



Haringey Council

Agenda item:

[No.]

General Purposes Committee

On 10 March 2011

Report Title: **Proposals for Reorganisation and Re-alignment of Core Statutory Services within the School Standards and Inclusion Service (PDC Administration)**

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

Signed :

Peter Lewis

Contact Officer : Bob Garnett, Interim Deputy Director, School Standards and Inclusion

Wards(s) affected: **All**

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

1. Purpose of the report

- 1.1. To propose the reduction in staff at the Professional Development Centre (PDC) Administration Team following the cessation of a range of funding and the restructuring of the School Improvement Team. The attached consultation document sets out the background and lists the posts that have had to be placed "at risk", together with the processes designed to ensure the minimum number of redundancies ensue.

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

- 2.1 The Council faces unprecedented reductions in the resources available for its work with schools. The majority of staff within the SSI division are funded through Government grants. Much of this funding is due to cease in March 2011 or to be redirected to schools. In order to ensure the Council is able to fulfil its statutory duties in the most cost effective way it is necessary to reduce the numbers of staff employed in this division.

3. Recommendations

That Members:

- 3.1 Note that formal consultation on these proposals began on 18 January 2011 and was concluded on 18 February 2011.
- 3.2 Note the comments received from staff and trades unions and the management

3.3	<p>response to these (Appendix 2)</p> <p>Agree the proposed reduction in staff as set out in the consultation document. (Appendix 1)</p>
4.	Reason for recommendation(s)
4.1	<p>The Council faces unprecedented reductions in the resources available for its work with schools. The majority of staff within the SSI division are funded through Government grants. Much of this funding is due to cease in March 2011 or to be redirected to schools. In order to ensure the Council is able to fulfil its statutory duties in the most cost effective way it is necessary to reduce the numbers of staff employed in this division.</p>
4.2	<p>The attached consultation document (Appendix 1) sets out the background to this specific change and lists the posts affected.</p>
5.	Other options considered
5.1	<p>Various levels of staffing were considered and that recommended is considered to be the minimum practicable.</p>
6.	Summary
6.1	<p>A number of grants that fund posts within the SSI Service are being terminated with effect from March 31st 2011. In other cases grants will be paid direct to schools. The general reduction in resources for the Council also has to be taken into account in planning future service provision.</p>
6.2	<p>The White Paper "The Importance of Teaching" was published before Christmas and sets out a much reduced future role for local authorities in relation to schools.</p>
6.3	<p>As a result of reductions in funding and the changing role of the LA in relation to school improvement, it is necessary to change and reduce the staffing structure at the PDC.</p>
7	Chief Financial Officer Comments
7.1	<p>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.</p>
8	Head of Legal Services Comments
8.1	<p>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.</p>
8.2	<p>Due consideration should be given to responses received as a result of the consultation before any final decision is reached concerning the proposals outlined. The criteria adopted for redundancy selection must be fair, objective and non-discriminatory.</p>
8.3	<p>The process by which the restructuring exercise is to be achieved must comply with the</p>

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	An Equalities Impact Assessment of the PDC Administration is attached as Appendix 2.
11	Consultation
11.1	Informal consultation has included a team meeting at which the proposals were explained to staff.
11.2	Formal consultation took place between 18 January 2011 and 18 February 2011. Further meetings with staff and unions were held during this period.
12	Use of appendices /Tables and photographs
12.1	Appendix 1: Consultation Document
12.2	Appendix 2: Equalities Impact Assessment
12.3	Appendix 3: Comments received during consultation, with management responses.
13	Local Government (Access to Information) Act 1985
Not applicable	

Proposals for the Cessation of School Standards and Related Activity within the Professional Development Centre

Date: 18 January 2011

1. Introduction

The effect of the proposals outlined in this consultation is to reduce School Standards and related activity at the PDC and to consider the possible relocation of a smaller team that will carry out the statutory responsibilities of the LA. The future use and purpose of the building currently known as the PDC will be considered.

The members of staff affected by these proposals are those currently concerned with the administration, maintenance and running of activities within the PDC for the School Standards and Inclusion Service and other parts of Haringey Council.

The posts concerned are mainly based at the PDC.

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 18 February 2011.

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 formally ratify the proposals by the end of February 2011 with full implementation of the proposals involving deletion of posts by no later than 1 April 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 will be a much smaller LA team to fulfil its role in relation to school improvement work.

The majority of staff within the Standards Service have already been placed “at risk” and whilst a number of posts will be identified as necessary to carry out the statutory duties of the LA, it is clear that these will be significantly fewer than at present.

