

Haringey Council

Agenda item:

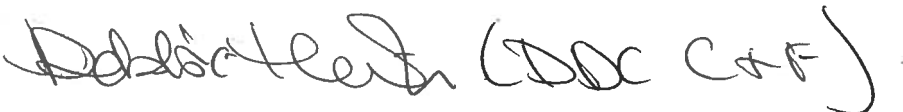
[No.]

General Purposes Committee

On 7 February 2011

Report Title: Proposal to cease the operations of the Education ICT Team

Report of: Director of Children and Young People's Service

Signed: 
Peter Lewis

Contact Officer : Ian Bailey, Deputy Director, Business Support and Development

Wards(s) affected: All

Report for: Non-Key decision

1. Purpose of the report

1.1. To propose the unit closure of the Education ICT Team.

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 on these proposals began on 13 December 2010 and was concluded on 21 January 2011.
- 3.2 Note the comments received from staff and trades unions and the management response to these (Appendix 3).
- 3.3 Note the Equalities Impact Assessment relating to this area (Appendix 2)
- 3.4 Agree the unit closure of the ICT Team and the deletion of posts set out in section 5 of the consultation document, Appendix 1.

4. Reason for recommendation(s)

- 4.1. The unprecedented scale of spending cuts imposed on local government means that the Council will have around £50million less to spend on services in 2011/12 but its priority will be to protect services for the most vulnerable residents. The Council's annual general budget is approximately £245million and of this about 60% funds staff. The Council has taken measures to reduce non-staffing spend as far as possible. However, the size and timing of the cuts mean there is no alternative than to consider wholesale job reductions. In this context the Council issued a statutory notice of consultation with the trades unions on 18th November 2010 on a reduction in the workforce of more than 1,000 posts.
- 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. The option of continuing trading was considered but for reasons set out in the consultation document, considered to carry too high a risk to the council's budgets.

6. Summary

- 6.1. Under the unprecedented circumstances described above, the council needs to divert any available funding to protect front-line services. Additionally, we anticipate that Harnessing Technology Grant will no longer be available from 2011/12.
- 6.2. Even without making a full contribution to council overheads, to break even from trading alone the service would need to increase prices by 26%. Initial discussions with schools have provided no reassurance that they would be prepared to sign up to the service at such prices. The most likely outcome of continuing trading is that the service would operate at a substantial loss. Under current circumstances the council cannot bear such a risk.
- 6.3. Non-schools activity currently carried out by the team will in future be dealt with in one of the following ways:
- By transfer to schools, who may use external providers to assist
 - Absorbed within the corporate ICT operation or by the secondary schools ICT Managed Service Provision client team
 - Absorbed within the Admissions and School Organisation 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 recognised within the report.
- 8.2 Due consideration should be given to responses received as a result of the consultation before any final decision is reached concerning the proposals outlined.
- 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. Equalities & Community Cohesion Comments

- 9.1. An Equalities Impact Assessment (EIA) of the changes affecting this team is attached as Appendix 2. This assessment considers the staffing and employment implications of the proposal. Appendix 3 contains the Equalities Impact Screening tool, showing that the proposal does not meet the criteria for a full EIA.
- 9.2. The EIA assessment relates to a number of staffing changes in addition to those affecting the ICT team. Reports on the other changes are scheduled for future committees.

10. Consultation

- 10.1. Informal consultation has included team meetings at which the proposals were explained to staff.
- 10.2. Formal consultation took place between 13 December 2010 and 21 January 2011. Further meetings with staff and unions were held during this period.
- 10.3. Appendix 4 sets out the comments raised during the consultation and the management response to these.

11. Use of appendices / Tables and photographs

- 11.1. Appendix 1: Consultation Document
- 11.2. Appendix 2: Equalities Impact Assessment
- 11.3. Appendix 3: Equalities Impact Assessment Screening
- 11.4. Appendix 4: Comments received during consultation, with management responses.

12. Local Government (Access to Information) Act 1985

Not applicable

Appendix 1

CONSULTATION DOCUMENT

Proposals to cease the operations of the Education ICT team

1. Introduction

The effect of the proposals outlined in this consultation is to close down the Education ICT team.

The members of staff affected by these proposals are those currently providing a traded ICT service to schools and support to some Children and Young People's Service applications.

The posts concerned are based at River Park House.

A copy of these proposals will be provided to all affected members of staff and the relevant recognised trades 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 Ian Bailey (Deputy Director, Business Support and development) by no later than 21st January 2011.

