Social Care Team who will be fully briefed on all open cases from the TGR Team.

3 c) If there are barriers that cannot be removed, what groups will be most affected and what Positive Actions are you proposing in order to reduce the adverse impact on those groups?

It is felt that appropriate action has been taken to mitigate against or reduce as far as possible all identified barriers to service users resulting from the proposal to cease the Travellers Education Service.

Step 4 - Consult on the proposal

Consultation is an essential part of impact assessment. If there has been recent consultation which has highlighted the issues you have identified in Steps 2 and 3, use it to inform your assessment. If there has been no consultation relating to the issues, then you may have to carry out consultation to assist your assessment.

Make sure you reach all those who are likely to be affected by the proposal, ensuring that you cover all the equalities strands. Do not forget to give feedback to the people you have consulted, stating how you have responded to the issues and concerns they have raised.

4 a) Who have you consulted on your proposal and what were the main issues and concerns from the consultation?

Stakeholder and staff consultation

Headteachers have been advised through the Primary and Secondary Heads meetings of the proposal to cease delivery of this service. Letters were sent Tuesday 15th/Wednesday 16th February 2011 to services, agencies and community organisations who would be impacted by the proposed closure, inviting their comments on the proposal. Letters were sent to:

- Schools
- Education Welfare Service

- Travellers social care team
- Children Missing from Education Service
- Central & Cecil incorporating CARA
- Haringey Irish Centre
- Solace Women's Aid Irish Travelling Outreach and Resettlement services
- London Gypsy Traveller Unit
- Gypsy Council South East
- The Roma Support Group

Five responses were received from the stakeholder consultation, one from a community organisation working with GRT children and families and four were received from schools (out of a total of 70 schools). All responses highlighted how valuable they felt the service was. The main issues raised in the responses were:

- The service has been invaluable in helping schools to liaise with traveller families and provide additional support for this group especially during difficult times and times of transition. Workers have been able to relate to GRT children particularly as they are able to overcome language barriers. Respondents identified a risk that these children and families may become more vulnerable without the support of this team.
- The service has helped to overcome perceived barriers and helped schools and school communities to have a better understanding of traveller family needs enabling them to improve outcomes for these children
- How are we going to ensure that the children do not fall through the system? Without this service GRT children and families who are already at high risk, may be at greater risk of failing the education system
- The Gypsy Roma Traveller Achievement Program Meetings at the PDC have been a very useful forum for Ethnic Minority Achievement Coordinators to share good practice.

Staff comments received during the consultation process additionally highlighted:

- That the team carry out a role with regards to safeguarding and related procedures for GRT children and asked how this will continue to be adequately addressed?
- That the proposal would impact on Haringey's GRT residents' quality of life, equal opportunities and right to education

Please see Appendix 5 to the report to the General Purposes Committee meeting of 22nd March 2011 for a full list of comments received by staff and trade unions and the management response.

Service user consultation

Consultation with users of the Gypsy, Roma & Traveller Education service was undertaken in April/May 2011. Families were invited to two consultation events (on 3rd and 4th May) at Wood Green library – one for Irish Travellers and one for Roma. They were also invited to express their views on the proposed closure in writing. No written responses from service users were received. No service users attended the meeting for Irish Travellers. The meeting for Roma was attended by one Romanian Roma woman and two of her five children, and one Polish Roma woman and one of her four children.

Both attendees were opposed to the closure of the team. They emphasised that they had received a lot of valuable support from them, and they praised the team members highly, saying they were good, honest and helpful people. The support they received included:

- Help in filling in applications, forms, writing letters for them
- Support in enrolling their children in school
- Visiting them at home, checking they are ok
- Help with the children in school – including supporting transition for a child with special educational needs, and support for literacy
- General advice

- Support in obtaining laptops for the children
- Attending parents groups

Both women said that the loss of the team would make life more difficult for them. One was strongly of the view that the team's support was essential to them, stating that other people/services do not help the Roma community like they do, and that without their help it will be very difficult for Roma people to access services. The other attendee said that the school that her children attend had also been very helpful to her.

Both attendees said that the loss of the support they receive in filling in forms and negotiating the system/access to services would have a significant impact, due to the language barrier. One suggested that the difficulties will be most acute for newly arrived families, as they have less knowledge of how things work in the UK and a lower level of English.

One woman stated that Roma families needed the support of this team as they often had lots of children and are not used to sending their children to school, so they need support in getting their children into school.

4 b) How, in your proposal have you responded to the issues and concerns from consultation?

We acknowledge that this is a valuable service and the decision to put forward a proposal to cease delivery has not been taken lightly. However, the C&YPS remains of the view that services are in place that can meet the needs of Gypsy, Roma & Traveller children and as such, continues to propose the closure of the GRT team. In the future, schools may wish to commission support for GRT children and families directly, either independently or jointly through the Networked Learning Communities.

4 c) How have you informed the public and the people you consulted about the results of the consultation and what actions you are proposing in order to address the concerns raised?

All stakeholders consulted on the proposals to close the Gypsy, Roma & Traveller education team will be directed to the report to the General Purposes Committee which will be published on the Haringey website, and will include this EqIA as an appendix.

We will also contact the service users who attended the consultation meetings to inform them of the outcome.

Step 5 - Addressing Training

The issues you have identified during the assessment and consultation may be new to you or your staff, which means you will need to raise awareness of them among your staff, which may even training. You should identify those issues and plan how and when you will raise them with your staff.

This service has provided advice, guidance, training and support to children's centres, schools and colleges. Over recent years much good work has been done to equip these settings to meet the needs of Travellers and Gypsy/Roma children. It is planned therefore that these settings will, in future, have the capacity and awareness of need to meet needs within their own resources. Headteachers have been advised through the Primary and Secondary Heads meetings of the proposal to cease delivery of this service and have been consulted during the consultation period. The team will be working closely with these settings during the transition period.

Step 6 - Monitoring Arrangements

If the proposal is adopted there is a legal duty to monitor and publish its actual effects on people. Monitoring should cover all the six equality strands. The purpose of equalities monitoring is to see how the policy is working in practice and to identify if and where it is producing disproportionate adverse effects and to take steps to address the effects. You should use the Council's equal opportunities monitoring form which can be downloaded from Harinet. Generally, equalities monitoring data should be gathered, analysed and report quarterly, in the first instance to your DMT and then to the Equalities Team.

What arrangements do you have or will put in place to monitor, report, publish and disseminate information on how your proposal is working and whether or not it is producing the intended equalities outcomes?