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:

- to achieve savings in the cost of Council services
- to enable consideration to be given to converting the PDC into a primary school to help meet the need for additional primary school places
- to reduce the number of staff involved in supporting the work of the Standards Service, in line with the reduced role and size of that service.

5. Staffing implications from these proposals

The Government has published its Comprehensive Spending Review, making it clear that local authorities have to achieve very high levels of savings. At the same time, the Government has made it clear that there is a reduced statutory role for local authorities in relation to school improvement. These developments mean that the Council can no longer maintain the current levels of expenditure and staffing in the Standards Service, nor can it justify expenditure on the PDC.

The school improvement function currently fulfilled by the Council is passing to schools, which will be expected to carry out this function for and between themselves. Very few members of staff will be required by the Council for activities related to school improvement. Consequently, far smaller staff numbers will be required to support this work and to facilitate training courses.

As a result of the above changes and uncertainty related to the funding and the reduction of resources the following posts are proposed for possible deletion.

Title	Grade
Centre Co-ordinator	SO2
Office Co-ordinator	SO2
Technician	Sc5
Receptionist	Sc 6
Admin Assistant	Sc 5
Admin Assistant	Sc 5
Admin Assistant (ICT)	Sc 5
Admin Assistant	Sc 5
Admin Assistant	Sc 5
Administrator	Sc 6
Admin Assistant 0.5	Sc 5

6. Future Structure of Support Roles

Title	Grade
PDC Manager	PO3
PA/Administrator	SO2
2 x PDC Administrator	Sc5
Site Manager	Sc 5
Assistant Caretaker	Sc 4

Details of the new and current structure are attached.

7. Selection Process/Ring Fence Arrangements

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 post holders 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. Details of the ring fence arrangements are attached.

8. 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 January 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.
18 Jan – 18 Feb 2011	Individual meetings with staff and expression if not involved or redeployed
During week 31 Jan 2011	Consultation meeting with TUs
During week beg 31 Jan	Consultation meeting with staff + TUs
18 Feb 2011	End of formal consultation period and any formal responses to have been submitted to Bob Garnett by 4pm, Friday 18 February 2011.
25 Feb 2011	Consider any responses / counter-proposals received.
25 Feb 2011	Confirm the outcome of consultation / amendments and any changes to the proposals.
End of Feb 2011	Ratification of proposals. Commence implementation of the proposals.
From 1 March 2011	Ring Fence interviews to be held.
Mid March 2011	Unsuccessful employees referred to formal redeployment pool, skills assessment and then redundancy notices issued.
1 April 2011	Implementation of new structure.

9. Redundancy Notices

Under these proposals the earliest date of issue of redundancy notices would be mid March 2011. However, every effort will be made to minimise dismissals on the grounds of redundancy through the measures detailed in the following paragraphs.

10. Voluntary Redundancy

To facilitate staff reductions the Chief Executive wrote to all Council employees asking them to put themselves forward if they are interested in volunteering to take redundancy/early retirement. In response to this letter, applications should have been submitted by 31 December 2010. Notwithstanding this deadline, following receipt of this consultation document, any employees wishing to be considered for voluntary redundancy may discuss the matter directly with Bob Garnett. Staff may also wish to consider different options under the Council's flexible working arrangements, eg. part time working, flexible retirement.

11. Opportunities with CYPs

It is proposed that affected staff will be considered for any suitable alternative opportunities within CYPs, including vacant posts/posts being covered by agency workers, during the consultation period whilst taking into account service delivery needs at the PDC.

12. 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 you are also encouraged to identify to HR any posts you feel may offer suitable alternative employment, this may include temporary posts and assignments as well as permanent posts.

13. Provision for Trial Periods

If you are redeployed into an alternative position, you may feel uncertain about whether the post will be suitable for you 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 you to assess the suitability of the new post and for your suitability to be assessed by your new 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 below will apply. During the trial period, support and training as appropriate will be made available to you.

14. 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. 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.

