

Bolton Council

Report to: The Executive Cabinet Member
Children's Services

Date: 8th October 2018

Report of: Director of People G Rowney

Report No:

Contact Officer: Dr Tony Birch

Tele No: 2011

Report Title: **Harvey Nursery Proposals**

**Confidential /
Non Confidential:**
(delete as approp)

(Confidential Not for Publication) This report is exempt from publication by virtue of Paragraphs () of Schedule 12A to the Local Government Act 1972.

Purpose:

This report sets out the business case to ensure that Harvey Nursery is financially viable and that the current level of subsidy provided by Bolton Council is reduced.

Recommendations:

The Executive Cabinet Member is recommended to:

- Continue not to charge the premises costs to the Day Care budget, and
- Approve the attached report for consultation purposes with trade unions, staff, service users and stakeholders.

Decision:

Background Doc(s):

Initial and final report



Review of Nursery Harvey Nursery final
Provision Exec Report report 4.12.17.pdf

(for use on Exec Rep)

Signed:

Leader / Executive Member

Monitoring Officer

Date:

Summary:

An Executive Summary is set out within the report below which includes

(on its own page

the following appendices:

Appendix 1 – Harvey Nursery Collaborative Management Committee
Terms of Reference

Appendix 2 – Current Structure

Appendix 3 – Proposed Structure

Appendix 4 – Financial Information

Appendix 5 – Equality Impact Assessment

with background docs)

1 Background

- 1.1 As a result of cuts to central Government funding, Bolton Council has had to find savings of over £100m since 2010, whilst still being required to set and deliver a balanced budget.
- 1.2 Harvey Nursery, which is the only Council run daycare nursery, is managed within the Start Well Service. The nursery was not able to set a sustainable budget and was facing an increasing deficit. It had been internally reorganised a number of times in the last few years to maximise sustainability; and whilst this had effectively reduced some of the budget pressure it was not successful in eliminating all of this pressure. Alternative delivery models had been considered but a full cost recovery service without financial support through the provision of facilities, resources or business functions had proved unsustainable.
- 1.3 In September 2017, the Executive Cabinet Member approved a report setting out proposals to close Harvey Nursery in July 2018, at the end of the 2017/2018 academic year, which was released for consultation with staff, elected members, trade unions, service users and other relevant stakeholders.
- 1.4 Before the end of consultation the Deputy Leader of the council made the following statement :

“There has been a real strength of feeling around Harvey Nursery and we have listened carefully to the views expressed during consultation. We said this would be a consultation, where nothing was off the table, and unless anything else significant comes up before the end of consultation on Friday, we believe we have now identified a solution. We are taking the unusual step of announcing what we think our final decision will be before the formal end of consultation to give assurance to the children and families at Harvey.

This has been a very difficult situation. We are living through unprecedented austerity cuts and as a result of seven years of being forced to implement cuts to services, we are now having to look at areas we would never have envisaged. The proposal to close the nursery was developed as a result of competing budgets within the People Services Department. Budgets have shrunk to such a low level that there are very few services remaining that are not statutory and we must continue to protect the services that are vitally important to our most vulnerable children and families such as child protection, Looked After Children and services for children with disabilities. This means that the choices facing the Council are very limited.

The Council has decided to continue to operate the nursery. There will be a staged move to increasing income generated from fees and from consumables in order to reduce the current level of subsidy which the Council provides. The Council has been able to take this decision as a result of savings made from increased rates of recycling in Bolton.”

- 1.5 A final report was approved in December 2017 by the Executive Cabinet member which recommended the following actions :
 - To maintain operations at Harvey Nursery in Line with the current arrangements until 30/4/18 including:
 - To maintain places for all children currently on roll at the nursery

- To maintain the current capacity of the nursery and admit to vacant places for children age 3-4 years on a fixed term contract initially to 31.03.2018
- To recruit to vacant posts on the staffing structure to reflect the level of demand in the nursery
- To undertake a review of fees and charges for consumables and to implement a new fees and charging structure
- To form a Harvey Nursery Collaborative Management Committee to develop a business plan for the future sustainability of the nursery from April 2018 to reduce the deficit and current level of subsidy provided by Bolton Council including:
 - Changes to opening hours/times/ term-time options
 - Changes to the admission range and numbers
 - Staffing organisation
 - Use of space and organisation of the rooms
 - Fee income and charges for consumables
 - Additional services that could be provided to generate income
 - To consider the role of Harvey Nursery within Bolton's Early Years SEND hub and base model. (This a partnership delivery model with Nursery/Special Schools, a specialist SEND Voluntary sector provider and the Local Authority)

1.6 This report sets out the details of proposals for consultation.

1.7 If agreed, these proposals would form the basis for consultation with trades unions, staff, elected members and key service users. Final proposals, with any changes where appropriate, will be considered after an appropriate period of consultation, with anticipated implementation in April 2019.

2. Harvey Nursery Collaborative Management Committee

2.1 A Collaborative Management Committee was established and met a number of times between February and June 2018. Due to the complexity of the work required to develop a sustainable business case, the timescales were revised, and it is proposed that the recommendations are implemented from April 2019. See Appendix 1 for membership and terms of reference for this group. Minutes of the meetings are available on request.