- ***Who will be responsible for monitoring?***

All services working with young people will continue to monitor outcomes for vulnerable groups, including Travellers; these include the Education Welfare Service and Children Missing Education team, the reshaped School Standards function, and children's social care.

- ***What indicators and targets will be used to monitor and evaluate the effectiveness of the policy/service/function and its equalities impact?***

Attendance, persistent absence, and attainment at KS2 and KS4 will continue to be monitored by the Local Authority.

- ***Are there monitoring procedures already in place which will generate this information?***

This data is already routinely submitted by schools and is published nationally.

- ***Where will this information be reported and how often?***

The relevant service areas will be responsible for reporting information to the management team of the Early Intervention & Prevention business unit. The frequency of this will depend on the frequency with which the data in question is issued.

Step 7 - Summarise impacts identified

In the table below, summarise for each diversity strand the impacts you have identified in your assessment.

Age	Disability	Ethnicity	Gender	Religion or Belief	Sexual Orientation
<p>There is a small overrepresentation of service users as compared to the school population from Years 3-8, peaking in Year 4 and therefore the closure of this service will have a greater impact on this age group. However, there are a number of mitigating actions in place that should ensure that the attendance, attainment and social care needs of this age group are still met through other services.</p>	<p>No disproportionate impact is envisaged.</p>	<p>As 100% of the service users are of Gypsy Roma or Irish Traveller ethnicity, it is clear that there will be a disproportionate impact on these ethnic groups of the proposal to cease delivery of the Travellers Education Service. The main barriers and differential outcomes for this group are around Education attainment and attendance with an identified need relating to social care.</p>	<p>No disproportionate impact is envisaged.</p>	<p>Data is not collected on religion or belief and assessment of impact on these service user groups is not therefore possible.</p>	<p>Data is not collected on sexual orientation and assessment of impact on these service user groups is not therefore possible.</p>

Step 8 - Summarise the actions to be implemented

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead person	Timescale	Resource implications
No dedicated support for GRT children with regards to attainment	Schools to ensure GRT children are supported with regards to attainment.	Primary and Secondary Heads	From April 2011	
Reduced support to schools to fulfil statutory duties around Community cohesion	<p>Schools to be consulted on proposals and advised if ratified.</p> <p>Schools to ensure processes are in place to ensure their statutory duties around Community cohesion are met.</p> <p>Schools to ensure awareness-raising of issues relating to GRT pupils is continued and disseminated to staff.</p>	<p>Heather Johnston</p> <p>Primary and Secondary Heads</p> <p>Primary and Secondary Heads</p>	February – March 2011	N/A
No dedicated support for GRT children with regards to attendance	Education Welfare Service and Children Missing Education team to ensure GRT children and young people are supported in line with CYPS priorities.	Education Welfare Service, Children Missing Education team	From April 2011	
Planning and handover of open cases	TGR Manager, Education Welfare, Travellers Social Care Team CME to ensure that all open cases continue to be progressed and awareness raised around high profile cases.	Heather Johnston	From April 2011	

Step 9 - Publication and sign off

There is a legal duty to publish the results of impact assessments. The reason is not simply to comply with the law but also to make the whole process and its outcome transparent and have a wider community ownership. You should summarise the results of the assessment and intended actions and publish them. You should consider in what formats you will publish in order to ensure that you reach all sections of the community.

All Full EqIA's will be published on the Haringey website.

Assessed by (Author of the proposal):

Name: Heather Johnston

Designation: Head of Alternative Provision

Signature:

Date:

Quality checked by (Equality Team):

Name: Arleen Brown

Designation: Senior Policy Officer

Signature: *A.J. Brown*

Date: 8th May 2011

Sign off by Directorate Management Team:

Name:

Designation:

Signature:

Date:

APPENDIX 3**Haringey Council**

**Equalities Impact Assessment (EqIA)
for Organisational Restructures**

Date: 14/03/11
Department and service under review: Gypsy, Roma & Travellers Education Service, CYPS
<p>Lead Officer/s and contact details:</p> <p>Heather Johnston Heather.Johnston@haringey.gov.uk 020 8489 5083</p>
<p>Contact Officer/s (Responsible for actions):</p> <p>Heather Johnston Heather.Johnston@haringey.gov.uk 020 8489 5083</p>
<p>Summary of Assessment (completed at conclusion of assessment to be used as equalities comments on council reports)</p> <p>This assessment considers the impact on staff of the closure of the Gypsy, Roma & Travellers Education Service in relation to the protected equalities groups of ethnicity, gender, age and disability. It does not consider issues relating to sexual orientation, gender reassignment, pregnancy and maternity, and religion or belief, as the relevant data is not available for these groups. There are three members of staff in the Gypsy, Roma & Travellers Education Service and as such, assessing meaningful impact is hard without placing these staff in a wider context. An overarching EqIA is being carried out to consider the impact of all of the staffing changes within the Children & Young People's Service resulting from the 2011/12 budget-setting process, and the posts affected by this proposal will be additionally considered as part of that EqIA.</p> <p>Staffing profile data used in this EqIA for comparison purposes is from December 2010.</p> <p>Ethnicity – relative to the council profile there is an under representation of BME staff in this staff group.</p> <p>Gender - Overall, the staff in this staff group are representative in terms of gender as compared with the wider Council profile</p>

Age – Staff in post affected by these proposals are over represented in the 25-34 age group when compared with the Wider Council profile.

Disability – none of the affected staff have declared that they are disabled.

The Equalities Impact Assessment for service restructures should assess the likely impact of restructuring on protected equalities groups of employees by: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.

The assessment is to be completed by the business unit manager with advice from HR. It is to be undertaken by an assessment of the basic employment profile data and then answering a number of questions outlined below.

PART 1
**TO BE COMPLETED DURING THE EARLY STAGES OF CONSULTATION WITH STAFF/
UNIONS ON THE STRUCTURE**

Step 1 – Aims and Objectives

1. Purpose – What is the main aim of the proposed/new or change to the existing service?

The effect of the proposal is to cease the delivery of the Gypsy, Roma & Traveller Education Service.

The remit of Haringey's Gypsy, Roma & Traveller Education Service is to work closely with Gypsy, Roma, Traveller (GRT) families and schools to ensure access to education services and raise the achievement of GRT pupils. The team also helps to link new families with GPs and health visitors and sign posting to sex and relationship education advice.

This service has provided advice, guidance, training and support to children's centres, schools and colleges. Over recent years much good work has been done to equip these settings to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will, in future deliver these services.

2. What are the main benefits and outcomes you hope to achieve?

The objective of the consultation is to achieve savings of £148,391

3. How will you ensure that the benefits/ outcomes are achieved?

These savings are being put forward for the 2011/12 financial year.