15. Support

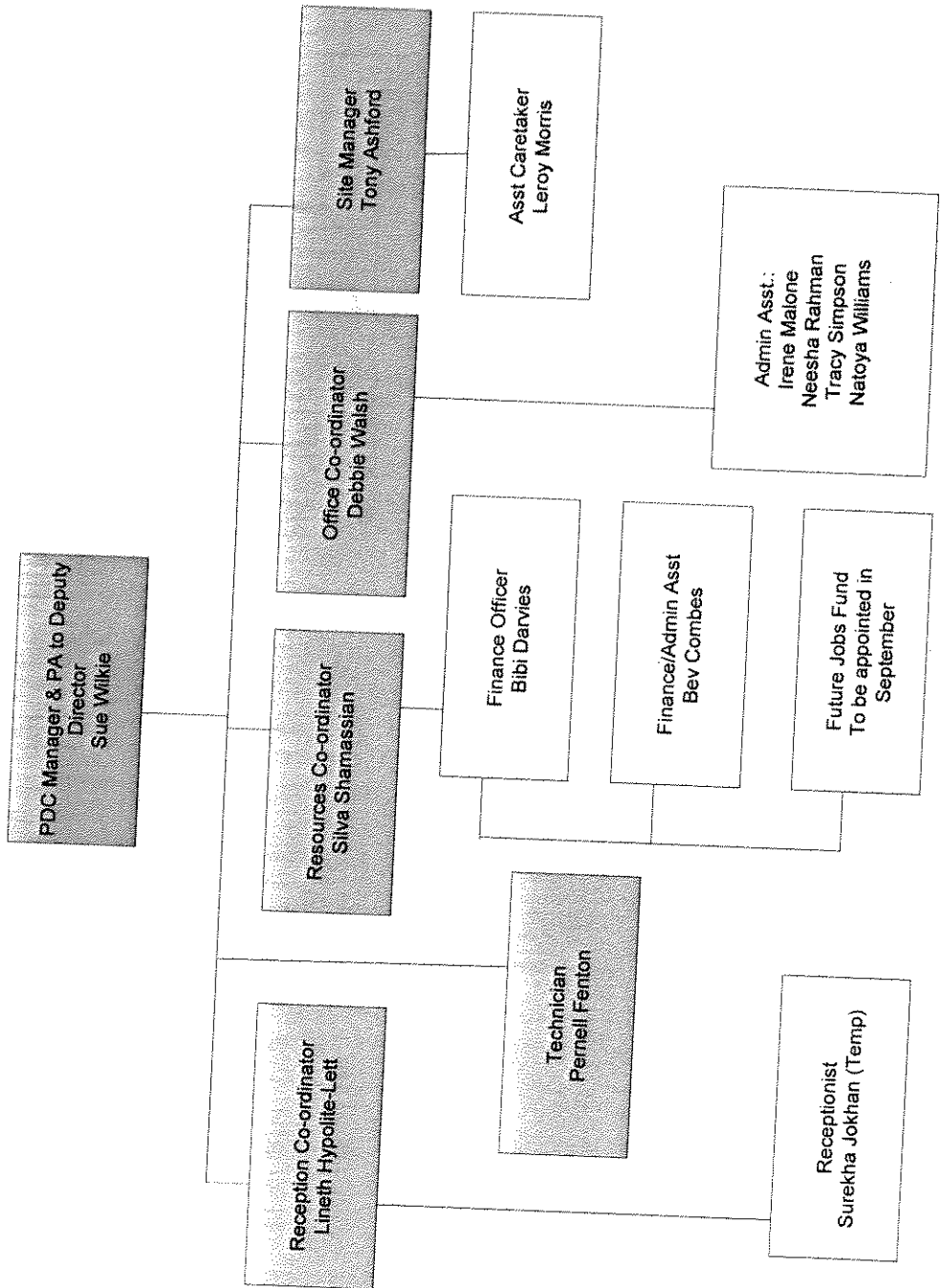
The Council is running a series of workshops to support staff during this change period including careers advice and assistance with applying for jobs. Details of these can be found on Harinet, 'Support', as well as Frequently Asked Questions and other useful information/links.