2.2 Harvey Nursery Collaborative Management Committee has proposed a business case which concludes that Harvey Nursery will be sustainable if the following changes are implemented with effect from 1st April 2019.

2.2.1 Current projected budget deficit of £52,918.87 will be met through savings made from increased rates of recycling in Bolton in 2018/19.

2.2.2 Current staffing working hours/patterns and use of agency staff has contributed to the deficit. The revised model proposes changes to the job roles for the Manager and Deputy Manager and a revised staffing structure including recruitment to vacant posts. More detail is provided in section 4.

2.2.3 Up to 24 free early education places of 15 hours per week will continue to be provided for the most disadvantaged two year olds, and up to 32 places for 30 hours per week funded childcare for eligible three and four years olds.

- 2.2.4 Up to 12 places will be provided for children under two years. These will be fee paying places and charged at actual cost without any subsidy.
- 2.2.5 Wraparound childcare for 2, 3 and 4 year olds to meet parental demand will also be charged at actual cost. Working parents can claim up to 70% of childcare costs through childcare tax credits, subject to income.
- 2.2.6 In line with DfE operational guidance, the nursery will charge parents for the cost of consumables which are not funded as part of the free entitlement, for examples meals, snacks and nappies.
- 2.2.7 The increase in nursery fees will bring costs into line with current Bolton childcare costs included in Bolton's Childcare Sufficiency Report and the annual report of the Family and Childcare Trust. The fee structure will include the cost of meals, snacks and other additional consumables. This represents a 20% increase in fees for fee paying parents.

3 Proposed session times, places and fee structure

- 3.1 Previous funded sessions offered maximum flexibility, with variety of start and finish times as requested by parents. This led to a reduction in capacity and income to the nursery. The revised session times will enable the nursery to reach its 75% occupancy target which will help to ensure viability. The proposed fee structure is outlined in Table 1

3.2 Table 1: Proposed fee structure

Session type	Current fees	Revised Fees Includes	Free education entitlement hours offer	Cost for additional sessions for funded children	Cost of children Under 2s
Free Early education places for eligible 2 year olds, 3 and 4 year olds.	No charge for free education entitlement of 15 or 30 hours	Excludes lunch or (consumables see table 1A below)	No charge for free education entitlement of 15 or 30 hours	See below	
Additional Hourly Rates for funded child		Excludes lunch or (consumables see table 1A below)		£4.90	£5.10
Morning 08.00- 13.00		Includes Lunch & Consumables	5 Hours	£24.00	£25.00
Afternoon 13.00- 18.00		Includes Tea & Consumables	5 Hours	£24.00	£25.00
Full Day 08.00-18.00		Includes all meals & Consumables	10 hours	£46.00	£47.00
Weekly Cost (up to 50 Hours)		Includes all meals & Consumables		*£210.00	*£220.00

*discount to encourage the take up of full time places

3.3 Table 1A- price structure for meals and *consumables

Pricing for additional costs	Free early education places per funded session
*Consumables and Nappies	£2.00
*Consumables	£1.00
Breakfast	£1.75
Lunch	£2.50
Tea	£2.00

*includes healthy snacks,

3.4 The proposed revised childcare model will match current demand and the change in income generation. The model will be:

- 12 places for children under two years, which equates to 24 sessions per day- no free entitlement places available for this age group.
- 24 places for children who are two years old, which equates to 48 sessions per day. It is expected that 60-70% of these sessions will be for children eligible for funded places for the most disadvantaged 2 year olds.
- 32 places for children who are three and four years old, which equates to 64 sessions per day. It is expected that 80% of these sessions will be for funded places, a mix of universal 15 hours early education funding for 3 and 4 year olds and 30 hours childcare for working parents.
- Paid hours have reduced in comparison to free funded hours in recent years. The proposed model assumes paid hours overall will be approximately 30-40% of the business.
- The model assumes that places can be filled at a 75% staffing capacity to allow for timing of children arriving / leaving and staff shifts.

3.5 This proposed model will increase the provision from 46 full time equivalent nursery places for 0-5 year old to 68 full time equivalent nursery places for 0-5 year olds.

4 Staffing

4.1 Currently there are 5.18 FTE vacant posts that are being covered via temporary arrangements. The Nursery Manager and Lead Early Years Worker post were both vacant posts and these have been covered on a temporary basis by secondments of Room Leaders. The Room Leaders roles have been temporarily backfilled by Early Years Workers. The agency cost for all other vacant posts has contributed significantly to the nursery deficit. Recruiting permanently to these posts will reduce the agency costs and give stability to the nursery staff team.

4.2 The Nursery Manager job description and person specification has been redesigned and regraded via the Council's HR processes to ensure it takes into account the

responsibility associated with budgets and fee income targets, as it is clear that the nursery needs to operate a business model to ensure continued sustainability.

