

Every Child Change Business Case

Overview	
Title of Review	Ceasing Every Child Programme Every Child (Achieving Their Potential) Ltd company.
Head of Service/ Service Area	Norma Spark – Managing Director
Designated lead	Norma Spark Therese May June Fileti
Estimated length	Every Child Company will be closed from 1 st September 2019
Budget saving target	N/A
Post reductions	5 FTE 2 Part time posts 104 Sessional Tutors 111 post reductions to '0'

Agreed by	Name & Signature	Date
Every Child Board	Norma Spark Managing Director Therese May Executive Director June Fileti Executive Director Susan Spencer Executive Director LBN	05.07.19
Shareholder Board LBN	Andrew Ireland Head of Shareholder Function and Investment Portfolio Management	08.07.19
Finance LBN	Andrew Ireland Head of Shareholder Function and Investment Portfolio Management LBN Finance have assessed the financial position of Every Child as noted in the Cabinet report of 4 th June 2019.	08.07.19
Human Resources	Julie Shead Senior HR Consultant oneSource Provision of HR advice under SLA agreement	05.07.19

Costs	
As Every Child will close indicative savings are savings to Newham council.	Not Applicable
Target savings from this proposal:	As Every Child will close indicative savings are savings to Newham council.
Is the change primarily driven by budget savings or transformational change?	Transformational change due to new Mayoral priorities
Est. cost of implementation (i.e. redundancy costs; e.g. pay transition, outplacement support costs etc.)	<p>The original Cabinet report indicate the figures below.</p> <p>2019/ 20</p> <p>Redundancy costs £228k Pension fund liability £854k Ongoing running costs £16k</p>

Every Child Change Business Case

	<p>Cost of delay (assuming staff continue to be paid until end Sept 2019) £200k</p> <p>Total £1298k</p> <p>2020/21 Solicitor/liquidation costs £60k</p> <p>* 18.07.19 Potential redundancy costs for Tutors who have 2 years continuous service are estimated at £95K Pension liability costs are awaited.</p>
<p>Are there any other implementation costs? If so please particularise:</p>	<p>Unknown</p>

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Every Child Change Business Case

Rationale for Change -

At Cabinet meeting of 4th June 2019 the Council as sole Member of the Company took the decision to cease the Every Child programme and its current funding from 1 September 2019 (see appendix A). The Every Child Board has been asked by London Borough of Newham to initiate staff consultation on the formal change process and proceed with ceasing the Every Child programme. The Every Child Company is 100% funded by the London Borough of Newham. Directors are asked to agree the Change Business Case specificity the staff consultation process outlined.

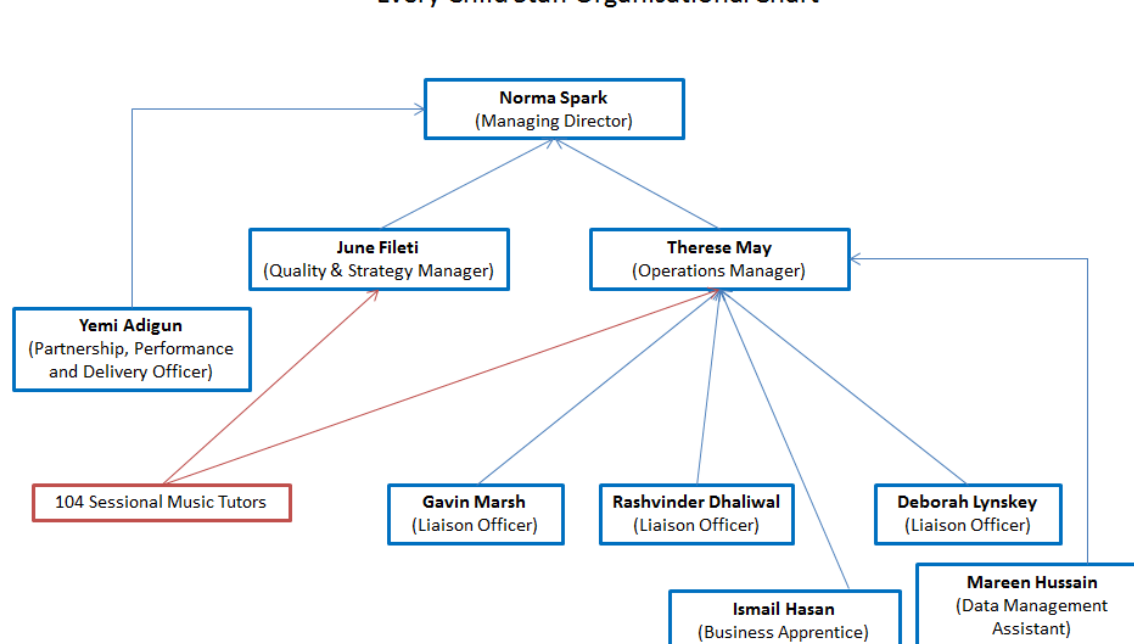
Lists

Appendices

Appendix A	Cabinet Report 4 th June 2019
Appendix B	Notification of closure Letter from Newham Council

Structure "as is"