Step 2 – Current Workforce Information & Likely Impact of your proposals

An overarching EqIA is being carried out to consider the impact of all of the staffing changes within the Children & Young People's Service resulting from the 2011/12 budget-setting process, and the posts affected by this proposal will be additionally considered as part of that EqIA.

1. Are you closing a unit?

Yes – please see below for breakdown by race, sex (gender), age and disability.

The Council do not routinely collect data on gender reassignment, religion or belief or sexual orientation. None of the staff affected are currently taking or have applied in the last year for maternity or paternity leave, the Council do not collect any further data on pregnancy or maternity.

2. Can any staff be accommodated elsewhere within the service, business unit or directorate?

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPs during the consultation period whilst taking into account service delivery needs. The formal redeployment period runs concurrently with an employee's notice period, during which the Council is committed to trying to redeploy staff facing redundancy into suitable alternative posts, however in the current financial situation, opportunities are likely to be limited.

Race

3. Provide a breakdown of the current service by Grade Group and Racial Group following the format below.

Grade Group	Total Staff	Not declared		Asian		Black		Mixed		Other		BME sub total		White		White Other		BME % in Council (09/10 data including schools)
		No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	
MANUAL																		46%
Sc1-5	0																	67%
Sc6-SO2	0																	57%
PO1-3	2		0.0%		0.0%		0.0%		0.0%	1	50.0%	1	50.0%		0.0%	1	50.0%	46%
PO4-7	0																	39%
PO8+	1		0.0%		0.0%		0.0%		0.0%		0.0%	0	0.0%		0.0%	1	100.0%	19%
TOTAL	3	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	33.3%	1	33.3%	0	0.0%	2	66.7%	54%

*BME in Borough 34.40%

4. Highlight any grade groups that are very under represented (10% or more difference) compared with the council profile and where relevant the borough profile.

There are three members of staff in the Gypsy, Roma & Travellers Education Service. Overall, BME staff in post affected by this proposal represent 33.% of the team compared with 54% of the wider Council profile, this is an under representation, however it is broadly in line with the Borough profile (34.4%). The other two members of staff (66.7% of the team) are White Other, this ethnic group are split across the PO1-3 grade group and the PO8+ grade group.

5. Do any ring fences disproportionately impact on staff from one ethnic minority group (white, white other, asian, black, mixed race) or Black & Minority Ethnic (BME) staff only?

N/A – this EqIA relates to a unit closure

6. By how much does these staff change the % (percentage) of BME staff in the structure? Show start and end %.

N/A – this EqIA relates to a unit closure

7. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period whilst taking into account service delivery needs. The formal redeployment period runs concurrently with an employee’s notice period, during which the Council is committed to trying to redeploy staff facing redundancy into suitable alternative posts, however in the current financial situation, opportunities are likely to be limited.

Gender

8. Provide a breakdown of the current organisation by Grade Group and Gender breakdown following the format below.

Grade Group	TOTAL STAFF	Male		Female			
		No. Staff	% of Grade Group	No. Staff	% of Grade Group	% Females in Council	% Females in Borough (09/10 data including schools)
MANUAL	0					49%	
Sc1-5	0					68%	
Sc6-SO2	0					74%	
PO1-3	2	0	0%	2	100%	62%	
PO4-7	0					64%	
PO8+	1	1	100%	0	0%	52%	
TOTAL	3	1	33%	2	67%	67%	49.80%

9. Highlight any grade groups that are very under represented (10% or more difference) compared to the % of females/males in the council.

Overall, the staff in this staff group are representative in terms of gender as compared with the wider Council profile (67% female; 33% male). 100% of the lower grade group affected (PO1-3) are female, this represents two members of staff and is compared to 62% of the wider Council profile for this grade group. This is compared to the higher grade group where the only member of staff is male (100% compared to the Council profile for this grade group which is 48%).

10. Do any ring fences disproportionately impact on female or male staff?

N/A – this EqIA relates to a unit closure

11. By how much do these staff change the % (percentage) of female/male staff in the whole structure? Show start and end %.

N/A – this EqIA relates to a unit closure

12. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period whilst taking into account service delivery needs. The formal redeployment period runs concurrently with an employee’s notice period, during which the Council is committed to trying to redeploy staff facing redundancy into suitable alternative posts, however in the current financial situation, opportunities are likely to be limited.

Age

13. Provide a breakdown of the current organisation by Grade Group and Age breakdown following the format below

	16-24		25-34		35-44		45-54		55-64		65+		TOTAL
Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	No. Staff	% of Grade Group	STAFF
PO1-3		0%	2	100%		0%		0%		0%		0%	2
PO8+		0%		0%		0%	1	100%		0%		0%	1
TOTAL	0	0%	2	67%	0	0%	1	33%	0	0%	0	0%	3
Council Profile	3%		18%		25%		35%		18%		1%		
Borough Profile	14%		27%		23%		16%		10%		1%		

14. Highlight any grade groups with a high level of staff from a particular age group compared to the council profile.

67% of this staff group are in the 25-34 age group, this represents two out of the three members of staff and is an overrepresentation compared to the wider council profile of 18% for this age group. One member of staff (33%) is in the 45-54 age group which is broadly representative of the wider Council profile of 35%. The closure of this unit will therefore disproportionately affect staff in the age group 25-34.

15. Do any ring fences disproportionately impact on staff from one age group only?

N/A – this EqIA relates to a unit closure

16. Does the displacement of these staff result in no representation of staff from a particular age group within the structure as a whole?

N/A – this EqIA relates to a unit closure

17. If Yes, can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period whilst taking into account service delivery needs. The formal redeployment period runs concurrently with an employee’s notice period, during which the Council is committed to trying to redeploy staff facing redundancy into suitable alternative posts, however in the current financial situation, opportunities are likely to be limited.

Disability

18. Identify the total number of disabled staff in the service following the format below:

Grade Group	TOTAL STAFF	No. staff declared disabled	No. staff declared not disabled	No. staff disability not stated	% of Grade Group declared disabled	Council profile
MANUAL	0				0%	2.8%
Sc1-5	0				0%	6.9%
Sc6 - SO2	0				0%	6.8%
PO1-3	0		1	1	0%	2.6%
PO4-7	0				0%	6.9%
PO8+	0		1		0%	9.5%
TOTAL	3	0	2	1	0%	7.2%
Borough Profile	7.6%					

There are no staff affected by this unit closure that have declared themselves as disabled.