- 4.3 The new post of Deputy Manager has been evaluated via the Council's HR processes, taking into account the level of responsibility of the post, and the need for the postholder to act in the absence of the Nursery Manager and as Special Educational Needs Coordinator (SENCo). The Lead Early Years Worker post will be disestablished.
- 4.4 The staffing has been designed to meet the needs of the new proposed childcare model as outlined in Section 3, and working patterns will be reviewed weekly to ensure minimum staff to child ratios are met. Staffing will be managed on a rota system managed by the Nursery Manager to meet the needs of the childcare provision. The staff team will increase from 15.57 FTE to 18.04 FTE posts due to the need for the number of Early Years Worker posts to be increased by 2.97FTE to ensure adult:child ratios can be met.
- 4.5 The Nursery currently has a high proportion of part time staff and agency workers. Staff hours have been flexible to meet individual needs, however these do not meet the changing needs of the childcare provision in the nursery.
- 4.6 Existing staff will be offered a contract in the new structure based on their substantive grade and post. Working hours will be discussed on a one to one basis, to determine the working hours and pattern required to enable the needs of the service to be met. There will be an agreed shift pattern for staff, and shifts will be advised in advance.
- 4.7 Shifts for staff will be discussed and agreed, however an example morning shift may be 7.45am to 1.15pm, which will cover the hours that the children are present (8am to 1pm) and ensure sufficient staffing is present for drop off/pick up, and an afternoon shift may be 12.45pm to 6.15pm, which again covers the hours the children are present (1pm to 6pm). A full day for children will be 8am to 6pm, and a full operational day in terms of staffing will be 7.45am to 6.15pm. Shifts will be discussed and agreed with staff within these parameters. The working patterns of staff may change on a week by week basis dependent on child numbers, to ensure adult:child ratios are met.
- 4.8 The post of Cook will remain at the current 0.88 FTE, however the working pattern of this post will also be reviewed to ensure it meets the needs of the service in delivering meals and snacks to the children. The working pattern may change on a week by week basis dependent on child numbers.
- 4.9 Implementation of the new service model will require a service restructure, however there are posts for all existing employed staff. The current and proposed future staffing structures are provided at Appendices 2 and 3. Under the terms of these proposals Tables A to C below set out the detail of the changes proposed the to current structure.

Table A: The following post (currently held vacant) will be disestablished:

FTE	Existing Job Title	Grade
1.0	Lead Early Years Worker	Grade 5
0.5	Senior Early Years Worker	Grade 4

Table B: The following post are directly comparable and will be slotted in, subject to discussions regarding working hours/patterns:

FTE	Job Title	Grade
2.16	Senior Early Years Worker	Grade 4
0.88	Cook	Grade 3
10.03	Early Years Worker	Grade 2

Table C: The following posts will be recruited to in line with Council procedures:

FTE	Proposed Job Title	Grade
1.0	Nursery Manager	Grade 7
1.0	Deputy Manager (SENCo)	Grade 6
2.97	Early Years Worker	Grade 2

- 4.10 To enable the nursery to cover annual leave, maternity leave and other absences/issues, it is proposed that an annual budget for contingency funding of £50k is established. This will support any temporary staffing situations that may arise throughout the year.
- 4.11 Appendix 4 details the projected budget outline which shows that without contribution to premises and building the nursery will, based on 75% occupancy, turnover £50,719.46 in its first full year of operation of the new model.
- 4.12 Administration support will be provided by the Business Support Service, who will provide 0.4 FTE hours per week to support the running of the nursery, the cost of this role is included in the staffing cost, included in Appendix 4.

5. Premises costs

- 5.1 Building charges and overheads associated to the building have been estimated at £60,000 which, if charged, would mean that Harvey Nursery would have a deficit of £49,280.54. As this is a Council run nursery within a council building, this model does not propose to recharge the premises costs to the Day Care budget.

6. SEND specialist provision

- 6.1 Consideration has been given to the creation of an additional High Needs Base within Harvey Nursery.
- 6.2 The estimated cost of a High Needs Base with 6 FTE places is £74,747.64 per year which would be funded through the High Needs block of the Dedicated Schools Grant. The impact of this on the financial sustainability of Harvey Nursery would be neutral.
- 6.3. The demand for High Needs places for Early Years Children is increasing but further mapping work is required to accurately project future numbers and provision requirements. There is not sufficient evidence for the immediate need of additional places.
- 6.4. It is proposed that an SEND High Needs Base will not be created at Harvey Nursery from April 2019, but this will be kept under review.

7. Consultation and Next Steps

7.1 The proposals set out in this report are for consultation only at this stage. It is intended that they be the subject of an appropriate period of formal consultation with trade unions, staff, and stakeholders. Key features of this consultation include:

- Staff briefing sessions for staff affected by the proposals, and a staff pack explaining the proposals and what this could mean for their employment.;
- Regular meetings with trade unions to work through the proposals and their implications for staff;
- A staff Sharepoint site will be maintained for all affected staff with key information, dates and frequently asked questions.
- Individual and corporate support sessions for staff; and
- Stakeholder consultation comprising: Children and families accessing provision at Harvey Nursery, local children, families and the community and other council departments.