Staff affected by these proposals will have the opportunity to meet with Ian Bailey 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 5th February 2011 with full implementation of the proposals involving deletion of posts by 1 April 2011.

2. Background – The Need for Change

The unprecedented scale of spending cuts imposed on local government means that the Council will have around £50million less to spend on services in 2011/12 but its priority will be to protect services for the most vulnerable residents. The Council's annual general budget is approximately £245million and of this about 60% funds staff. The Council has taken measures to reduce non-staffing spend as far as possible. However, the size and timing of the cuts mean there is no alternative than to consider wholesale job reductions. In this context the Council issued statutory notice on 18 November 2010 of a reduction in the workforce of more than 1,000 posts. The information in this pack contains more details of the proposed workforce reduction as it affects the Education ICT team.

The Education ICT team is currently funded from three sources:

- Core council revenue budget
- Harnessing Technology Grant
- Income from schools

In addition it does not pay a full contribution to corporate overheads.

Under the unprecedented circumstances described above, the council needs to divert any available funding to protect front-line services. Additionally, we anticipate that Harnessing Technology Grant will no longer be available from 2011/12.

Even without making a full contribution to council overheads, to break even from trading alone the service would need to increase prices by 26%. Initial discussions with schools have provided no reassurance that they would be prepared to sign up to the service at such prices. The most likely outcome of continuing trading is that the service would operate at a substantial loss. Under current circumstances the council cannot bear such a risk.

Non-schools activity currently carried out by the team will in future be dealt with in one of the following ways:

- By transfer to schools, who may use external providers to assist
- Absorbed within the corporate ICT operation or by the secondary schools ICT Managed Service Provision client team
- Absorbed within the Admissions and School Organisation team

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 £44,100
- to avoid the risk of substantial overspend due to loss of income from schools

5. Staffing implications from these proposals

As a result of the requirement to find savings and to avoid risk of overspend the following 9 posts are proposed for deletion.

Post Title	Grade
Head of ICT	SM2
4 x Computer Technicians	SO2
3 x Application Support & Training Officers	PO4
Administrative Support Officer	Scale 6

The following post will be affected by the close down of the section. Web design and coordination work is subject to the corporate Support Function Review of this activity.

Web Designer/Coordinator	PO2
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6. 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
13 th December 2010	Consultation document issued to affected staff and Trades Unions.
13 th December 2010 to 21 st January 2011	Team meeting to introduce and answer questions about the consultation document Individual meetings with staff who request this Consultation meeting with TUs Consultation meeting with staff + TUs
21 st January 2011	End of consultation period. Final submission for written responses from staff/TUs
By 28 th January 2011	Management response to comments/counter proposals.
By 5 th February 2011	Formal ratification of proposals. Staff advised. Commencement of implementation of the proposals.
7 th February 2011	Displaced employees referred to corporate redeployment pool
7 th February 2011	Commencement of formal redeployment period and issue of notices of redundancy.

7. Redundancy Notices

Under these proposals the earliest date of issue of redundancy notices would be 7th February 2011 with no dismissals taking effect before 22 February 2011. 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. Applications must be submitted by 31 December 2010.

9. Opportunities with CYPS

It is proposed that during the consultation period affected staff will be considered for suitable alternative opportunities within CYPS, including vacant posts and 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, then 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.

Ian Bailey
Deputy Director, Business Support and Development
13th January 2010

Haringey Council

Equalities Impact Assessment (EqIA)
for Organisational Restructures

<p>Date: 25/01/2011</p>
<p>Department and service under review:</p> <p>Children & Young People's Service, Business Support & Development – back-office functions</p>
<p>Lead Officer/s and contact details:</p> <p>Ian Bailey ian.bailey@haringey.gov.uk 020 8489 2450</p>
<p>Contact Officer/s (Responsible for actions):</p> <p>Ian Bailey ian.bailey@haringey.gov.uk 020 8489 2450</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 three restructuring proposals within the Business Support & Development business unit 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.</p> <p>Ethnicity – relative to the council profile, there is an overrepresentation of White Other, an underrepresentation of White UK, and a broadly proportionate representation of BME staff.</p> <p>Gender - Overall, the percentage of staff involved in this review who are female is broadly similar to the council profile</p> <p>Age - Overall, the affected staff have a broadly similar age profile to the council profile.</p>

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?