Bob Garnett

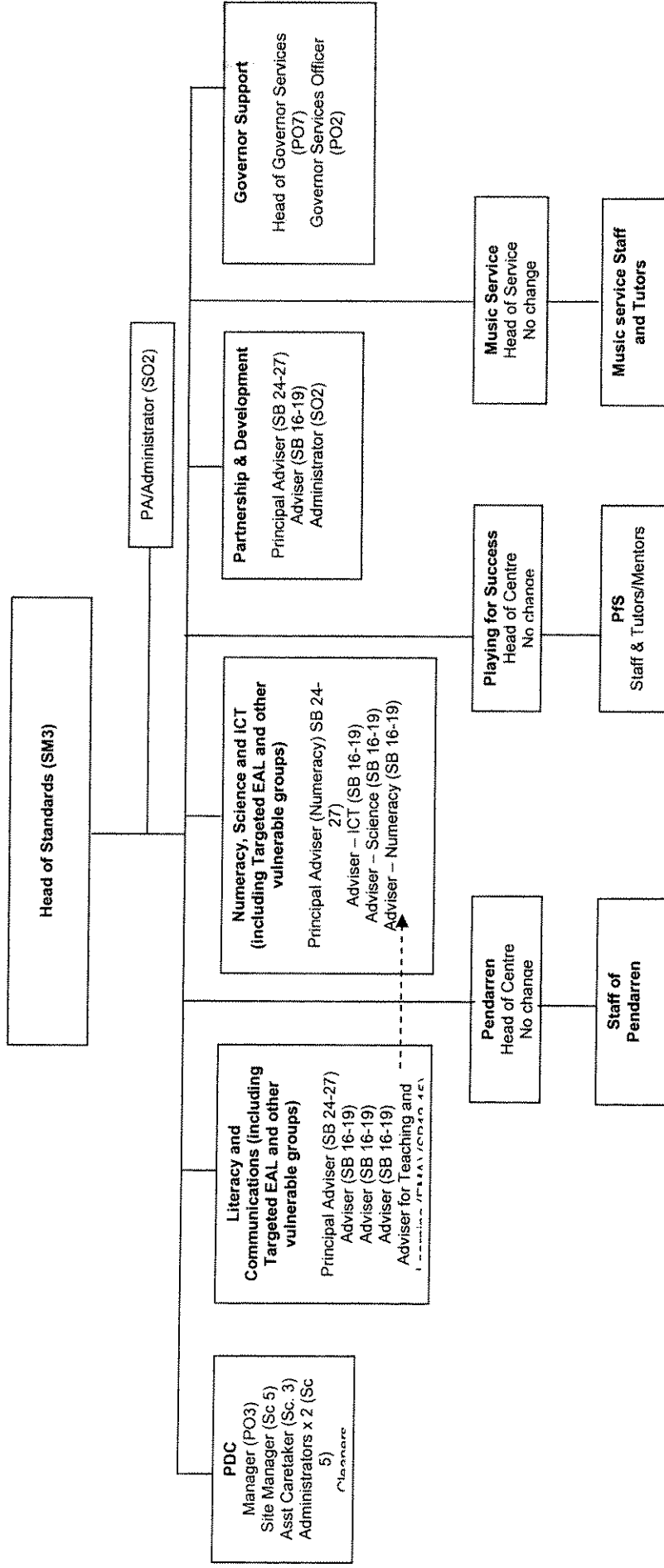
Interim Deputy Director for Standards

18 January 2011

School Standards and
Inclusion
PDC ADMINISTRATION



LBH School Standards Service – Draft Outline





Haringey Council

Equalities Impact Assessment (EqIA) for Organisational Restructures

Date: 18/01/11
Department and service under review: School Standards and Inclusion (PDC Administration)
Lead Officer/s and contact details: Bob Garnett Bob.garnett@haringey.gov.uk 020 8489 5519
Contact Officer/s (Responsible for actions): Bob Garnett Bob.garnett@haringey.gov.uk 020 8489 5519
Summary of Assessment (completed at conclusion of assessment to be used as equalities comments on council reports) This assessment considers the impact on staff of the proposal to restructure the School Standards and Inclusion (PDC Administration) Service in relation to the protected equalities groups of ethnicity, gender, age and disability. 10 members of staff are affected by this restructure, there will be two posts in the new structure. 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. Staffing profile data used in this EqIA for comparison purposes is from December 2010. Ethnicity – BME staff in post are under represented in this staff group and proposals for restructure would not disproportionately impact on this group. Gender - Overall, females are significantly overrepresented in this staff group as compared to the wider Council profile. Age - There is no representation of staff in age groups 16-24, 35-44 or 65+. Staff in

post from the 45-54 age group are overrepresented compared to the overall 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?**

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. A number of grants are also ceasing with effect from 31st March 2011 and there will be a much smaller LA team to fulfill its role in relation to school improvement work. The members of staff affected by these proposals are those currently concerned with the administration, maintenance and running of activities within the PDC for the School Standards and Inclusion Service and other parts of Haringey Council.

The aim of this restructure and realignment is to achieve savings in the cost of Council services by reducing the number of staff involved in supporting the work of the School Standards and Inclusion Service, in line with the reduced role and size of the service and reduced statutory requirements.

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

The main benefit of the restructure and realignment will be a reduction in the cost of the School Standards and Inclusion (PDC Administration) Service.