7.2 Following the close of consultation, proposals will be amended to take account of the responses received and alternatives put forward as appropriate. It is anticipated that implementation of the final (revised, if appropriate) proposals will be in April 2019.

8. Equality Impact Assessment

8.1 Under the Equality Act 2010, the Council must have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
- Advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Fostering good relations between people who share a protected characteristic and people who do not share it.

8.2 It is therefore important to consider how the proposals contained within this report may positively or negatively affect this work. To support this analysis, an Equality Impact Assessment (EIA) form has been completed for the proposals outlined in this report, and is attached at Appendix 5.

8.3 The EIA looks at the anticipated (positive and/or negative) impacts of the proposals on people from Bolton's diverse communities, and whether any group (or groups) is likely to be directly or indirectly differentially affected.

8.4 It is possible that there may be some adverse impact, this analysis is set out in more detail in the EIA. Possible actions to be taken to remedy any potential adverse impact and advance equality of opportunity are also identified.

8.5 The analysis of the equality impact will be tested during consultation, and an updated EIA will be included with the report setting out the final proposals.

9. Recommendations

The Executive Cabinet Member is recommended to:

- Continue not to charge the premises costs to the Day Care budget, and
- Approve the attached report for consultation purposes with trade unions, staff, service users and stakeholders.

Appendix 1

Harvey Nursery Collaborative Management Committee TERMS OF REFERENCE

1. Purpose

The primary aim of the Harvey Nursery Collaborative Management Committee is to develop a business plan for the future sustainability of the nursery from September 2018 to reduce the deficit and current level of subsidy provided by Bolton Council.

The purpose of the group is to:

Review fees and charges and to consider proposals that were suggested through Consultation with parents including:

- Changes to opening hours/times/ term-time options
- Changes to the admission range and numbers
- Staffing organisation
- Use of space and organisation of the rooms
- Fee income and charges for consumables
- Additional services that could be provided to generate income

And

To consider the role of Harvey Nursery within Bolton's Early Years SEND hub and base model. (This a partnership delivery model with Nursery/Special Schools, a specialist SEND Voluntary sector provider and the Local Authority)

2. Membership

The core membership of this group will consist of the following

Designation	Name
Alexandra Nursery school Head teacher (Chair)	Barbra Kenny
Start Well Strategic Lead for Early Years	Jan Robinson
Harvey Nursery Acting Manager	Elaine Meekin
Harvey Nursery Acting Deputy Manager	Alison Owen
Start Well Early Years and Childcare Adviser	Helen Shearer
Senior Administer	Clive Bradley
Deputy HR Business Partner,	Dawn Longworth
Principal Group Accountant,	Neil Halton
<i>Parent representative</i>	Zaynub Aya
<i>Parent representative</i>	Amy Norris,
Unison Steward	Jane Howarth
Governor service Clerk	Denise Hark

In addition to the above, the Group may wish to seek the attendance from other internal and external bodies, dependent upon the nature of the business being considered. This will be at the Chair's discretion.

3. Attendance

All members are expected to attend these meetings. Members who cannot attend may where appropriate send a deputy.

4. Chair

Meetings will be chaired by Independent chair

5. Minutes

To be taken by Governor Service Clerk and to be circulated to the group.

6. Quorum

Eight members of the core membership of the group (this should include one representatives from each team)

7. Frequency of meetings

To be confirmed as the initial meeting.