As part of the savings the council is required to make as a result of government spending cuts, a number of staffing restructures are being proposed. This document relates to three savings proposals where the savings are being made to back-office functions within the Business Support & Development business unit of the Children & Young People's Service, which will not have a direct, measurable impact on the public.

The proposals follow on from the decision to disband the Business Support & Development business unit, with its functions either transferring elsewhere within C&YPS, to other parts of the council, or being discontinued. The proposals are as follows:

1. The deletion of 3 management posts resulting from the breaking up of the BS&D BU.
2. The reduction of PAs to C&YPS senior management from 6 to 3 posts – again linked to the breaking up of the BS&D BU and the wider C&YPS restructuring.
3. The discontinuation of the Education ICT support team. This team provides a traded ICT support service to schools. It is however also supported by council core funding and also by the Harnessing Technology Grant, which is coming to an end. The most likely outcome of continuing trading is that the

service would operate at a substantial loss. Under current circumstances the council cannot bear such a risk. Schools will therefore need to purchase any IT support needed from external providers in future.

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

The main benefit of the restructure will be a reduction in the cost of management, administrative and support functions, enabling resources to be prioritised on front-line service delivery.

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

This restructure will reduce the number of staff and thereby achieve the intended cost saving.

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

1. Are you closing a unit?

In the case of (1) and (3) above the proposal involves the deletion of all posts affected. In the case of (2), the proposal is reduce the number of posts from 6 to 3.

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

As a number of restructures are taking place concurrently, the scope for accommodating affected staff elsewhere in the business unit is limited. Efforts are in train to help the ICT team find opportunities with another provider or with schools.

Race

- 4. Provide a breakdown of the current service by Grade Group and Racial Group following the format below.**
- 5.**

Grade Group	Total Staff	Not declared		Asian		Black		Mixed		Other		BME sub total		White	
		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
Sc1-5	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Sc6-SO2	8	0	0.0%	3	37.5%	1	12.5%	0	0.0%	2	25.0%	6	75.0%	1	12.5%
PO1-3	5	0	0.0%	0	0.0%	1	20.0%	0	0.0%	0	0.0%	1	20.0%	2	40.0%
PO4-7	3	0	0.0%	0	0.0%	0	0.0%	1	33.3%	0	0.0%	1	33.3%	0	0.0%

PO8+	3	0	0.0%	0	0.0%	1	33.3%	0	0.0%	0	0.0%	1	33.3%	1	33.3%
TOTAL	19	0	0.0%	3	15.8%	3	15.8%	1	5.3%	2	10.5%	9	47.4%	4	21.1%

Grade Group	Total Staff	% Grade Group	% in Council
Sc1-5	0	0.0%	45.1%
Sc6-SO2	8	42.1%	25.0%
PO1-3	5	26.3%	11.2%
PO4-7	3	15.8%	13.2%
PO8+	3	15.8%	5.5%
TOTAL	19	100.0%	100%

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 is a 10% or more difference between the affected staff and the council profile for all grade groups with the exception of PO4-7. Overall, the staff affected by these proposals are at higher grades than the typical council distribution – 57.9% of affected staff are at PO1 or above, compared to 29.9% of staff across the council.

Appendix 2

The percentage of staff affected by this review who are of Black & Minority Ethnic origin is broadly similar to the overall council profile – 47.4% compared to 44.3%. Of the 9 BME staff, 6 are in the grade group Sc6-SO2.

Compared to the overall council profile, there is an overrepresentation of White Other staff (31.6% compared to 17.6%) and an under-representation of White UK staff (21.1% compared to 34.5%).

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? If Yes, how many of these staff might be displaced?

The only ring fence involved in these proposals relates to the PA posts. This involves 3 White, 2 White Other, and 1 BME staff member applying for 3 posts. 3 out of these 6 staff will therefore be displaced.

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

Currently 47.4% of the staff in the structure are BME. According to these proposals the only remaining positions will be 3 PA posts. The interviews for these posts have yet to take place. Depending on whether the 1 BME staff member is successful at interview, the percentage will change to either 33.3% (1 of the 3 remaining staff) or 0%.

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.?

In the case of the proposals relating to management savings and the closure of the Education ICT service, there is no new structure which could be amended as these are unit closures. Where posts can be matched to more than one staff member under ring-fencing, as is the case with the PA posts, staff will be subject to a competitive interview process conducted in line with the Council's Equal Opportunities Policy.