19. Do any ring fences disproportionately impact on disabled staff?

N/A – this EqIA relates to a unit closure

20. Can any of these staff be accommodated elsewhere within the proposed new structure or can you amend the structure to accommodate them e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc.?

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period whilst taking into account service delivery needs. The formal redeployment period runs concurrently with an employee's notice period, during which the Council is committed to trying to redeploy staff facing redundancy into suitable alternative posts, however in the current financial situation, opportunities are likely to be limited.

21. In addition to the above analysis of race, sex, age and disability you will need to consider the impact on groups with the following characteristics: gender reassignment, pregnancy and maternity, religion or belief, sexual orientation. Please ask HR for help with the data on:

- **Gender Reassignment**
- **Religion/ Belief**
- **Sexual Orientation**
- **Maternity & Pregnancy**

The Council do not collect or record data on Gender Reassignment; Religion/belief or Sexual Orientation with regards to staff, and therefore informed consideration of the potential impact is not possible. None of the staff affected are currently taking or have applied in the last year for maternity or paternity leave, the Council do not collect any further data on pregnancy or maternity.

22. If you provide services to residents please also identify the potential impact/ issues relating to the change in service delivery as a result of your proposals.

The potential impact of the change in service delivery is assessed in the Service Delivery EqIA for Gypsy, Roma & Travellers Education.

Date Part 1 completed - 20.01.11

PART 2
TO BE COMPLETED AT THE END OF CONSULTATION WITH STAFF/ UNIONS ON THE STRUCTURE

Step 3 – Consultation

Outline below the consultation process you undertook, what issues were raised (especially any relating to the eight equalities characteristics).

Formal consultation with staff and unions on the closure of the Travellers Education Service commenced on 20th January 2011 and finished on 10th March 2010. A midway consultation meeting was held with staff and unions on 2nd March.

Please see Appendix 5 of the report to the General Purposes Committee meeting of 22nd March for a full list of staff and union comments and the management response.

Step 4 – Address the Impact

1. Are you in a position to make changes to the proposals to reduce the impact on the protected groups e.g. consideration of flexible working or reduced hours including flexible retirement, voluntary reduction of grades, etc. - please specify?

No, as this is a unit closure

2. What changes or benefits for staff have been proposed as a result of your consultation?

None

3. If you are not able to make changes – why not and what actions can you take?

Changes are not possible because the proposal is for unit closure.

4. Do the ringfence and selection methods you have chosen to implement your restructure follow council policy and guidance?

N/A as this is a unit closure

5. Will the changes result in a positive/ negative impact for service delivery/ community groups – please explain how?

Please see service delivery EqIA

6. How can you mitigate any negative impact for service users?

Please see service delivery EqIA

Date Steps 3 & 4 completed - 14/03/2011

Step 5 – Implementation and Review

1. Following the selection processes and appointment to your new structure are there any adverse impacts on any of the protected groups (the eight equalities characteristics). Please identify these.
2. If there are adverse impacts how will you aim to address these in the future?
3. Identify actions and timescales for implementation and go live of your new service offer.
4. If you are not in a position to go ahead on elements of your action plan – why not and what actions are you going to take?
5. Identify the timescale and actions for review of the restructure to ensure it achieved the expected benefits/ outcomes.

Step 6 – Sign off and publication

There is a legal duty to publish the results of impact assessments. The reason is not simply to comply with the law but to make the whole process and its outcome transparent and have a wider community ownership. You should summarise the results of the assessment and intended actions and publish them.

COMPLETED BY (Contact Officer Responsible for undertaking this EqIA)

NAME:
DESIGNATION:
SIGNATURE:
DATE:

QUALITY CHECKED BY (Equalities,)

NAME: Arleen Brown
DESIGNATION: Senior Equality Officer
SIGNATURE: *A. J. Brown*
DATE: 17th March 2011 (steps 1-4 only)

SIGNED OFF BY Director/ Assistant Director

NAME:
DESIGNATION:
SIGNATURE:
DATE:

SIGNED OFF BY Chair Directorate Equalities Forum

NAME:
DESIGNATION:
SIGNATURE:
DATE:

Note - Send an electronic copy of the EqIA to equalities@haringey.gov.uk; it will then be published on the council website.

Equalities Impact Assessments Screening Tool Guidance

The Council understands that a pragmatic approach to undertaking Equalities Impact Assessments (EqIA) is essential and that some policies, projects, functions or major developments/planning applications are more relevant to and have a greater impact on equality and diversity than others.

Because of this we have developed this screening tool to help officers to identify:

- the relevance of each policy, project, function or major development/planning application to equality
- whether an EqIA should be undertaken

The screening process must be used on ALL new policies, projects, functions, staff restructurings, major developments or planning applications, or when revising them. It should also be used to help identify existing policies or projects that should be subject to an assessment. An EqIA is a thorough and systematic analysis and should ensure that we give due regard to the effect the actions we take as an organisation could have on residents, customers and staff, in the delivery of services and employment practices.

Equality Impact Assessments are intended to:

- encourage a more proactive approach to the promotion of equality within public policy development
- identify any adverse equalities impact and detail actions to reduce this impact
- detail positive equalities impacts

Is a full Equalities Impact Assessment required?

- **If the answer to any of the questions below is yes, consideration must be given to undertaking a full EqIA.**
- **If the answers to all of questions below are no you do not need to undertake an EqIA, however you will need to provide a detailed explanation for this decision in the last column.**

In either case, please submit the e-form to equalities@haringey.gov.uk and include the explanation as part of the Equalities comments on any subsequent related report.

Equalities Impact Assessments (EqIA) Screening Tool

1.	Name of the restructure: Traveller Education Team			
2.	<p>Brief summary of the above:</p> <p>The proposal is to close the Traveller Education Team. This proposal is being put forward as a result of the significant savings C&YPS is required to make to its budget for 2010/11.</p> <p>The remit of Haringey's Traveller Education Service is to work closely with Gypsy, Roma, Traveller (GRT) families and schools to ensure access to education services and raise the achievement of GRT pupils. The team also helps to link new families with GPs and health visitors and sign posting to sex and relationship education advice. The GRT ethnic group therefore accounts for 100% of the service users and all service users are young people of school age.</p> <p>Over recent years much good work has been done to support children's centres, schools and colleges to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will, in future, have the capacity to continue this work without additional support from a dedicated team. Support for GRT children and families will remain a priority for all services working children and young people and the dedicated social care GRT team will remain in place.</p> <p>Nevertheless, the closure of the team will clearly have an impact on service delivery, therefore a service delivery EqIA will be carried out. A staffing EqIA will also be carried out to address the equalities impacts of the employment implications of these proposals.</p>			
3.	<p>Lead Officer contact details: Heather Johnston heather.johnston@haringey.gov.uk 0208 4895083</p>			
4.	Date: 24 January 2011			
	Response to Screening Questions	Yes	No	Please explain your answer. If answering YES but after consideration a full EqIA is not necessary please provide a detailed explanation² for NOT undertaking a full EqIA
5.	Could the proposed restructuring or the way it is carried out have an adverse impact on any of the key equalities protected characteristics age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation? Or relations between any equalities	Yes		There will clearly be an impact in relation to ethnicity as Gypsy, Roma and Traveller children account for 100% of the service users.