8. Accountability

To Tony Birch and Lead members as outline in the report attached

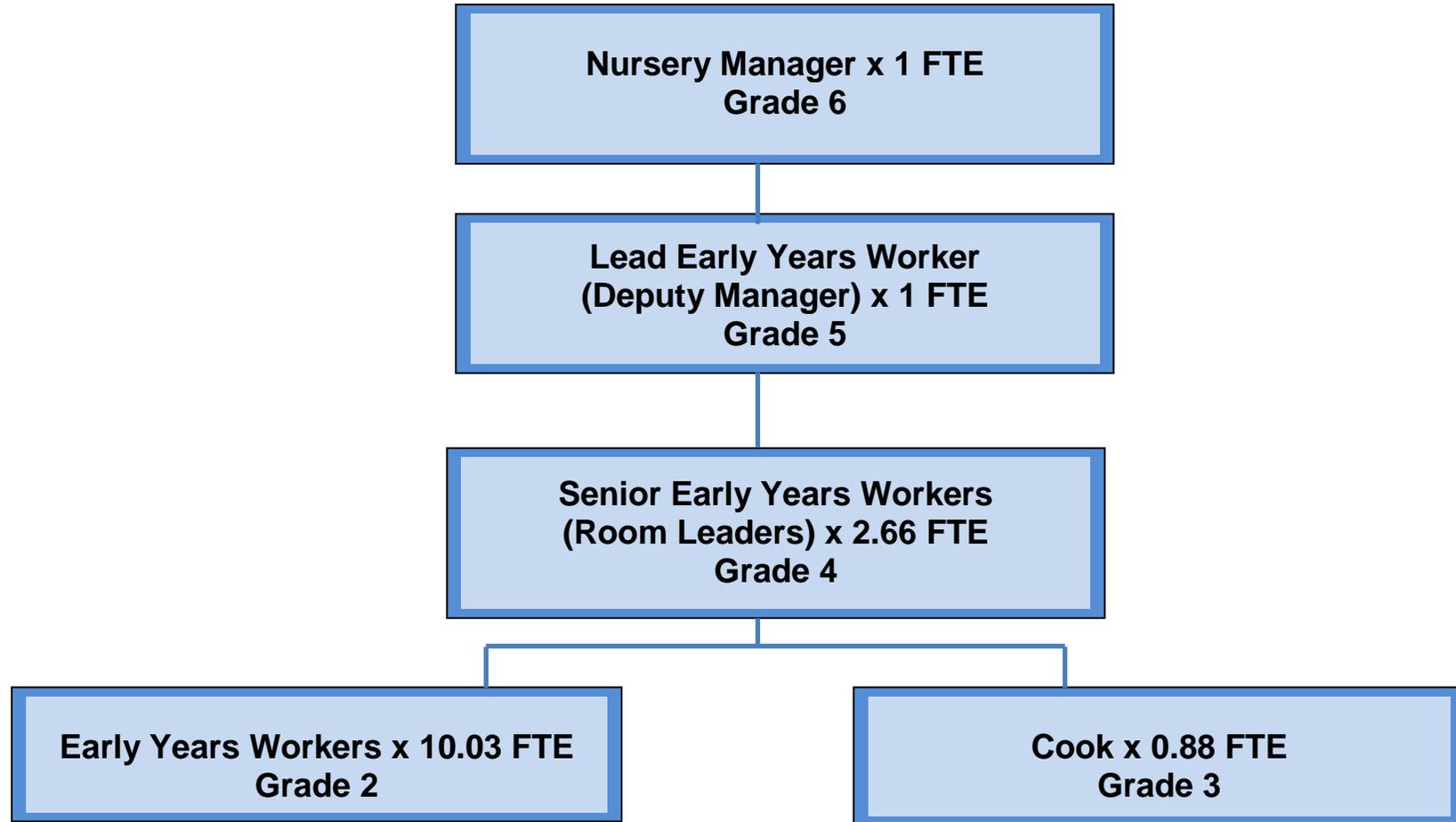
10. Date Terms of Reference agreed:

14th February 2018

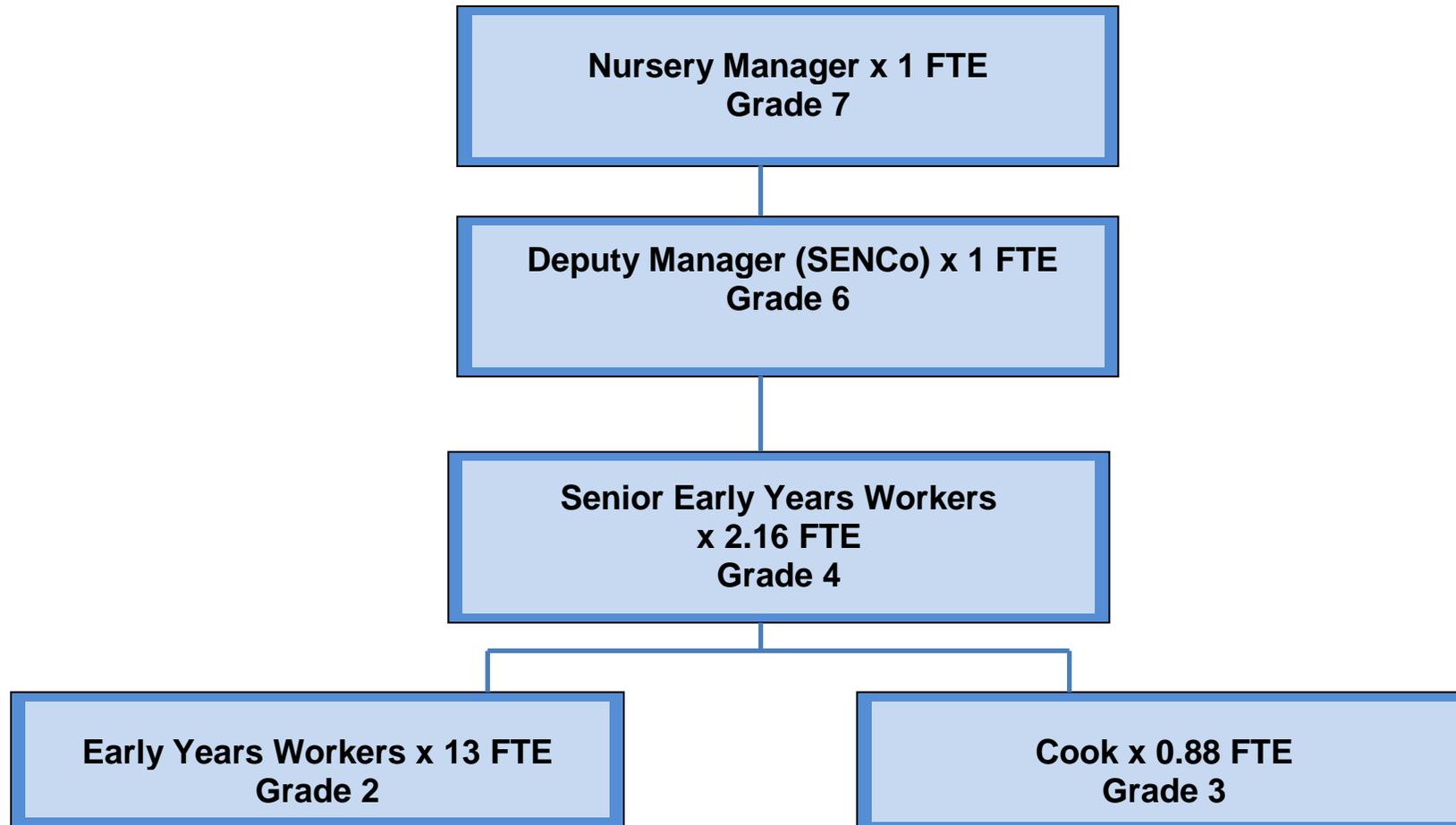
11. Review Date:

