

CONSULTATION DOCUMENT

**Proposals for the Re-organisation and Realignment of Core Statutory Services
within the School Standards and Inclusion Service**

Date: 6th October 2010

Circulation:

All staff within the School Standards and Inclusion Service
Children's Services Departmental Management Team,
Trade Unions
HR Business Partner
Schools Forum

1. Introduction

The effect of the proposals outlined in this consultation is to create a smaller, core commissioning team and to reduce the establishment so as to concentrate on the core statutory responsibilities of the LA.

The members of staff affected by these proposals are those currently within the School Standards and Inclusion Service of the Children and Young People's Service.

The posts concerned are based at the Professional Development Centre and *insert*

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 individual or groups of affected staff should be sent to Bob Garnett, Interim Deputy Director, by **25 November 2010**.

Requests from staff affected by these proposals, who wish to discuss the matter with their line manager or with myself during the consultation period, will be accommodated.

Subject to the results of the consultation and the consideration of counter-proposals, it is intended to seek Member ratification by end November/beginning December 2010 with full implementation of the proposals involving deletion of posts from 31 March 2011.

2. Background – The Need for Change

As a result of Government policy in relation to Local Authorities (LAs) and schools and a reduction in available resources, the role of the LA in School Improvement is continuing to change. LAs are faced with large reductions in their available resources and a consequence of this is the need to make reductions in expenditure.

At the same time, a number of grants are ceasing with effect from 31st March 2011 and there is uncertainty regarding the future role of the LA in relation to school improvement work.

The future of the EMAG grant and funding for Gypsy, Roma and Traveller work is uncertain also and there are suggestions that if these grants continue, then they will be paid directly to schools along with grants currently grouped within the Standards Fund (see DfE Consultation on School funding 2011-12)

All of this will impact the whole of the division under the Deputy Director for Standards post and will result in deletion of a number of posts. There is a need to concentrate on core statutory functions and how these will be delivered in the future (detailed below).

3. Purpose of Consultation

The purpose of this consultation is:

- to listen to your comments and suggestions;
- to consider alternatives that meet the identified objectives;
- to understand where there may be negative impact for staff that has not previously been considered and find ways of reducing that impact to a minimum;
- to find possible ways of avoiding or reducing redundancies.

4. The Objectives of this Consultation

The objectives of this consultation are:

1. To reduce the number of posts in the School Standards and Inclusion Service to a smaller team of staff who will fulfil a strategic and commissioning role.
2. To reduce the number of posts in order to meet the need to reduce expenditure;
3. To enable grant related activity in support of ethnic minorities and Gypsy, Roma and Traveller children (GRT) to be located with and led by schools.

5. Staffing implications from these proposals

The Government is carrying out a comprehensive spending review and will publish its conclusions on 20 October. In addition, it has promised a White Paper "in the autumn" that will set out its proposals for the future role of local authorities in relation to schools. Until these publications and their implications have been understood it is impossible to set out the detail of the posts that the Council will require in order to carry out its statutory functions.

The current statutory responsibilities of the local authority include but are not confined to the following:

- Support for school self-evaluation, including monitoring of performance
- Provide challenge and support in inverse proportion to success
- Appoint and manage school improvement partners
- Intervention in schools causing concern
- Appointment of LA governors
- Approving and maintaining instruments of government
- Provision of co-ordinated admissions service
- Secure sufficient school places for all Haringey children who require a place
- Ensure excluded pupils are placed as soon as possible
- Facilitate managed transfers between schools

- Take action on attendance through panels, penalty notices, prosecutions, and referrals to other agencies
- Provide home to school transport for all eligible Haringey pupils
- Process free school meals applications for all eligible Haringey pupils
- Attend relevant multi-agency meetings
- Early years outcomes duty
- Ensuring EYFS in all settings
- Affordable, flexible childcare, sufficiency assessment, family information service

Whilst it is unlikely that each of these functions will be reflected in a specific post, undoubtedly there will be a number of roles to be filled in the future. The exact number and nature of the posts in the core cannot be determined until further information becomes available from Government. When information is received on the future role and resources of the LA, then core posts will be identified. In some cases 'at risk' status will be withdrawn, in other cases it is expected that the usual processes of 'matching' and 'prior consideration' will be applied.