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

This restructure and realignment will reduce the size of the School Standards and Inclusion admin service and therefore reduce the associated staffing costs. The wider consultation will also consider the future use and purpose of the building currently known as the PDC. This EIA will focus on the staffing restructure only.

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? No
2. Can any staff be accommodated elsewhere within the service, business unit or directorate? N/A
3. Race

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 Ot	
		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	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Sc1-5	6	0	0%	0	0.00%	2	33.30%	0	0%	0	0%	0	0%	0	0%	0	0%
Sc6-SO2	4	0	0%	1	25.00%	1	25.00%	0	0%	1	16.70%	3	50.00%	2	33.30%	1	16.70%
PO1-3	0	0	0%	0	0.00%	0	0.00%	0	0%	0	0.00%	2	50.00%	1	25.00%	1	25.00%
PO4-7	0	0	0%	0	0.00%	0	0.00%	0	0%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
PO8+	0	0	0%	0	0.00%	0	0.00%	0	0%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTAL of team	10	0	0%	1	10.00%	3	30.00%	0	0%	1	10.00%	5	50.00%	3	30.00%	2	20.00%

*BME in Borough 34.40%

Grade Group	Total Staff	% Grade Group	% in Council
MANUAL	0	0%	2.4%
Sc1-5	6	60%	37.1%
Sc6-SO2	4	40%	26.2%
PO1-3	0	0%	14.7%
PO4-7	0	0%	13.9%
PO8+	0	0%	5.9%
TOTAL	10	100%	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.

The posts in this staff group are concentrated in the lower grades, with 60% of the staff in the grade group SC1-5 and 40% in SC6 –SO2 as compared with 37.1% and 26.2% respectively in the Council. There are no staff from this service in grades MANUAL or PO1 – PO8+ compared to 36.90% of the wider Council Staff Profile.

The overall proportion of BME staff affected by this reorganisation is lower than the proportion of BME staff in the wider Council profile for these grade groups (50% compared to 54%) and significantly higher than the Borough profile (34.4%). When broken down by grade, this is 50% compared to 67% for SC1-5 and 50% compared to 57% for SC6-SO2. The BME staff in post are therefore under represented in this staff group and proposals for restructure would not disproportionately impact on this staff 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? If Yes, how many of these staff might be displaced?

The SSI PDC Administration Reorganisation and Restructure consists of one ring fence, containing 10 people. There are two posts in the new structure and 5 BME staff in this ring fence, therefore between 3-5 BME staff will be displaced.

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

Currently 50% of the staff in the structure are BME. Depending on whether 0,1 or 2 BME staff were recruited to stay this proportion would change to 0%, 50% or 100% of the service. The other relevant consultation in Schools Standards and Inclusion has yet to be fully implemented and the structure as a whole and therefore the impact on the wider structure cannot be determined as yet. This will be captured in an overarching CYPs EqIA.

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.?

Where posts can be matched to more than one staff member under ringfencing, 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 whilst taking into account service delivery needs at the PDC. 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
MANUAL	0		0%	0	0%	49%	
Sc1-5	6	1	16.7%	5	83.3%	68%	
Sc6-SO2	4		0%	4	100%	74%	
PO1-3	0		0%	0	0%	62%	
PO4-7	0		0%	0	0%	64%	
PO8+	0		0%	0	0%	52%	
TOTAL	10	1	10%	9	90%	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.

Males are very under represented in this reorganisation pool, representing only 16.7% at Sc1-5 compared to 32% in the council profile and there are no male staff in the Sc6-SO2 grade group, compared to 26% in wider council profile. Overall, females represent 90% of this service, compared to 67% of the wider Council. Females in both grade groups are overrepresented compared to the wider council profile (83.3% as compared to 68% and 100% as compared to 74% respectively).

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

Two posts are to be recruited to stay and therefore potentially 1 (100%) of the male staff may be displaced and between 7-8 female staff may potentially be displaced.

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

Females account for 90% of this restructure pool, if 2 female staff were recruited to stay, this would result in an increase to 100%, if one male and one female member were recruited to stay, this would result in a reduction to 50% of the service. The other relevant consultation in Schools Standards and Inclusion has yet to be fully implemented and the structure as a whole and therefore the impact on the wider structure cannot be determined as yet. This will be captured in an overarching CYPS EqIA.

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.?

