

Wood View Learning Community
On behalf of the Federated Governing Body
Consultation Paper on Woodlands Residence

1. Introduction

- 1.1 Following previous proposals presented to staff during the informal consultation, which commenced in June 2009, further work has been undertaken to develop the ideas for the change of service and we wish to now formally consult upon the following proposal.
- 1.2 A decision has been made to formally recommend a change to the service which will create a single team with one management structure to deliver a short break provision in the long term. The new service will run as a 6 bed service, 52 weeks a year (open to children for 50 weeks). It will initially be dual registered as a Children's Home and Residential School, but with the intention to become solely a Children's Home in 2011.
- 1.3 This proposal will mean significant change for the provision as it will have to close and reopen as a new service. The staff roles have changed and the number of staff required has reduced which will result in staff applying for new jobs in the service and place some staff at risk of redundancy.

2. Service Change proposals:

- 2.1 The residence will be open for 50 weeks of the year to provide short breaks for those children and young people who are considered by the Integrated Children's Disability services to be in need of a residential short break service.
- 2.2 Appoint to a new management structure which works year round; retains a proportion of the current staff; runs the service as a boarding residence and short break service until July 2011; and then solely as a short break service. The manager will report to the Director of the Wood View Learning Community.
- 2.3 Service is funded to provide 6 beds per night with 4 members of staff on the day shift; two members of staff sleeping- in and two waking night staff. A waking nurse would be an addition as and when required.
- 2.4 Nurses will become integral to the team
- 2.5 The service will have its own policies and procedures
- 2.6 The service will seek dual registration until 2011 and be registered under Children's Home regulations thereafter. At the moment, the service is not inspected during the weekends or school holidays.

- 2.7 There will be a separate identity for the residential provision from that of Woodlands Special School. A change of name for the residence is proposed

3. Anticipated implications for current residents and their families:

- 3.1 The structure provides an opportunity for high quality positive experience for children. This option plans outcomes for children as part of a person centred approach
- 3.2 The service provides residential short breaks only as the residential school service is phased out in July 2011. This will create a service with a value and ethos about children and balances that with the needs and requirements of parents and carers.
- 3.3 Individual pupils who have been identified as requiring a place at Woodlands Residential Special School will need to have their plans changed. The timescale for changes has been identified to minimise the disruption to those children currently accessing the service.

4. Anticipated implications for current staff:

- 4.1 All staff have 52 week a year contracts with some staff working more hours at the weekends and in school holidays than during Mon-Fri in term time. The contracts will also reflect the expectations and needs of the service.
- 4.2 The hours of employment will be set to ensure that staff can contribute meaningfully to the service objectives and also receive the appropriate level of support through staff meetings and supervision.
- 4.3 There will be a standardisation of all contracts to 52 weeks and a new revised rota with changes to shift patterns
- 4.4 The rota has built in an eleven hour break between shifts in keeping with the European work time directive
- 4.5 Annual leave entitlement has been built into the rota, however it is anticipated that the residence will not be open over the Christmas and Easter periods and staff will be expected to take the equivalent portion of their leave entitlement at these times.
- 4.6 All job descriptions and person specifications have been reviewed and new job descriptions for all posts are available.
- 4.7 As part of the consultation process staff and unions will be consulted on a change to the Single Status agreements on shift working and overtime. It is proposed that staff will receive an enhanced payment based on a percentage of the unsocial hours worked on individual contracts over the whole year. Part time and job share roles are viable and would be considered for all current and future employees, but term

time only contracts will not be a feature of the new service. However, it is anticipated, that hours will vary between term time and holiday periods

- 4.8 The new structure is attached as Appendix 1 to this document and there will be a full time Manager, 2 full time deputy managers and 5.2 full time equivalent RCO posts and a housekeeping post for 20 hours per week.
- 4.9 It is important that people with the right skills and experience are appointed to these posts and that the essential criteria are met. The Executive Committee have drawn up job descriptions and Person Specifications for each post. It is proposed that existing staff at the Residence will be given prior consideration and in the first instance all posts will be ring fenced and existing staff given the opportunity to express an interest prior to any open advertisement. The Executive Committee believe that all current employees will become subject to the redundancy and redeployment policies and as such will be seeking to work with all those affected to identify what choices and preferences they have in order to minimise distress and anxiety and to avoid enforced redundancy.
- 4.10 As part of the closure and opening of the new short break service all current employees will be expected to express an interest in a reasonable alternative post and if they are unsuccessful in obtaining a post in the new service, then they will become subject to the redundancy and redeployment policies.
- 4.11 It is the intent of management to work with staff to identify if there are any skills, shortfalls and development needs, in order to ensure wherever practical to do so they can participate in the new service and will offer such reasonable and necessary training as is required.

5. Timeline for change:

- 5.1 Informal discussions with staff started in June 2009. Formal consultation starts on 19th October 2009 and will run for three weeks ending on 6th November 2009. However the Executive Committee do not anticipate any significant change to existing practice until 1st April 2010.
- 5.2 Week commencing 19th October 2009, formal consultation starts including meetings with Residence staff and parents and carers.
- 5.3 On the 6th November 2009 formal consultation ends.
- 5.4 Week commencing 9th November 2009, the implementation plan commences.
- 5.5 December 2009 New Service Manager appointed

- 5.6 January – March 2010 Interviews and appointments to the posts identified in the structure attached in Appendix 1 of this document
- 5.7 31st March 2010 Woodlands Residence closes for two weeks
- 5.8 1st April 2010 New service commences
New contracts of employment are issued.
Training and preparation for the new service
- 5.9 14th April 2010 New Service opens to children for Short Breaks

On behalf of the Wood View Learning Community Federated Governing Body

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19th October 2009

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