It is also proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period. 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
Sc1-5	0	0	N/A	0	N/A	78.9%	
Sc6-SO2	8	4	50.0%	4	50.0%	73.8%	
PO1-3	5	1	20.0%	4	80.0%	68.2%	
PO4-7	3	0	0.0%	3	100.0%	71.5%	
PO8+	3	1	33.3%	2	66.7%	59.9%	
TOTAL	19	6	31.6%	13	68.4%	74.4%	49.8%

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 percentage of staff involved in this review who are female is broadly similar to the council profile – 68.4% compared to 74.4%. The relatively small size of the affected group means that drawing conclusions from the grade group level is not necessarily helpful.

10. Do any ring fences disproportionately impact on female or male staff? If Yes, how many of these staff might be displaced?

The only ringfence relates to 6 female staff, 3 of whom will be displaced. The other 13 staff involved (6 male, 7 female) will not have a position in the future structure.

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

Current % of female staff is 68.4%. The future structure will be staffed by 100% female staff, as the recruitment method is closed ring fence.

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.?

In the case of the proposals relating to management savings and the closure of the Education ICT service, there is no new structure which could be amended as these

are unit closures. Where posts can be matched to more than one staff member under ringfencing, as is the case with the PA posts, staff will be subject to a competitive interview process conducted in line with the Council's Equal Opportunities Policy.

It is also proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period. 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+		TOT/
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	STAF
Sc1-5	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	
Sc6-SO2	0	0.0%	1	12.5%	3	37.5%	2	25.0%	2	25.0%	0	0.0%	
PO1-3	0	0.0%	4	80.0%	0	0.0%	1	20.0%	0	0.0%	0	0.0%	
PO4-7	0	0.0%	0	0.0%	2	66.7%	0	0.0%	1	33.3%	0	0.0%	
PO8+	0	0.0%	0	0.0%	0	0.0%	2	66.7%	1	33.3%	0	0.0%	
TOTAL	0	0.0%	5	26.3%	5	26.3%	5	26.3%	4	21.1%	0	0.0%	
Council Profile	3.80%		20.30%		26.80%		32.40%		15.50%		1.20%		
Borough Profile	13.90%		26.60%		22.80%		15.50%		9.50%		11.70%		

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

Overall, the affected staff have a broadly similar age profile to the council profile.

15. Do any ring fences disproportionately impact on staff from one age group only? If Yes, how many of these staff might be displaced?

The only ring fence does not disproportionately impact on a particular age group.

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

Following the implementation of these proposals there will only be 3 posts remaining, hence there will inevitably be some age groups that are not represented in the future structure.

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.?

In the case of the proposals relating to management savings and the closure of the Education ICT service, there is no new structure which could be amended as these are unit closures. Where posts can be matched to more than one staff member under

ringfencing, as is the case with the PA posts, staff will be subject to a competitive interview process conducted in line with the Council's Equal Opportunities Policy.

It is also proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period. 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:

Disabled employees						
Grade Group	TOTAL STAFF	No. declared disabled Staff	No. staff declared not disabled	No. staff disability not stated	% of Service declared disabled	Council profile
Sc1-5	0	0	0	0	0%	1.8%
Sc6 - SO2	8	0	4	4	0%	1.3%
PO1-3	5	0	3	2	0%	0.6%
PO4-7	3	0	1	2	0%	0.6%
PO8+	3	0	2	1	0%	0.1%
TOTAL	19	0	10	9	0%	4.5%
Borough Profile						7.6%

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

None of the staff affected by these proposals have declared a disability.

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.?

N/A

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

HR do not collect data on these groups.

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 - 07/01/2011

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 Education ICT support service commenced on 13th December 2010 and was completed on 21st January 2011. A number of issues were raised and are detailed alongside the management response in Appendix 3 of the report to the General Purposes Committee meeting of 7th February 2011.

For the most part, the issues raised did not relate to the eight equalities characteristics, with the exception of the following comment from UNISON:

To the best of UNISON's knowledge Single Status has not been completed on any of these posts. Since the current proposal is for deletion of the entire service this leaves open the possibility that employees within the service may not have been receiving equal pay in accordance with the agreement. In addition Staff could potentially have claims for breach of contract since the agreement was incorporated into their contract when the agreement was adopted. We would request that in order to avoid such possibilities that posts are evaluated under the GLPC scheme in advance of any deletions being effected.

The management response was as follows:

Agreed. The posts will be evaluated.