May 2018

Appendix 2 - Existing Organisational Structure- Harvey Nursery



Appendix 3 - Proposed Organisational Structure- Harvey Nursery



Appendix 4

Harvey's Costing Summary	
Position Name	Model 1
Staffing Cost	474,542.94
Training	5,000.00
Cleaning Materials	4,000.00
Equipment and Books - inc repairs to Equip etc	10,000.00
Catering	30,000.00
Insurance	2,400.00
Other Misc	10,000.00
Total Cost	535,942.94
Sales - Food	-40,766.49
Fees and Charges - Services	-252,987.57
Early Yrs Formula Funding - EYPP	-800.00
Early Yrs Formula Funding - 2 year olds	-102,999.60
Early Yrs Formula Funding - 3 & 4 yr olds	-235,889.28
High Needs Top Ups 0 - 16	-2,500.00
Total Income	-635,942.94
Balance - Direct Costs	-100,000.00
Premises Costs (Estimate)	60,000.00
Overheads (Estimate)	40,000.00
Balance	0.00

Equality Impact Assessment

Title of report or proposal:
Harvey Nursery Report

Department:	People Services
Section:	Education and Learning
Date:	8 th October 2018

Public sector bodies need to be able to evidence that they have given due regard to the impact and potential impact on all people with 'protected characteristics' in shaping policy, in delivering services, and in relation to their own employees.

Under the Equality Act 2010, the council has a general duty to have **due regard** to the need to:

1. **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
2. **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
3. **foster good relations** between people who share a protected characteristic and people who do not share it.

By completing the following questions the three parts of the equality duty will be consciously considered as part of the decision-making process.

Details of the outcome of the Equality Impact Assessment must also be included in the main body of the report.

1. Describe in summary the aims, objectives and purpose of the proposal, including desired outcomes.

Harvey Nursery is the only council run daycare nursery which is managed within the Start Well Service.

In September 2017, the Executive Cabinet Member approved a report setting out proposals to close Harvey Nursery, which was released for consultation with staff, elected members, trade unions, service users and other relevant stakeholders. Before the end of this consultation, the Deputy Leader of the council announced that the council had decided to continue to operate the nursery with a staged move to increase income.

A final report was approved in December 2017 by Executive Cabinet Member which included the following recommended actions;

- To maintain operations at Harvey Nursery in line with current arrangements until April 2018
- To undertake a review of fees and charges for consumables and to implement a new fees and charging structure
- To form a Harvey Nursery Collaborative Management Committee to develop a business plan for the future sustainability of the nursery from April 2018 to reduce the deficit and current level of subsidy

This report outlines proposals based on the above recommendations which considered comments that were suggested through previous consultation with parents. If the report is agreed the proposals would form the basis for consultation with trade unions, staff, elected members and key service users. Final proposals, with any changes where appropriate, will be considered after an appropriate period of consultation, with anticipated implementation in April 2019.

The proposals in the business plan will see continued provision of places for early years' free entitlement. The proposals outline an increase in charges for those who pay for childcare with payment of consumables for those who receive free childcare. The increase in nursery fees will bring costs in line with current Bolton childcare costs and the cost of consumables being in line with DfE operational guidance.

The report also outlines proposals in relation to the staffing structure, with permanent recruitment to vacant posts and a review of working hours with staff to enable the needs of the service to be met.

If agreed, the proposals will allow future sustainability of the nursery to reduce the deficit and current level of subsidy provided by Bolton Council.

2. Is this a new policy / function / service or review of existing one?

This is a review of an existing service. The Start Well service was established by a review in December 2016. Previous consultation on Harvey Nursery was undertaken during 2017.