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²NB This explanation MUST be included in the Equalities comments in all subsequent reports relating to this issue.

Equalities Impact Assessments (EqIA) Screening Tool

	groups?			
6.	Is there any indication or evidence (including from consultation with relevant groups) that different groups have or will have different needs, experiences, issues and priorities in relation to the particular policy/project/function/major development/planning application? Or do you need more information?	Yes		
7.	If there is or will be an adverse impact, could it be reduced by taking particular measures?	Yes		
8.	By taking particular measures could a positive impact result?	Yes		
9.	As a result of this screening is a full EqIA necessary?	Yes		Both a staffing and a service delivery EqIA will be carried out.

Signed off by Lead Officer: _____

Name: _____

Designation: _____

Date: _____

Signed off by Policy, Equalities and Partnerships Team: _____

Name: Arleen Brown_____

Designation: Senior Equality Officer_____

Date: _____

APPENDIX 5

Travellers Education Consultation Response Local Authority Response to Trade Union/Staffing Comments	
Trade Union/Staffing Comments	Response
<p><u>UNISON</u></p> <p>This consultation document is extremely vague in respect of what this team actually does, for example.</p> <p style="padding-left: 40px;">“This service provided advice, guidance, training and support to children’s centres, schools and colleges. Over recent years much good work has been done to equip these settings to meet the needs of Travellers and Gypsy/Roma children. In light of this and, given the need to radically reduce expenditure, it is planned that these settings will, in future, have the capacity to deliver these services with their own resources. “</p> <p>The above paragraph which is taken directly from the document, is so misleading and out of touch with what this team does, requires us to ask the question “does Management actually understand the role that this team has been providing within the Traveller communities?”</p>	<p>The purpose of the consultation document is not to provide a detailed description of the work of the team but to formally inform unions and staff of a proposed change, set out timescales, and seek views. However, the detailed description provided by the TGR Team has been incorporated into the Equalities Impact Assessment.</p>
<p>We also do not believe that Children’s Centres, Schools and Colleges have anywhere <u>near</u> the capacity to deliver such services with their own resources. As stated in the above paragraph.</p>	<p>The rationale behind the proposed closure is that services are in place which have a responsibility for addressing needs or difficulties which all children – including Gypsy, Roma & Traveller children - may experience. Schools have a responsibility around attainment; Education Welfare Officers address school attendance; social care takes the lead on safeguarding and children in need, and so on. The TGR Team has undoubtedly supported these services to understand better the issues affecting this vulnerable group, however given the need to make substantial budget savings, the approach of C&YPS has been to protect those services that address areas of need rather than services targeted at a particular group. All services must ensure they are focusing on the needs of</p>

	vulnerable children, and this will of course include GRT children and families.
<p>The following is a much more detailed and accurate description of what the Travellers Education Team have been doing for the past few years.</p> <p><i>The main duties of the Traveller Gypsy Roma team - current practice:</i></p> <ul style="list-style-type: none"> • <i>Accessing school places for Traveller Gypsy Roma children of statutory school age missing education (CME) – liaising with home, admissions, schools and representing TGR pupils at IFAP (In-Year Fair Access Panel) discussions</i> • <i>Undertaking CAFs (Common Assessment Framework) for any TGR children considered vulnerable</i> • <i>Building strong partnerships with TGR parents so that they engage with their children’s education</i> • <i>Using home languages to facilitate other multi-disciplinary teams making assessments and referrals</i> • <i>Improving safeguarding and child protection through sharing information about TGR families or children at risk with other agencies</i> • <i>Introducing families to local Children’s and Early Years Centres</i> • <i>Running weekly education drop-ins for Traveller families</i> • <i>Training school staff and administrators around induction of Roma children, providing schools with guidance on ascription of TGR pupils and working with the Education Welfare Service to improve TGR attendance</i> • <i>Auditing schools with high numbers of TGR pupils – looking at tracking of attainment, the curriculum and systems for induction</i> • <i>Action-planning for schools with high numbers of TGR pupils (currently Risley, Downhills, Seven Sisters and Bruce Grove Primary Schools)</i> 	<p>As stated, the purpose of the consultation document is not to provide a detailed description of the work of the team. We acknowledge that the work of the team is valuable and that under normal circumstances we would not be proposing its closure however we do not agree that the service is ‘vital’. However, the description of the team has been acknowledged and incorporated in the Equalities Impact Assessment.</p>

<ul style="list-style-type: none"> • <i>Organising meetings for groups of Traveller and Roma parents in both Primary and Secondary Schools</i> • <i>Analysing LA data to monitor the overall standards of TGR pupils across schools, and highlighting individuals who would benefit from local improvement strategies such as Reading Recovery or 1:1 tuition</i> • <i>Checking that all TGR pupils complete the primary/secondary transfer</i> • <i>Addressing the non-engagement of TGR young people post 16 by providing them with Connexions Personal Advisors at the end of Key Stage 3, and liaising with alternative providers</i> • <i>Providing schools with a range of activities and exhibitions to showcase the culture of TGR pupils, their families and their community, especially during June when GRT History Month is held</i> • <i>Linking new families with GP's and Health visitors</i> <p>We feel that it is vital to set the record straight in relation to the service this team provides to the communities they work with, so that Elected members are able to make informed decisions in relation to the deletion of this vital service.</p>	
<ul style="list-style-type: none"> • A further impact of the deletion of this team is the very serious issue of safeguarding and child protection. This team and the work it does it important in identifying and referring child protection cases. The members of this team are respected and trusted by the communities they work with. The loss of this team could mean that child protection cases could be missed, the result of which could have far reaching consequences, which go <u>even further</u> than the case of "Baby P". 	<p>We accept that the Travellers Team contribute to safeguarding children. We do not accept that the closure of the team will put children at risk. The CYPS will assess the impact of the loss of the team and will put appropriate measures in place to manage any risk. Children in need of protection are the highest priority and we will continue to work with all communities to identify and assess any child who may be at risk.</p>
<p>The following are the comments, thoughts and questions from the Team's two Engagement and Inclusions Officers: I would also like to reiterate that the formal consultation letter sent to the Traveller Gypsy Roma Team on 20/01/2011 acknowledges very</p>	<p>-</p>