**At the time of writing, the consultation period is still running for the other two proposals addressed in this document. This section will be updated following the response to these consultations.

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
2. **What changes or benefits for staff have been proposed as a result of your consultation?**
With regards to the proposed closure of the Education ICT support service please see Appendix 3 of the report to the General Purposes Committee meeting of 7th February 2011.
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
5. **Will the changes result in a positive/ negative impact for service delivery/ community groups – please explain how?**
The changes proposed in this document will not have a direct impact on front-line service delivery to residents.
6. **How can you mitigate any negative impact for service users?**
N/A

**At the time of writing, the consultation period is still running for the other two proposals addressed in this document. This section will be updated following the response to these consultations.

Date Steps 3 & 4 completed – 26/01/11

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.**

Implementation of the proposals considered in this document will lead to the loss of 16 of the 19 affected staff (opportunities for redeployment notwithstanding).

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

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPS during the consultation period. 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.

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

In the case of the closure of the Education ICT service and the savings in management costs resulting from the disbanding of the Business Support & Development business unit, there is no new service offer to be implemented.

With regards to the proposal to reduce PA posts, it is anticipated that recruitment to the remaining 3 posts will be completed by 2nd March 2011.

- 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?**

At this stage we have no reason to presume that we will not be able to implement these proposals. Any alternative course of action proposed would depend on the nature of the barrier that presents itself.

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

The main benefit of the restructure will be a reduction in the cost of management, administrative and support functions, enabling resources to be prioritised on front-line service delivery. This will be achieved through the issuing of redundancy of relevant staff.

With regards to the PA posts, senior managers will monitor the workload of the remaining staff to ensure there is adequate capacity.

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: Ian Bailey
DESIGNATION: Deputy Director, Business Support & Development
SIGNATURE:
DATE: 26/01/2011

QUALITY CHECKED BY (Equalities.)

NAME: Arleen Brown
DESIGNATION:
SIGNATURE:
DATE: 26/01/2011

SIGNED OFF BY Director/ Assistant Director

NAME: Ian Bailey
DESIGNATION: Deputy Director, Business Support & Development
SIGNATURE:
DATE: 26/01/2011

SIGNED OFF BY Chair Directorate Equalities Forum

NAME: Ian Bailey
DESIGNATION: Deputy Director, Business Support & Development
SIGNATURE:
DATE: 26/01/2011

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							
2.	<p>Name of the policy/project/function/major development/planning application: Proposal to cease the operations of the Education ICT Team</p>						
3.	<p>Brief summary of the above: (include main aims and proposed outcomes) As part of the savings the council is required to make as a result of government spending cuts, a number of staffing restructures are being proposed. This document relates to three savings proposals where the savings are being made to back-office functions within the Business Support & Development business unit of the Children & Young People's Service, which will not have a direct, measurable impact on the public. The proposals flow from the fact that this business unit is being disbanded, with its functions either transferring elsewhere within C&YPS, to other parts of the council, or being discontinued. The proposals are as follows:</p> <ol style="list-style-type: none"> 1. The deletion of 3 management posts resulting from the breaking up of the BS&D BU. 2. The reduction of PAs to C&YPS senior management from 6 to 3 posts – again linked to the breaking up of the BS&D BU and the wider C&YPS restructuring. 3. The discontinuation of the Education ICT support team. This team provides a traded ICT support service to schools. It is however also supported by council core funding and also by the Harnessing Technology Grant, which is coming to an end. The most likely outcome of continuing trading is that the service would operate at a substantial loss. Under current circumstances the council cannot bear such a risk. Schools will therefore need to purchase any IT support needed from external providers in future. <p>A staffing EqIA will be carried out to address the equalities impacts of the employment implications of these proposals.</p>						
4.	<p>Lead Officer contact details: (name, job title, email, phone no.) Ian Bailey Deputy Director, Business Support & Development, C&YPS ian.bailey@haringey.gov.uk 020 8489 2450</p>						
5.	<p>Date: 25/01/2011</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Response to Screening Questions</th> <th style="width: 15%; text-align: center;">Yes</th> <th style="width: 15%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Please explain your answer. If answering YES but after consideration a full EqIA is not necessary please provide a detailed explanation¹ for NOT undertaking a full EqIA</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	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 explanation¹ for NOT undertaking a full EqIA	<input type="checkbox"/>	<input type="checkbox"/>
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 explanation¹ for NOT undertaking a full EqIA	<input type="checkbox"/>	<input type="checkbox"/>					

¹NB This explanation MUST be included in the Equalities comments in all subsequent reports relating to this issue.