Every Child Staff Organisational Chart



Current number of Posts:	7 fte Office Team posts 104 Sessional Music Tutors	Current staff costs:	Not Applicable
Does this structure operate within current available budget?	Yes	Budget impact (Growth or Reduction):	100% Reduction
No of staff affected:	111		

Every Child Change Business Case

Proposed number of posts:	<p>The 4th June Cabinet report indicated that LBN did not believe that TUPE would apply to any posts created for the delivery of the new enrichment offer.</p> <p>Every Child has requested job descriptions for the posts that are being created to manage the Enrichment offer within Newham Council (possibly 2). On 1 July LBN confirmed that the posts were currently being evaluated.</p>
Proposed staff costs of new structure:	<p>There is no new structure in Every Child</p> <p>The Council will have a structure for the delivery of the new Enrichment offer.</p>
Budget available:	<p>There is no available budget as Every Child is closing</p>
Expected vacancies at the end of the process:	<p>No posts will be created within Every Child as it is closing</p>
Potential number of redundancies:	<p>8 Office Staff</p> <p>There are 69 Sessional music tutors who have worked for LBN and then Every Child for more than 2 years. Sessional workers do not qualify for redundancy however they have been advised if they feel that they have accrued rights to a redundancy payment the HR provider One Source, will assess their claim.</p>
Details of how the budget will be realigned (that is virements required to balance budget on the implementation of the review):	<p>The Every Child budget will be realigned to fund the new Enrichment offer at a reduced level.</p>

Financial Benefits

N/A

Every Child Change Business Case

Human Resources/Employee Support		
	Which policies will be used to implement this change	Any exceptions?
Aligns with HR Policies	<p>Every Child will use the LBN Change Management policy. It has been agreed that staff will have access to LBNs redeployment opportunities, from the start of the consultation period. Every Child will advise individuals that it is their responsibility to check with / inform their new employer of their position regarding redundancy payments received. Failure to do so, may result in having to pay back the redundancy payment</p> <p>To increase work opportunities Tutor contact details will be passed to schools by Every Child (where tutors have given authority)</p> <p>Every Child adopted the LBN Equality and Diversity Policy –An EqIA will be developed to highlight any disproportionate affects on any specified groups of staff defined under the Equality Act 2010.</p> <p>Every Child adopted LBN Corporate Health and Safety Policy – particularly around work related stress caused by the restructure and minimising the effects as far as practicably possible</p> <p>The services of the Employee Assistance Programme (EAP) are available to everyone 24 hours a day 365 days a week (0800 328 1437)</p>	

Timescales and Milestones		
Responsible	Milestone / Objective	Date
Every Child Board	Every Child Board to meet to discuss notification of closure , agree the Business Case and the consultation process and timetable	05.07.2019
Newham Shareholder Board	Every Child Board, Business Case signed of by Andrew Ireland, for LBN Shareholder Board	08.07.2019
Every Child Board	Every Child HR supplier (LBN) will notify Staff and unions of consultation and invite to meetings	10.07.2019

Every Child Change Business Case

Every Child Management Team	Consultation begins Meeting AM with Unions & PM Staff Group and one to one consultation takes place	23.07.2019
Every Child Management Team	Consultation ends	06.09.2019
Every Child Board	consultation outcomes are reviewed and responses provided	06.09.2019
Every Child Board	Every Child HR supplier LBN acting for will issue letters and begin notice period	07.09.2019

Redundancy Implications

- 8 Office posts.
- There are 69 Sessional music tutors who have worked for LBN and then Every Child for more than 2 years. Sessional workers do not qualify for redundancy however they have been advised if they feel that they have accrued rights to a redundancy payment the Every Child HR provider, will assess their claim.
- It is individuals responsibility to check with / inform their new employer of their position regarding redundancy payments received. Failure to do so, may result in having to pay back the redundancy payment

Every Child Change Business Case

Appendix

Posts to be deleted

Post number	Job Title	Grade	Job At Risk Yes/No	Post holder
	Business Lead	MRA	Yes	Norma Spark
	Operational Manager	P05	Yes	Therese May
	Quality and Strategy Manager	P05	Yes	June Fileti
	Partnership, Performance and Delivery Officer	P03	Yes	Oluyemi Adigun
	Projects and Partnerships Officer	P01	Yes	Rashvinder Dhaliwal
	Projects and Partnerships Officer Part time	P01	Yes	Gavin Marsh
	Projects and Partnerships Officer Part time	P01	Yes	Deborah Lynskey
	Business Administration Apprentice	Apprentice	Yes	Ismail Hasan
	Tutors There are 69 Sessional music tutors who have worked for LBN and then Every Child for more than 2 years. Sessional workers do not qualify for redundancy. However Tutors have been advised if they feel that they have accrued rights to a redundancy payment to write to Every Child HR provider who will assess their claims individually.	Beginner, Tutor and Expert grade		

New Job created	To be in Service	Grade	FTE
Programme Manager	1	TBC (awaiting evaluation)	1

Jobs which will Lift and Shift into the new structure and any jobs with a refreshed job title

This cannot be determined until the Job description for the new post created within LBN is made available