<p>little of what is provided to the Haringey GRT communities by the Team.</p>	
<ul style="list-style-type: none"> I have been supporting schools, services and the Roma Gypsy and Traveller families' within Haringey for almost 10 years. This support has been both through specialist knowledge and skills. I feel very disheartened that the TGR service has been evaluated based on service priorities from almost 8-10 years ago. 	<p>We do not want staff to feel that their work has been 'evaluated' and somehow found wanting. We acknowledge the value of the work of the team, we would not ordinarily be proposing its closure, yet given the need to make substantial savings it is judged that a saving here will have less impact than a saving to other areas.</p>
<ul style="list-style-type: none"> I believe that a huge part of the team's role has been around safeguarding and supporting colleagues in both social services and the first response teams, in order to support vulnerable families, while providing them with sensitive cultural knowledge and guidance. 	<p>Everyone has a role in safeguarding children and the TGR Team contribute to this. The Children in Need and Safeguarding Procedures are applicable to all children, regardless of their culture. Workers in First Response are trained to be culturally sensitive and the London Child Protection Procedures provides specific guidance on the issues that may affect gypsy and travellers families [Chapter II]. It should also be noted that the dedicated Travellers team within social care is unaffected by this proposal and will continue.</p>
<ul style="list-style-type: none"> My concerns regarding the proposed deletion of Traveller Gypsy Roma Team are around the safeguarding aspects of our role/ posts, as I do not believe that this has been considered. 	<p>See above.</p>
<ul style="list-style-type: none"> How will schools support the Gypsy Roma and Traveller communities in a way in which we are skilled and trained to do? 	<p>We acknowledge that the loss of the team would not be without impact, however schools do have a responsibility for all of their pupils. A letter was sent to schools seeking their views on the proposed closure (see service delivery EqIA, section 4). The responses received were all highly complimentary about the work of the team, however only 4 responses were received from a total of 70 schools.</p>
<ul style="list-style-type: none"> If this support does not continue to be provided by TGR Team staff, who will further consider the community's needs and aspects above, and what cultural knowledge will they have? 	<p>In the future, schools may wish to commission support for GRT children and families directly, either independently or jointly through the Networked Learning Communities.</p>

<ul style="list-style-type: none"> • How will the council continue to protect the most vulnerable families/ children in the borough and nationally? 	See previous answer re: safeguarding.
<ul style="list-style-type: none"> • How will the closure of our service not affect Haringey TGR residents' quality of life, equal opportunities and the right to education? 	Budgetary constraints and cuts will inevitably affect all Haringey residents. Our responsibility is to ensure that the impact is kept to a minimum especially for vulnerable groups.
<ul style="list-style-type: none"> • As outlined in the government papers The Roma Gypsy Travellers are the most at risk for underachievement, out of school and underage marriages. 	Schools have a responsibility around attainment; Education Welfare Officers address school attendance and Children Missing Education Team address children out of school; The Travellers Social Care takes the lead on safeguarding and children in need, which would include underage marriages.
<ul style="list-style-type: none"> • As my first language is Romanian I am able to communicate with the Gypsy Roma communities, I not only do this within my own team but while working with and supporting a number of different Council departments and partner agencies. When this team has been deleted and I have been made redundant, how will the Council fund the interpreting costs so that communicating with the Gypsy Roma communities can continue, as I believe the costs of engaging interpreters will far exceed the costs of my employment? 	There is no evidence to support the statement that the cost of interpreters will exceed the funding of this post.
<ul style="list-style-type: none"> • We have also not seen any equalities impact assessment. It is our understanding that although management are undertaking some form of assessment, this is being directed towards service providers and there are no plans to engage with the members of either the Gypsy Roma or Traveller communities. We find it incredible that management considers that a consultation re the affects of the deletion of this team can be undertaken without consulting the 	There was a full discussion and agreement with the manager of the TGR Team in regards to those schools, services and families to be consulted. The TGR manager made it explicit that families should not be contacted directly but that the consultation should occur via the community organisations who worked directly with them. The TGR manager supplied a full list of the community groups and all organisations that needed to be contacted. A letter was sent out on the 15 February 2011 to everyone on the list. You can find a summary of the consultation in Section 4 of the Service Delivery EqIA.

<p>very people it will most affect.</p>	
<p>Unison are of the firm belief that the deletion of the team will have a devastating impact on the communities it works with, and therefore urge that management re-assess the proposal to delete this team.</p>	<p>For the reasons stated above, we are continuing to propose the closure of this service.</p>
<p><u>NUT</u></p>	
<ul style="list-style-type: none"> • Staff currently located in the Travellers Education Service until recently also provided advice and support to schools for refugee children. There is now no central support for schools providing for refugee children. We are therefore requesting that the Service be retained, but that it also be given back a wider remit for refugee children. 	<p>We do not propose to put in place any dedicated support for refugee children, the rationale for this being the same as that behind the proposed closure of the Gypsy, Roma & Traveller Education service.</p>
<ul style="list-style-type: none"> • There was a view that if the Traveller Service had been working with the early years or promoting early years involvement (in line with the National Strategies guidance) then tragedies such as the Baby P case might have been avoided. The Travellers Education Service has won a degree of confidence from these communities. Its deletion would lead to such barriers being raised rather than lowered. 	<p>It is not clear who this 'view' is attributed to and there is no evidence that this statement is true. This was not a factor in the 'Baby P' case or any of the Serious Case Reviews undertaken in Haringey since 'Baby P'</p>