Equalities Impact Assessments (EqIA) Screening Tool

		X	
<p>6. Could the proposed policy/project/function/staff restructuring/major development/planning application 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 groups?</p>			
<p>7. 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?</p>	X		<p>Analysis of staff data against posts at risk, shows that no particular equality groups are significantly more at risk than others.</p>
<p>8. If there is or will be an adverse impact, could it be reduced by taking particular measures?</p>	X		<p>However, measures are being taken to mitigate any adverse effects the proposal may have on any individual or groups.</p> <p>i. Non-schools activity currently carried out by the team will in future be dealt with in one of the following ways:</p> <ul style="list-style-type: none"> • By transfer to schools, who may use external providers to assist • Absorbed within the corporate ICT operation or by the secondary schools ICT Managed Service Provision client team <p>Absorbed within the Admissions and School Organisation team</p>

Equalities Impact Assessments (EqIA) Screening Tool

	<p>ii. Where posts can be matched to more than one staff member under ring-fencing, as is the case with the PA posts, staff will be subject to a competitive interview process conducted in line with the Council's Equal Opportunities Policy.</p> <p>iii. It is also proposed that affected staff will be considered for any suitable alternative opportunities within CYPs during the consultation period. 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.</p>			
9.	By taking particular measures could a positive impact result?	X		Under the circumstances explained above, only mitigating actions to reduced the possible adverse impacts are possible although positive outcome for any particular individual or group cannot be guaranteed.
10.	As a result of this screening is a full EqIA necessary?	X		<p>We do not think that a full EqIA on the proposal is necessary because:</p> <ul style="list-style-type: none"> • The proposal carries no direct impact on any section of the public (it relates essentially to back-office function) • In terms of its possible impact of employment, our analysis indicates that no particular equalities group is significantly more adversely affected than others. • Although the function is relevant for equality because of its effect on employment, the possible effect is not disproportionate on any particular group.

Appendix 4

Trade Union Comments on CYPs ICT Proposals	Response
<p>Closure of The service</p> <p>Views were strongly asserted that consideration should be given to reconfiguring the service in order to reach break-even point rather than simply closing down the offer for Schools. It is recognised that Schools may chose to opt out in the event of increases of the scale suggested. However we would contend that it is possible to bridge this gap by a combination of measures for example</p> <ul style="list-style-type: none"> • Some reduction in staffing within the team to reflect the income generated and to help in contributing to the shortfall • Consideration of amending the service offer to Schools to facilitate reductions in charges • Putting forward an element of price increase in offering the service to Schools • Consideration of options to incorporate the team within Corporate ICT and potentially secure some savings as a result of closer working 	<p>Under circumstances other than that presented by the government's front-loading of local government services this would have been our preferred approach. However, as we have made clear throughout, the proposal is designed to reduce the risk that the council's already stretched budgets could be hit by a withdrawal of school purchasing of the services.</p> <p>We have discussed this issue with head teachers on a number of occasions, both specifically relating to ICT and in discussions on their general approach to buying services. The clear message is that they will offer no guarantees, particularly given that they are concerned about the funding available to schools and given that a price increase of greater than 26% would be needed. As this consultation process demonstrates, the lead time from realising that the funding is not sufficient to the point when costs are reduced is too great to allow a later decision to be taken, even allowing for notice. It would also result in a long period of uncertainty for the staff concerned.</p>
<p>It is stated that Schools will not wish to bare the additional cost but there appears to be no significant evidence that they have been consulted meaningfully. In terms of the alleged risk of withdrawals as a result and cost overruns we are unclear as to why this would be the case since presumably the SLA's include an element of notice designed to protect against exactly this eventuality?</p> <p>Separately the Schools are not being offered the opportunity to consider the Council's revised offer against the market comparison since the offer is simply being withdrawn. The statement that they will simply withdraw should be tested allowing them to seek comparators to see if they wish to continue to purchase the services.</p> <p>Continuity/Risk Assessment</p> <p>Staff expressed serious concerns as to how aware Schools are of these</p>	<p>We should also note that six members of the team have applied for and been granted voluntary redundancy.</p>
	<p>Agreed. We will be talking further about this to head teachers at the</p>