3. Who are the main stakeholders in relation to the proposal?

The main stakeholders include;

- Children and families accessing provision at Harvey Nursery
- Children and families who may attend in the future
- Staff and their Trade Unions
- Other council departments

4. In summary, what are the anticipated (positive or negative) impacts of the proposal?

It is anticipated that the implementation of this proposal will have positive impacts;

- Future sustainability of the nursery, reducing the deficit and current level of subsidy provided by Bolton Council
- Proposed revised childcare model will match current demand and the change in income generation
- Proposals will increase the provision from 46 full time equivalent nursery places to 68 full time equivalent nursery places for 0-5 year olds
- Permanent recruitment to vacant posts will reduce the agency costs and give stability to the nursery staff
- The proposed staffing structure will meet the needs of the service

It is anticipated that the implementation of this proposal will have negative impacts;

- Increase in nursery fees which represents a 20% increase in fees for fee paying parents
- Charge to parents for the cost of consumables which is not funded as part of the free entitlement
- Staff working pattern / hours to be reviewed

5. What, if any, cumulative impact could the proposal have?

None identified, but this will be monitored as part of consultation.

6. With regard to the stakeholders identified above and the diversity groups set out below:

<p>Consider:</p> <ul style="list-style-type: none"> • How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately). • How to advance equality of opportunity. This means considering the need to: <ul style="list-style-type: none"> - Remove or minimise disadvantages suffered by people with protected characteristics due to having that characteristic. - Take steps to meet the needs of people with protected characteristics that are different from people who do not have that characteristic - Encourage protected groups to participate in public life and in any other activity where participation is disproportionately low • How to foster good relations. This means considering the need to: <ul style="list-style-type: none"> - Tackle prejudice; and - promote understanding between people who share a protected characteristic and others.

	<p>Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what? List any adverse impacts identified from data or engagement.</p>	<p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</p>	<p>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</p>
<p>Race (this includes ethnic or national origins, colour or nationality, and caste, and includes refugees and migrants; and gypsies and travellers)</p>	<p>Whilst we acknowledge that the nursery supports a part of the borough that has comparatively high proportion of families from minority ethnic backgrounds, we do not anticipate that this of itself raises potential for significant differential impact on the grounds of race. The impact would be in relation to the increase in fees or charge of consumables.</p>	<p>With regard to all the groups identified in this assessment, it should be noted that his proposal is driven by the need to ensure future sustainability of Harvey Nursery. The increase in fees is in line with current Bolton childcare costs and consumable charges being in line with DfE operational guidance.</p>	<p>The proposals set out in the report are for consultation only at this stage. As part of the further consultation on these proposals, we will be alert to concerns raised about potential impact on any group of people including those with protected characteristics. Any further proposals will be informed by feedback from the consultation.</p>

	<p>Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what? List any adverse impacts identified from data or engagement.</p>	<p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</p>	<p>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</p>
<p>Religion or belief (this includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief)</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)</p>	<p>Whilst it is acknowledge that the nursery supports children who have a disability, we do not anticipate that this of itself raises potential for significant differential impact on the grounds of disability. The impact would be in relation to the increase in fees or charge of consumables. It is noted that two year old children with a disability are eligible for 15 hours of free childcare a week (or a maximum of 570 hours over a year) if there is a current statement of SEN or the child is on an EHCP or if the carer receives DLA for the child. Three and four year old children who are in receipt of DLA are eligible for Disability Access Funding.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Sex / Gender</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>

	<p>Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what? List any adverse impacts identified from data or engagement.</p>	<p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</p>	<p>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</p>
<p>Gender reassignment / Gender identity (a person who's deeply felt and individual experience of gender may not correspond to the sex assigned to them at birth, they may or may not propose to, start or complete a process to change their gender. A person does not need to be under medical supervision to be protected)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Age (people of all ages)</p>	<p>Whilst it is acknowledged that this proposal seeks permission to consult on the increase of fees and payment of consumables for children aged 0-5 year olds, we do not anticipate that this will present a differential impact on the grounds of age. The impact would be in relation to the increase in fees or charge of consumables. The provision and availability of childcare for eligible two, three and four year olds will not be affected.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Sexual orientation - people who are lesbian, gay and bisexual.</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Marriage and civil partnership (Only in relation to due regard to the need to eliminate discrimination)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>

	<p>Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what? List any adverse impacts identified from data or engagement.</p>	<p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</p>	<p>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</p>
<p>Caring status (including pregnancy & maternity)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Socio-economic</p>	<p>Whilst we acknowledge that the nursery supports a proportion of families who are on lower income. It is not anticipated that this of itself raises potential for significant differential impact on the grounds of socio-economic. The impact would be in relation to the increase in fees or charge of consumables.</p>	<p>With regard to all the groups identified in this assessment, it should be noted that his proposal is driven by the need to ensure future sustainability of Harvey Nursery. The increase in fees is in line with current Bolton childcare costs and consumable charges being in line with DfE operational guidance.</p>	<p>The proposals set out in the report are for consultation only at this stage. As part of the further consultation on these proposals, we will be alert to concerns raised about potential impact on any group of people including those with protected characteristics. Any further proposals will be informed by feedback from the consultation. The provision and availability of childcare for eligible two, three and four year olds will not be affected.</p>
<p>Other comments or issues.</p>			
<p>Please provide a list of the evidence used to inform this EIA, such as the results of consultation or other engagement, service take-up, service monitoring, surveys, stakeholder comments and complaints where appropriate.</p>	<p>Start Well Demographic Profile Report (version 10.1 Published February 2018)</p>		

