



**Havering**  
LONDON BOROUGH

# **YOUTH OFFENDING SERVICE RELOCATION**

## **EQUALITY ANALYSIS REPORT**

**4<sup>th</sup> January 2013**

<b>Question 1</b>	<b>What is the scope and intended outcomes of the activity being assessed; in terms of both the Council's organisation and staffing, and services to the community?</b>
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## **1 (a) Organisation and Staffing**

### **Background**

The relocation of the Havering Youth Offending Service (YOS) to new accommodation was identified as part of the MTFs savings plan to achieve £40000 per annum. This was timely as the five year lease of their current accommodation at Portman House in central Romford expires in March 2013.

Negotiations to extend the lease for the current building have not succeeded as the landlord is trying to sell the building. Consequently Havering YOS need to vacate Portman House by 22nd February 2013.

Approximately 20 staff will need to be relocated from Portman House. Small groups of staff will need to remain in Havering to attend client meetings.

An extensive search for alternative accommodation has taken place since August 2012, covering both Havering and Barking and Dagenham areas. The search has involved regular liaison with the Youth Offending Service (YOS), Children, Families and Learning Transformation Team, Property Services, Asset Management, Risk Management and liaison with Barking and Dagenham colleagues. Numerous options have been explored to date.

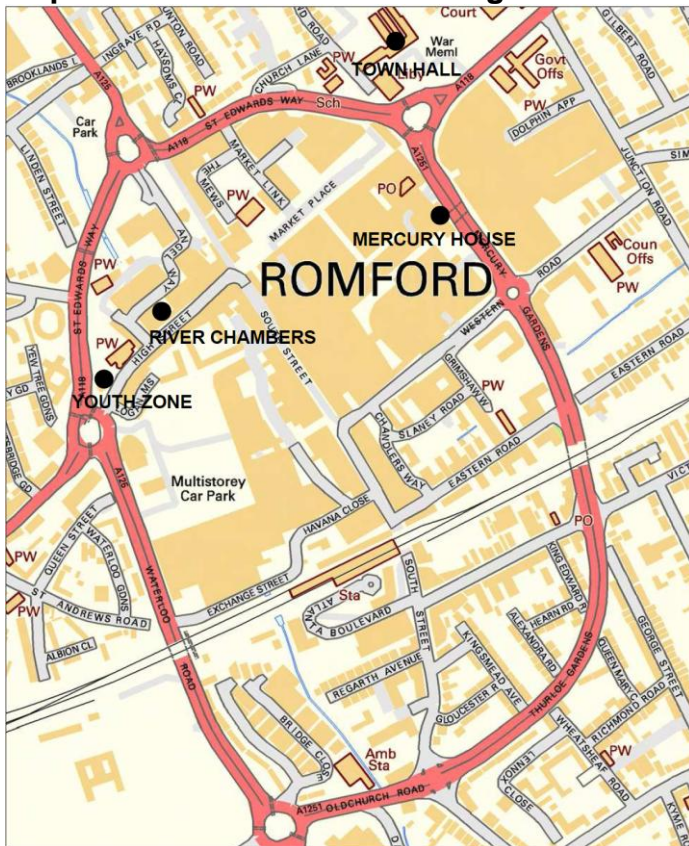
The scope of this EA is to assess the identified short term relocation arrangement and complementing temporary contingency plan to move all staff members to Bridge House, with remote working from Mercury House (Romford) for up to eight members of staff.

The following temporary contingency plan has been identified. The arrangement will be short term with a view to establish a Dagenham based solution for a Joint YOS in 9 months time.

- Client meetings will be based at Youth Zone.
- Remote working for up to 3 members of staff at Youth Zone will be encouraged when client meetings are taking place to make efficient use of staff time.
- Back office administration will be based at Mercury House.

Discussions to find the best long term relocation solution are ongoing, with a view to establish a Dagenham based solution for a Joint YOS in 9 months' time. The long term arrangements will be subject to a separate EA.

## Map of Romford council buildings



### 1 (b) Services to the community

The London Borough of Havering is committed to providing a timely, accessible and inclusive Youth Offending Service. The location of the service will ultimately change due to the lease expiring on Portman House in February 2013. A temporary contingency plan has been developed and will be implemented in order to maintain the quality and efficiency of the current service provision delivered to the young offenders in Havering.

Whilst the administrative base would in the main move to Barking, a core YOS presence would be maintained in Romford at all times, through use of five hot desks at Mercury House and up to 3 remote working stations at Youth Zone. As some young offenders are legally required to attend YOS meetings, the client meetings will continue to take place at Youth Zone as before.