As a result of the above changes and uncertainty related to the funding and the reduction of resources, the following 54 posts are proposed for deletion, pending clarification of the core requirements; after which a number of posts may be reinstated together with the possible identification of other new posts.

Title
Primary Standards (23 posts)
Head of Primary and Special Standards
Targeted Pupils Team Manager
School Improvement Consultant
Numeracy Consultant
SIP Manager
Literacy Team Manager
School Improvement Manager (T & L)
Science & ICT Team Manager
Af/Car Achvt. Consultant & ISP
EMA Officer
EMA Manager
Numeracy Consultant (2 posts)
ICT Consultant (2 posts)
ISP/1:1 Tuition Consultant
MFL Consultant
ISP Consultant
Numeracy Team Manager
EALP Consultant
Reading Recovery Consultant
EMA Consultant
School Improvement Manager
Secondary Standards (19 posts)
Head of Secondary Standards (currently vacant)
Strategy Manager
Targeted Pupils Initiative Manager
Senior School Improvement Manager (2 posts)
PSHE Citizenship Consultant
EMA Secondary
NS for ICT
NS for Science
NS for Maths
Aim Higher Co-ordinator
14-19 Transition Manager
14-19 School Improvement Manager

14-19 Advisers(3 posts)
LSC Support Officers (3 posts)
Workforce Development (12 posts)
Head of Workforce Development
Learning Mentor
CPD Officer
Workforce Development Officer (2 posts)
Governor Support Officer (2 posts)
Graduate Trainee
Workforce Development Administrator
Workforce Development Assistant
Head of Governors Services
International Links Officer

At present, the following posts remain unaffected by these proposals:-

Staff under Alternative Provision Service
Head of Pendarren Outdoor Education Centre
Pendarren Outdoor Centre staff (21 posts)
PDC Administration (12 posts)
Early Years / Sure Start
Information Systems data officers (2 posts)
Finance officers (2 posts)

The Alternative Provision Service will be considered separately. ICT and Finance officers are subject to separate consultations / reviews. The future of the PDC, Pendarren Outdoor Education Centre and the Music Service will be the subject of further discussions and if necessary separate consultation papers will be issued in due course. The future structure and organisation of Sure Start will be the subject of a separate consultation should Government funding policy change.

At present the following posts are vacant and will remain unfilled until further notice:

Deputy DCS for SSI
Head of Secondary Standards

6. Ring Fencing

Once the future levels of funding and the nature of the LA's responsibilities has been announced, then as soon as possible a list of posts, job descriptions (new or amended) and likely salary ranges will be prepared and circulated to all staff affected by this consultation.

In some cases it is hoped that it will be possible at this stage to withdraw the "at risk" notices, if they have been served.

Where new posts are concerned it is hoped and expected that the core and commissioning posts will be filled wherever possible from the above list of postholders placed "at risk". To minimise uncertainty, if a post in the proposed structure has substantially similar duties and responsibilities to a post in the existing structure then that post is offered to the current post holder subject to there being no other person with an equal degree of 'match'. This is referred to as 'assimilation'.

To ensure fairness, competitive interviews will be held for posts which can be matched to more than one person under ring fencing. The ring fence arrangements will determine which postholders can apply for which posts in the new structure and will be the subject of local consultation. Ring fences will be declared to be open or

closed dependent upon any change in skills, knowledge or experience required for the restructured posts. In an open ring fence posts will only be filled where it is judged that applicants adequately satisfy the candidate specification. Consequently, although the number of applicants may exceed the number of posts not all posts will necessarily be filled. In a closed ring fence all posts will be filled where the number of applicants equals or exceeds the number of posts within the ring fence. Any unfilled posts may then be advertised on an unrestricted basis internally/externally.