Where posts can be matched to more than one staff member under ring fencing, 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 whilst taking into account service delivery needs at the PDC. 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

Grade Group	16-24		25-34		35-44		45-54		55-64		65+	
	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%	2	33%		0%	4	67%		0%		0%
Sc6-SO2		0%		0%		0%	2	50%	2	50%		0%
TOTAL	0	0%	2	20%	0	0%	6	60%	2	20%	0	0%
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 compared to the council profile.

There is no representation of staff in age groups 16-24, 35-44 or 65+. Staff in post from the 45-54 age group are overrepresented compared to the overall council profile (60% compared to 35%), there is also a small overrepresentation in the 25-34 and 55-64 age groups (20% compared to 18% in both cases).

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

There is only one ringfence in the proposals. In this ringfence, 6 members of staff aged 45-54 years old may potentially be displaced compared to 2 in the 25-34 and 55-64 age groups.

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

As there will be a reduction from 10 to 2 posts and only three age groups are currently represented, the new structure will only have representation of staff from either one or two of the six age groups. The other relevant consultation in Schools Standards and Inclusion has yet to be fully implemented and the structure as a whole and therefore the impact on the wider structure cannot be determined as yet. This will be captured in an overarching CYPS EqIA.

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.?

Where posts can be matched to more than one staff member under ring fencing, 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 whilst taking into account service delivery needs at the PDC. 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	6		1	5	0%	6.9%
Sc6 - SO2	4			4	0%	6.8%
PO1-3	0				0%	2.6%
PO4-7	0				0%	6.9%
PO8+	0				0%	9.5%
TOTAL	10	0	1	9	0%	7.2%
Borough Profile						7.6%

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

No there are no staff affected by this re-organisation that have declared themselves as disabled.

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

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.

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 - 17/02/11

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 restructure of the SS&I PDC Administration Service commenced on 18th January 2011 and was completed on 18th February 2011. No consultation responses were received.

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?**

None of these changes were suggested by staff during the consultation. Managers will consider requests to change individual working arrangements on a case by case basis.

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

None – no responses were received from staff or unions during the consultation.

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

N/A

4. **Do the ring fence 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?**

There is no impact on service delivery/community groups as this EqIA relates to staff carrying out back office functions.

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

N/A

Date Steps 3 & 4 completed - 25/02/11

Step 5 – Implementation and Review

To be completed following implementation of the proposed new structure

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: Jen Johnson
DESIGNATION:
SIGNATURE:
DATE:


QUALITY CHECKED BY (Equalities,)

NAME: Arleen Brown
DESIGNATION:
SIGNATURE:
DATE:

SIGNED OFF BY Director/ Assistant Director

NAME: Bob Garnett
DESIGNATION: Deputy Director (Interim) School Standards and Inclusion
SIGNATURE:
DATE:

SIGNED OFF BY Chair Directorate Equalities Forum

NAME: Ian Bailey
DESIGNATION: Deputy Director, Business and Development
SIGNATURE: 
DATE:

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

Appendix 3

Comments received during consultation, with management responses

Trade Union Comments on CYPs PDC Admin Proposals	Response
What is the scope for job sharing?	In line with council policy, any proposal would be considered on its merits.
What is the application process/interview process? Who will be carrying out interviews?	An interview will be held with Sue Wilkie and two other CYPs officers
What are consequences if they do not apply for posts?	A straight refusal to apply might be considered as a refusal to cooperate and place the person at risk of dismissal. However, applications for voluntary redundancy can still be considered.
Will the grades for the job descriptions be likely to be lower once the single status review has been completed.	The job descriptions have been evaluated under the single status agreement.
Why has a Scale 3 post been included in the ring fence for the Scale 5 Administrative posts?	This was agreed at one of the consultation meetings but has subsequently been removed from the ringfence following further representations and discussion with unions. Haringey Unison also added that in relation to this post that does not fit into the proposed structure, they hope that they can continue to work with management to secure redeployment for this employee.
Will unsuccessful candidates be able to take Voluntary Redundancy instead of going in the redeployment pool	This will be a decision made by Bob Garnett, Interim Deputy Director
Will ringfenced candidates be required to submit a statement of interest before the interviews	No – candidates will only be required to attend an interview.

Further comments from Haringey Unison

Haringey Unison accepts that this is a very difficult time and that as a result of the Government cuts, which have resulted in the loss of grants and funds to Haringey Council, the Council has to make severe cuts to its different services. That said Haringey Unison is and will remain opposed to any compulsory redundancy of Haringey Council staff.

Haringey Unison are in agreement with the proposed post assimilations and scale 5 ring fence arrangement that are being suggested, as well as the Voluntary Redundancy applications that have been agreed during the process.