By continuing a presence in Romford this will reduce the risk of young offenders missing their meetings and breaking the terms set out in their bail. This will also potentially prevent an increase in the number of young offenders in Havering as a consequence of service relocation.

<b>Question 2</b>	<b>Which individuals and groups are likely to be affected by the activity?</b>
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**1 (a) Staff and Individuals and Groups**

The main staff groups affected by the relocation of the YOS will be:

- YOS staff – staff data below in question 3.
- Youth Zone staff – currently no data.
- Police and Probation services - as external data is currently unavailable further liaison will be needed to ascertain any additional requirements due to the proposed changes.
- Addaction – use Portman House for office space. Currently no data.
- Youth Inclusion and Support Panel (YISP) Team – based at Portman House. Currently no data.

Please see below table which shows the current staff information for Havering YOS in question 3.

**2 (b) Community Individuals and Groups** (including voluntary organisations)

The following community individuals and groups are likely to be affected by the relocation of the YOS:

- Clients of the YOS (no list of clients have been identified yet)
- Clients of services provided by Youth Zone (no data is available on current Youth Zone service clients).

<b>Question 3</b>	<b>What data/information do you have about the people with ‘protected characteristics’</b> ( <i>age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation</i> ) or <b>other socio-economic disadvantage</b> ( <i>e.g. disabled and part-time workers, low income and/or lone parents (mothers and fathers), looked-after children, other vulnerable children, families and adults</i> ) <b>among these individuals and groups? What information do you have about how they will be affected by the activity? Will you be seeking further information in order to assess the equalities impact of the activity? How is this information being used to influence decisions on the activity?</b>
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### 3 (a) Staff

The YOS staff will be affected by the relocation of its service. Data (sourced from Oracle) for the staff is identified in the table below. Further work will be needed to examine breakdowns by full-time / part-time staff.

Gender	Headcount	FTE
Male	14	8.5
Female	12	7

Ethnicity	Headcount	FTE
White-British	19	11.75
Withheld	5 or less	5 or less
Asian or Asian British – Indian	5 or less	5 or less
Black or Black British – Caribbean	5 or less	5 or less

Age	Headcount
25-35 Years	7
35-45 Years	7
45-55 Years	8
55-65 Years	5 or less
>=70 Years	5 or less

### Disability

Staff have not declared any disabilities.

Currently, we do not hold workforce data broken down by religion/belief, sexual orientation or socio-economic status.

Staff members were encouraged to share any equalities or diversity related

concerns with us in relation to the proposed relocation arrangements but no issues have been raised so far .

### **3 (b) Community**

#### **Youth Offending Service Clients**

National Indicators from the Criminal Justice systems outline suggest that 36% of first time YOS entrants are aged between 15-17 years. It also indicates 28% of first time entrants are female and 71% are male.

There is currently limited equalities information on YOS clients, but we have put plans in place to start monitoring clients' equalities profile data on a regular basis.

<b>Question 4</b>	<b>If no data and information is available about the groups likely to be affected by the activity, how would you inform your EA? Will you be considering carrying out some consultation to inform your EA?</b>
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#### **4 (a) Staff**

No significant issues have been identified so far based upon data available and consultation to date, however the will continue to monitored and steps taken if issues arise. Ongoing consultation with staff on equalities issues has been highlighted at staff meetings and will continue via a monthly HR/Accommodation Work Stream Meeting involving three representatives.

#### **4 (b) Community**

No particular issues of concern are present in the data but more consultation will be undertaken via a consultation plan to be completed in January 2013.

<b>Question 5</b>	<b>Based on the collected data and information, what will be the likely impact of the activity on individuals and groups with protected characteristics or other socio-economic disadvantage?</b>
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#### **5 (a) Staff**

There will be a limited impact on staff who will remain based in Romford town centre.

For YOS staff members who will be working in Mercury House and Bridge House, there will also be some changes in working patterns as both sites are subject to LBH hot desking policy, However, every effort will be made to consider and accommodate the specific needs of staff members and some home working will also be possible where this does not have an adverse impact on service delivery. .

#### **5 (b) Community**

The relocation of YOS is likely to affect some current and potential clients of the service, over two thirds of whom are boys and young men. The relocation is most likely to adversely affect clients with disabilities and those from socio-economic backgrounds,

We recognise that it is important for clients to be met close to their place of residence wherever possible, particularly for young people not in education, employment or training, who may be ineligible for free public transport. For this and other reasons, client meetings have been recommended to remain largely in the central Romford area at Youth Zone and not relocated to Barking.