<p>proposals. The lack of information places staff in a very difficult position as they have to continue working as normal and it is unclear whether they are able to discuss the proposals with schools or not. Clearly if it is decided to proceed then consideration needs to be given to better communication</p> <p>Additionally consideration needs to be given to preparing an exit strategy for Schools and the department if the decision to cease the service offering is ratified at the completion of the consultation. Staff have already built up good relationships with Schools and in the event that the decision to discontinue is made they would not want these jeopardised by a poor handover period.</p>	<p>head teachers conference on 31 January.</p> <p>We have no objections to members of the team engaging in informal discussions with schools about continuing to provide services independently. We have also secured the agreement of RM to offer their support to members of the team aiming to support schools using RM products.</p>
<p>Single Status To the best of UNISON's knowledge Single Status has not been completed on any of these posts. Since the current proposal is for deletion of the entire service this leaves open the possibility that employees within the service may not have been receiving equal pay in accordance with the agreement. In addition Staff could potentially have claims for breach of contract since the agreement was incorporated into their contract when the agreement was adopted. We would request that in order to avoid such possibilities that posts are evaluated under the GLPC scheme in advance of any deletions being effected.</p>	<p>Agreed. The posts will be evaluated.</p>
<p>Notice Periods As you will be aware from discussions held at our meeting with staff a number enquired as to the position re their notice periods. In particular there was concern that this could potentially disadvantage them in respect of their ability to set up a company and/or simply offer their services as freelancers to Schools.</p> <p>We would urge that special dispensation be given to staff in this regard so as to help smooth any options they wish to utilise to set up on their own. Particularly that they be given assurance with regard to the Council allowing them to do so without viewing it as a conflict of interest. While we appreciate the Council cannot adopt a preferred supplier approach it would be I am sure appreciated if they were allowed to make Schools aware should such a plan for the creation of a vehicle within the private sector be something they wish to pursue. As I am sure you can</p>	<p>We would be happy to consider counter-proposals on notice periods. We would not consider it a conflict of interest if members of the team were to secure positions or contracts providing services to schools in Haringey.</p> <p>If members of the team have a specific proposal Ian Bailey will be happy to discuss it and to assess whether we can support its communication to schools.</p>

<p>appreciate there would be a very real danger that if they are helped to their notice periods this option could be severely weakened or become unviable as they would not be in a position to bid for any work.</p> <p>In terms of notice periods where staff wish it would be our suggestion that they be allowed to serve a counter notice on the department to end their employment relationship earlier in the event that they wish to do so. It does not appear that all staff currently have applied for Voluntary Redundancy so it would be possible to manage this so as to ensure the service can be closed down in an orderly fashion.</p>	
<p>Transitions</p> <p>Staff are rightly concerned as to the nature of the work they would be expected to carry out post 31st March 2011 during their notice period. This is something that they will need careful support and guidance on so as to not leave them vulnerable to unreasonable expectations or demands from Schools.</p>	<p>That is a very understandable concern and we intend that any such period is properly managed. Subject to these proposals being agreed, we have asked Max Riley to remain in post to oversee this process. Max and Ian Bailey will be happy to meet individuals to agree further details of the arrangements.</p>
<p>Camden Issue</p> <p>We note the possibility of some shared service offering with Camden was raised and would welcome some more discussion on this should anything further emerge. However we are of the view that staff would need to have their rights protected should any such proposals develop, this would need to be considered within the general principles and framework of a TUPE situation. We would be particularly concerned as to whether any such discussions could be meaningful in the timeframe between the decision being made and the end of staff's contracts. Our concern would be that any option of this type should not impinge on other opportunities staff may identify.</p>	<p>Ian Bailey has discussed this with the Assistant Director at Camden responsible for this area. He was unaware of any interest in taking on Haringey business and his immediate response was that he would not consider this a priority for their ICT team at this time. However, he said he would discuss the issue further with the head of the team and let us know if there are any opportunities for members of the Haringey ICT team.</p>
<p>Voluntary redundancies & Redeployment</p> <p>As we noted Staff who have applied for VR have yet to have their requests confirmed or rejected clearly this is unsettling an issue I know you share our concerns on. In respect of those who wish to seek redeployment as I mentioned there are some potential opportunities in the field in the Corporate team, however currently these may not be made generally available, I would ask that you raise this at the appropriate level of the organisation to ensure your staff are not excluded from applying for posts that may provide suitable alternative employment.</p>	<p>The voluntary redundancy notifications have now been released.</p>