<ul style="list-style-type: none"> Last year the Team expressed concerns over 11 children and 7 Roma through the CAF. There are understood to be 11 traveller families who are subject to CP Plan and a number of DV cases. There are repeated allegations of underage Roma Marriages. If the Service is deleted it is simply not credible to suggest that all of these cases could be picked up by other council services and by schools. 	<p>All schools have staff who are trained to (and who frequently do) undertake CAF assessments. CAF assessments are also undertaken frequently by family support workers and health visitors. There are children subject to a CP plan from many different communities, all with different issues, who are adequately supported by the child protection process, with social care taking the lead and all other involved professionals playing their part. Similarly, DV is prevalent in many communities and families are supported by the appropriate services, without additional support from a dedicated service that works only with that community.</p>
<ul style="list-style-type: none"> There are around 230 TGR families in Haringey, with about 450 children attending schools and colleges. In 2003 OFSTED identified nationally that the attainment of Traveller children was the lowest of any ethnic group. Similarly, the national attendance rate for Traveller children was the lowest for any ethnic group. The National Strategies GRT Project showed that by focusing on one such group of pupils schools could raise attainment 	<p>Recent government policy and changes in funding arrangements have signalled a clear shift in responsibility for raising standards from the Local Authority to schools themselves. The recent Education white paper, The Importance of Teaching, states “the primary responsibility for improvement rests with schools”. In this context the capacity of local authorities to drive improvements in attainment for any particular group is diminished.</p>
<ul style="list-style-type: none"> No additional funding has been made available to schools for them to buy in such support, and with the closure of the service, it is unlikely that there will be alternative providers with the expertise. We have requested that 15% of EMAG be retained and used to protect traveller education. The local authority has claimed £628,000 from the EMA Grant. We understand that the local authority could have claimed £750, 000. Why was this not done? It would appear £224K might be available which would more than cover the cost of retaining the Traveler Education Service. The break down equates to £189k from the closure of the mediation service along an 	<p>The responses below address the comments with regards to all the points raised regarding future funding of TGR.</p> <p>In previous years the EMA grant has allowed a central retained element of up to 15% which would amount to £750k. In practice less than this has been retained (£628k (12.5%)) reflecting the principle of maximum delegation to schools.</p> <p>In 2011-12 the EMA grant has ceased with the equivalent resources being passed into the DSG. It is permissible under the regulations to continue to retain resources to improve the performance of under-performing pupils from ethnic minority groups and the specific needs of bi-lingual learners. This was the proposal put to and agreed by the School Forum and the Council’s Cabinet which proposed retention at the same level.</p>

<p>additional 35K.</p> <ul style="list-style-type: none"> • What functions are the EMAG grant used for to date? 	<p>There is no EMAG grant in 2011/12 - as described above previously the resources used to fund the team have not been aligned with or incorporated with the EMAG.</p> <p>The equivalent resources to the centrally retained element of the previous EMAG grant are to be used to improve the performance of under performing pupils from ethnic minority groups and the specific needs of bi-lingual learners.</p>
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APPENDIX 6 – OUTCOMES OF PUBLIC CONSULTATION

Consultation with users of the Gypsy, Roma & Traveller Education service was undertaken in April/May 2011. Families were invited to two consultation events (on 3rd and 4th May) at Wood Green library – one for Irish Travellers and one for Roma. They were also invited to express their views on the proposed closure in writing.

Steps were taken in order to ensure that service users were aware of the proposed closure and had the opportunity to comment on the proposal. The letter to families was translated into Bulgarian, Romanian and Polish. 424 copies were distributed to service users via the Ethnic Minority Achievement Co-ordinators in 42 schools. 90 letters were sent to families whose children were waiting for a school place or have only recently joined a school. The letter was also distributed via children's centres which have large numbers of Gypsy, Roma & Traveller service users - Woodside and Park Lane for Travellers, Downhills and Noel Park for Roma. Members of the team phoned service users to remind them of the meeting.

Written responses

No written responses from service users were received.

Consultation meeting 3rd May 2011 – Irish Travellers

No service users attended this meeting.

Consultation meeting 4th May 2011 – Roma

This meeting was attended by one Romanian Roma woman and two of her five children, and one Polish Roma woman and one of her four children. Translators were present. The attendees were asked:

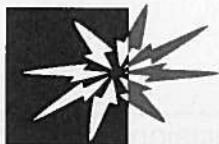
1. What are your views on the proposed closure of the GRT education team?
 2. How have the team helped you and your family?
 3. What do you think the impact would be on your family, and on the community, if the team were to close?
 4. Is there anything else the council can do to help you?
-
1. Both attendees were opposed to the closure of the team. They emphasised that they had received a lot of valuable support from them, and they praised the team members highly, saying they were good, honest and helpful people.
 2. The support they received included:
 - Help in filling in applications, forms, writing letters for them
 - Support in enrolling their children in school
 - Visiting them at home, checking they are ok

- Help with the children in school – including supporting transition for a child with special educational needs, and support for literacy
 - General advice
 - Support in obtaining laptops for the children
 - Attending parents groups
3. Both women said that the loss of the team would make life more difficult for them. One was strongly of the view that the team's support was essential to them, stating that other people/services do not help the Roma community like they do, and that without their help it will be very difficult for Roma people to access services. The other attendee said that the school that her children attend had also been very helpful to her.

Both attendees said that the loss of the support they receive in filling in forms and negotiating the system/access to services would have a significant impact, due to the language barrier. One suggested that the difficulties will be most acute for newly arrived families, as they have less knowledge of how things work in the UK and a lower level of English.

One woman stated that Roma families needed the support of this team as they often had lots of children and are not used to sending their children to school, so they need support in getting their children into school.

4. The attendees did not suggest other things they would like the council to do for them. It was suggested that the team should provide service users with details of voluntary and community sector organisations who provide support to the community, and both agreed that this would be helpful.



Haringey Council

Agenda item:

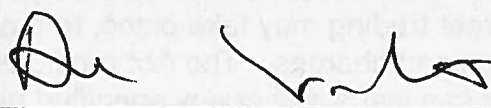
GENERAL PURPOSES COMMITTEE

On 19th MAY 2011

Report Title: Temporary change to Street Trading Policy

Report of Anne Lippitt – Interim Director of Urban Environment

Signed :

 11/5/2011

Contact Officer : Robin Payne – Head of Enforcement Services

Wards(s) affected: All

Report for: Non-Key Decision

1. Purpose of the report

1.1. Haringey's Street Trading Policy sets out a framework for the approval and control of street trading in the borough. This policy specifically prevents the issue of temporary street trading licences. This report seeks to have a temporary relaxation of this policy restriction for a trial period. Results of this trial period will feed into a wider review of on street trading and will allow options to be tested for the future use of land to the front of Hornsey Town Hall.

2. State link(s) with Council Plan Priorities and actions and /or other Strategies:

2.1. A 'Thriving Haringey' is a key Council priority and our Regeneration Strategy puts people, places and prosperity at the heart of regeneration in Haringey. Properly regulated and controlled street trading can provide a valuable source of commercial activity and employment for an area. The approach recommended here will ensure that our policy for on street trading supports our regeneration policy objectives.