7. Proposed Implementation Timetable

During the consultation and implementation it is proposed to 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
18 October 2010	Commencement of formal consultation. Proposals issued to affected staff and Trades Unions. Staff notified of formal consultation via email and post. Individual meetings offered where desired by members of staff.
24 November	Individual meetings with staff and expressions if not involved or redeployed.
?wk beg 1 November	Core posts identified, job descriptions and ring fence arrangements provided to staff and TUs
? Wk beg 8 November	Consultation meeting with TUs
? End wk beg 8 Nov	Consultation meeting with staff (+ TUs)
25 November 2010	End of formal consultation period and any formal responses to have been submitted to Bob Garnett by 4pm, Thurs 25 Nov.
26 – 29 November 2010	Consider any responses / counter-proposals received.
30 November 2010	Confirm the outcome of consultation / amendments and any changes to the proposals.
30 Nov/1 Dec 2010	Ratification of proposals by Members. Commence implementation of the proposals.
From 2 - December 2010	Ring Fence interviews to be held.
2 - 13 December 2010	Issue notices of redundancy and commence redeployment process
31 st March 2011	Latest effective date for full implementation of new structure.

8. Redundancy Notices

Under these proposals the earliest date of issue of redundancy notices would be 2 December 2010. However, it is proposed to minimise dismissals on the grounds of redundancy through the measures detailed in the following paragraphs.

9. Suitable Alternative Employment

Where an offer is made of suitable alternative employment in relation to these proposals and that is unreasonably refused, there will be no entitlement to a redundancy payment. Where assimilation occurs or appointment following closed ring fence interview such proposals are deemed by the Council to constitute offers of suitable alternative employment.

10. Early Retirement, Voluntary Redundancy and Part-Time Working

Where it may reduce the number of potential redundancies or create service efficiencies under restructuring proposals, staff can express an interest in being considered for early retirement or voluntary redundancy. Registering an interest is without commitment on the part of the individual or the organisation; however it allows the option to be investigated. Approval in any particular case would be subject to operational requirements and, in the case of early retirement, pension scheme regulations.

If you wish to discuss the matter informally beforehand, you can do so, in confidence, with me, your line manager or a member of the Directorate's HR Team.

11. Redeployment Opportunities

The Council is committed to the principle of trying to redeploy staff facing redundancy into suitable alternative posts. Redeployment will not be applicable where voluntary redundancy is applied for and agreed.

It should however be noted that under these proposals, appointment to a new post in the proposed structure will not be treated as a redeployment.

If redeployment applies in your case you will be invited to complete a Skills Profile Form, which will be used for matching against the job descriptions and person specifications of potentially suitable alternative jobs. It is important to note that whilst best efforts are made within HR to identify suitable vacancies from your skills profile, this is not an easy task and it is not guaranteed. You are also responsible for identifying posts that may be appropriate for you and therefore should check the vacancy bulletin (which will be circulated to you) and identify to HR posts you feel may offer suitable alternative employment

12. Redundancy

If your post is deleted under the proposals and you are not appointed to another post or redeployed elsewhere, you will be dismissed, with notice, on the grounds of redundancy. Full support would be given to anyone in this situation including careers advice and assistance with applying for jobs. Redundancy pay would be based on the arrangements outlined in the Council's Redundancy and Compensation Payments, details of which are available on Harinet, the Council's Intranet or obtainable from HR. Staff on Teachers' Terms and Conditions will receive redundancy payments in accordance with statutory provisions outlined in the Schools Personnel Handbook.

13. Provision for Trial Periods

If your post is made redundant under these proposals and you are offered a substantially different post through redeployment, then you may feel uncertain about whether the post will be suitable for you and vice versa. To minimise the risk in such situations, both for you and the Council, it is proposed to apply a trial period of 1 - 3 months, commencing from the date of appointment to the new post and incorporating the statutory trial period of four weeks.

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

14. Review

The effectiveness of the proposed structural arrangements in delivering the identified objectives will be reviewed after 12 months.

Bob Garnett
Interim Deputy Director for Standards
6th October 2010