In order to minimise the potential negative impact for clients, we have developed a temporary contingency plan while we come up with a long term solution. According to the temporary arrangements, YOS staff members will continue to meet clients in central Romford in an accessible ground floor building (Youth Zone) so as to ensure that the proposed temporary relocation will not affect current clients. In addition, we will inform current and potential clients of the relocation (both verbally and visually) and will provide clear directions to the new location by putting clear and visible signage at Portman House to direct YOS users to Youth Zone.

The interaction between YOS clients and other services ongoing at Youth Zone will also be carefully monitored and effectively managed if problems arise.

<b>Question 6</b>	<b>What is the potential impact on arrangements for safeguarding children or safeguarding vulnerable adults?</b>
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**6(a) Staff**

No potential impacts are identified.

**6 (b) Community**

There is a potential for a negative impact on young people in crisis who are looking to make contact with the YOS when they are not operating a service from Youth Zone.

<b>Question 7</b>	<b>If any negative impact is identified, is there a way of eliminating or minimising it to reasonable level? If not, how can the negative impact be justified?</b>
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As this is a temporary relocation we will continue exploring potential long-term options and consult with stakeholders to identify the best solution. We will also make sure that our long-term solution is evidence based by putting in place measures to collect relevant clients' and workforce information, including equalities profile.

Meanwhile, CCTV linked to Barking & Dagenham CCTV services would be constructed at Youth Zone to help reduce the risk of potential confrontation

between YOS clients and Youth Zone users.

In addition trained YOS staff would be present at all times to address potential negative impacts identified under Question 6. At least 3 members of the YOS will operate via remote working at all times at Youth Zone, 1 present at all times when client meetings to support young people turning up out of hours. This solution could potentially minimise the impact on Youth Zone users and staff.

<b>Question 8</b>	<b>How will the activity help the Council fulfil its legal duty to advance equality of opportunity in the way services are provided?</b>
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By implementing the contingency plan LBH will ensure continuity, inclusivity and accessibility of the Youth Offending service. Young people will continue to receive support from the YOS in Romford from the Youth Zone building which is accessible to all.

Furthermore, the location of the YOS Client Meetings at Youth Zone will ensure an open and holistic approach to Youth Offending Services, where clients will have access to other youth support services, counselling and information, advice, guidance and signposting.

Please refer to sections 6 and 7 for more detailed information.

<b>Question 9</b>	<b>What actions will you be taking in order to maximise positive impact and minimise negative impact from the activity?</b>
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**9 (a) Staff**

The service will make every effort to consider and accommodate the specific needs of staff members where this does not have an adverse impact on service delivery and will also:

1. Continue to carry out staff consultation with staff members on the proposed option for the relocation of the service.
2. Staff representatives will attend all YOS HR/Accommodation Sub Group meetings to ensure staff views are included and considered.
3. Identify and develop procedures which need to be in place in order to ensure the safeguarding of the staff and users of Youth Zone, including any additional training that may be required.

**9 (b) Community**

The negative impact arising from the temporary relocation of YOS on service users is likely to be minimal.

It is anticipated that the decision to keep the Youth Zone as our main hub for meeting with clients will not only ensure the continuity of the service provision, but will also positively impact vulnerable children and young people as the Youth Zone is a provider of a range of services to young people such as:



- Counselling
- Healthwise
- Young Addaction
- Information Shop/Prospects
- Midwives
- Lesbian, Gay, Bisexual, Transgender (LGBT) group.

Additionally, an adult counselling service is also provided by Ashfaq at Youth Zone on a Wednesday between the hours which YOS will be operating.

To conclude, by keeping YOS meetings with clients at Youth Zone will not only ensure continuity of service delivery and will minimise the potential negative impact of the relocation on clients, but will also enable effective multiagency working and signposting clients, particularly vulnerable children and young people, to relevant agencies.

<b>Question 10</b>	<b>Once implemented, how often do you intend to monitor the actual impact of the activity?</b>
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**10 (a) Staff**

The monitoring of the impact will be undertaken through the following:

- Staff 1-2-1 meetings
- Staff Team meetings
- Staff PDR's

**10 (b) Community**

Any complaints, compliments or issues arising from the changes will be recorded, reviewed and escalated as appropriate.

We will also start monitoring the equalities profile of our clients which will enable us to make informed and evidence based decisions for the future of the service.