3. Recommendations

3.1. That Members of General Purpose Committee agree to amend the current street trading policy so that applications for temporary street trading can be permitted

for a trial period of 6 months from this decision. This decision would apply to

a. Whole borough; or

b. Specified areas:

The pedestrian area to the front of Hornsey Town Hall

Parts of Archway Road N6l

Car park at the Boogaloo- Archway Road N6

Holmesdale Road N6

Lymington Avenue N22

Elm Park Road N15

3.2. That Members of GPC agree to consultation being undertaken with residents and traders in the affected areas prior to any trial period being implemented

4. Summary

4.1. The Licensing of Street Trading within the borough is governed by the London local Authorities Act 1990 (the Act). This allows the Council to designate streets as 'licence streets' where street trading may take place, to make regulations to control trading and to set fees and charges. The Act provides for the issue of temporary street trading that can last a day or any specified period. Applications would be determined on their merits against the adopted regulations, but would not be restricted to designated streets.

4.2. On the 15th August 1992 the Council passed a resolution to adopt these powers and chose also to retain a previous policy position that did not permit any temporary street trading.

4.3. This reports seeks to relax this policy position so that a wider review of street trading can be informed by a trial of temporary street trading. In addition a separate review of options for the future use of land to the front of Hornsey Town Hall is being undertaken. This review has identified that the current policy here to prohibit temporary street trading is limiting options for trialling innovation in the use of this area. Consultation with residents and existing traders will also be undertaken prior to an area being used for street trading.

4.4. To allow temporary licences to be processed, a fee structure will need to be agreed that allows for the recovery of appropriate costs, as defined in the Act under section 32. This Authority already has a fee for temporary licence set at the rate of £44 for an application for a temporary licence for up to 6 months, and a further fee of £28.50 for a six day trading period, per stall.

5. Chief Financial Officer Comment

5.1. Street Trading activities are expected to be self-financing so it is expected that the fees already set will cover the costs of this trial period

6. Head of Legal Services Comments

6.1. The legal aspects are outlined in the body of this report. The issuing of temporary street trading licences is expressly permitted under the London local

Authorities Act 1990. Fees may be charged to sufficiently cover reasonable administrative or other costs associated with the Council's street trading functions. Applicants refused licences have a right of appeal to the local magistrates court.

7. Equalities & Community Cohesion Comments

7.1. Street trading regulations will ensure that no restriction of access is caused for those with disability or other reasonable access requirements. Any future street trading policy will require consultation with affected groups including the Haringey Disability First Consortium (HDFC).

8. Use of Appendices

8.1.

9. Local Government (Access to Information) Act 1985

9.1. Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and subsequent amendments.

9.2. Haringey's Street Trading Policy (1992)

10. Background

10.1. The Licensing of Street Trading within the borough is governed by the London local Authorities Act 1990 part III. This allows the Council to –

- Designate streets as 'licence streets' where street trading may take place, (under a permanent annually renewed licence or a temporary licence issued for a maximum of 6 months)
- Make regulations to control trading in the borough
- Set fees and charges.

10.2. On the 15th August 92 the Council passed a resolution to adopt Part III of the London Local Authorities Act 1990. Regulations made under Section 27 of the Act prescribe standard conditions that would apply to all street trading licence.

10.3. At that time Members chose to retain aspects of an existing policy agreed in 1991 relating to trading on the footpath. Specifically this policy did not permit any licensed temporary street trading within the borough, although arrangements for licensing are provided for under section 31 of the Act. The power for an Authority to grant temporary Street Trading licences do not have to be in a designated street.

- 10.4. A temporary licence may be granted for a single day or other periods of time up to a maximum of 6 months dependant on whether the activity/event is a one-off of short duration e.g. promotions or an event taking place over a longer period such as a Christmas market.
- 10.5. Section 32 of the Act requires the Authority to give notice of the proposed fees to licences holders and to publish them in a local newspaper. Following publication of the notice traders and the public must be permitted a minimum period of 28 consecutive days during which they may make representation in respect of the charges.
- 10.6. The legislation stipulates that the council may only recover from street trading the costs of administering and enforcement of the street trading activity. Such figure may include the cost of administration (including buildings and amenity costs, telephone and postage costs) enforcement, staffing, travelling costs, cost of hearings, appeal costs and any other items associated with issue and maintenance of the licence. There are fees set as stipulated above in the summary.

11. Policy Considerations

- 11.1. The council is bringing together under a new Single Frontline service a range of on street council services, including a Neighbourhood Action Team which will include a uniformed street patrolling service delivering a range of street care and enforcement interventions. To support this new service we will be reviewing our policies and processes for controlling on street trading and other activities. As part of this review we are reviewing our street trading policy arrangements and have identified that Haringey is the only borough that has a blanket ban on temporary street trading. The service is looking at the opportunities and that permitting temporary street trading will bring and is looking to pilot this approach at suitable locations.
- 11.2. We have received enquiries from perspective traders and Members wishing to make temporary sites available. Members have asked that parts of the Archway Road which has local traders all wishing to develop a Farmers market, be given the opportunity to operate for an interim period. We have also had members of the Jewish community enquiry about the possibility of doing seasonal trading to accommodate for certain religious events.
- 11.3. The use of Hornsey Town Hall also needs to be considered as there are plans to regenerate the town hall and the Committee dealing with those plans would like to consider the viability for a small market area outside the town hall on the forecourt/road area.
- 11.4. Potential additional sites that could be suitable for temporary street trading could include -
- Parts of Archway Road
 - Areas off Wood Green High Road – Lymington Avenue

- Holmesdale Road N6
- Elm Park Avenue N15
- Forecourt outside Hornsey Town Hall N8

This list is not intended to be exhaustive list and any final pilot locations for temporary street trading will be subject to local consultation and agreement by Chair to this committee.

12. Proposed Procedure for considering temporary street trading

12.1. Officers will take into consideration the following factors when dealing with any request to grant a temporary street trading licence:

Consultation with residents and existing traders in the areas affected.

- The presence of existing street furniture.
- The proximity and nature of any road junctions and pedestrian crossing points.
- The number of sites already designated in the same street;
- Whether the proposed site would ensure continued free access to members of the public using the road or pavement or cause obstruction to e.g. pedestrians, prams and wheelchairs.
- Whether it leaves the recommended minimum clear passage of 2.0 metres (or 2.8m on TfL roads), between the front edge of any display and the edge of the kerb or any item of street furniture (railings, lamp posts etc) – whichever is the nearer to the display.
- The safety of pedestrians.
- Whether there may be a negative effect on the character and appearance of the area.
- Any relevant Council policies relating to the town centre in question whose implementation might be impeded or compromised by the designation.

No licence will be issued where it is shown that the area would be obstructed by placing of any stall or mobile vehicle on the pavement or road.