Impact on Staff

Consider:

- How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- How to **advance equality of opportunity**. This means considering the need to:
 - Remove or minimise disadvantages suffered by people with protected characteristics due to having that characteristic.
 - Take steps to meet the needs of people with protected characteristics that are different from people who do not have that characteristic
 - Encourage protected groups to participate in public life and in any other activity where participation is disproportionately low
- How to **foster good relations**. This means considering the need to:
 - Tackle prejudice; and
 - promote understanding between people who share a protected characteristic and others.

The main proposals in relation to staff are;

Permanent recruitment to vacant posts to reduce the agency costs and give stability to the nursery staff

Review of staff working pattern / hours to enable the needs of the service to be met.

The assessment below will review any diversity issues in review of the early years' workforce. The extent of the applicability will be tested at consultation.

	<p>Is there any potential for (positive or negative) differential impact? Could this lead to adverse impact and if so what? List any adverse impacts identified from data or engagement.</p>	<p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group, or for any other reason? Please state why</p>	<p>Please detail what actions you will take to remedy any identified adverse impact i.e. actions to eliminate discrimination, advance equality of opportunity and foster good relations</p>
<p>Race (this includes ethnic or national origins, colour or nationality, and caste, and includes refugees and migrants; and gypsies and travellers)</p>	<p>No differential impact is anticipated.</p>	<p>Existing staff will be offered a contract in the new structure. Working hours will be discussed on a one to one basis to enable the needs of the service to be met. There will be an agreed shift pattern for staff, and shifts will be advised in advance.</p>	<p>The proposals set out in the report are for consultation only at this stage. As part of the further consultation on these proposals, we will be alert to concerns raised about potential impact on any group of people including those with protected characteristics. Any further proposals will be informed by feedback from the consultation.</p>

<p>Religion or belief (this includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Disability (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>
<p>Sex / Gender</p>	<p>Early years and childcare services in England are predominantly, although not exclusively, staffed by women. Any impacts of the proposal could therefore have a negative effect on women because they form the greatest proportion of the workforce. The impact would be in relation to any change in working patterns / hours.</p>	<p>The proportion of workforce in early years settings is predominantly female. The proportion of male staff in the workforce remaining consistently low is acknowledged by the Department for Education in their Early Years Workforce Strategy document (published 2017). This therefore not being a factor unique to Bolton.</p>	<p>As outlined above, the proposals are for consultation purposes with staff, stakeholders and trade unions, and the analysis of equality impact will be tested during consultation. An updated EIA will be included with the report setting out the final proposals.</p>
<p>Gender reassignment / Gender identity (a person who's deeply felt and individual experience of gender may not correspond to the sex assigned to them at birth, they may or may not propose to, start or complete a process to change their gender. A person does not need to be under medical supervision to be protected)</p>	<p>No differential impact is anticipated.</p>	<p>See comments under Race.</p>	<p>See comments under Race.</p>

Age (people of all ages)	No differential impact is anticipated.	See comments under Race.	See comments under Race.
Sexual orientation - people who are lesbian, gay and bisexual.	No differential impact is anticipated.	See comments under Race.	See comments under Race.
Marriage and civil partnership (Only in relation to due regard to the need to eliminate discrimination)	No differential impact is anticipated.	See comments under Race.	See comments under Race.
Caring status (including pregnancy & maternity)	No differential impact is anticipated.	See comments under Race.	See comments under Race.
Socio-economic	No differential impact is anticipated.	See comments under Race.	See comments under Race.
Other comments or issues.			
Please provide a list of the evidence used to inform this EIA, such as the results of consultation or other engagement, service take-up, service monitoring, surveys, stakeholder comments and complaints where appropriate.	Early Years Workforce Strategy (Published March 2017)		

This EIA form and report has been checked and countersigned by the Departmental Equalities Officer before proceeding to Executive Member(s)

Please confirm the outcome of this EIA:

No major impact identified, therefore no major changes required – proceed	<input type="checkbox"/>
Adjustments to remove barriers / promote equality (mitigate impact) have been identified – proceed	<input checked="" type="checkbox"/>
Positive impact for one or more groups justified on the grounds of promoting equality - proceed	<input type="checkbox"/>
Continue despite having identified potential for adverse impact/missed opportunities for promoting equality – this requires a strong justification	<input type="checkbox"/>
The EIA identifies actual or potential unlawful discrimination - stop and rethink	<input type="checkbox"/>

Report Officer

Name: Helen Shearer
Date: 25 September 2018

Departmental Equalities Lead Officer

Name: Jenny Foy
Date: 25 September 2018