

December 2009 Equality Impact Risk Assessments 57 completed

EQUALITY IMPACT NEEDS ASSESSMENT COMPLETED ASSESSMENTS – HOUSING SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
ANTI- SOCIAL BEHAVIOUR POLICY	How to recognise and respond to anti-social behaviour.	Medium	Initial	14/10/08
ALLOCATIONS POLICY	To ensure social housing is allocated in a fair and consistent manner in accordance with legislation.	High	Full	
ASBESTOS POLICY	To prevent exposure to the hazards associated with asbestos; promote awareness; maintenance of Asbestos Register; effective management of.	Low	Initial	14/10/08
HOMELESSNESS STRATEGY 2007 - 2012	To Prevent Homelessness	Medium	Initial	14/10/08
ASSET MANAGEMENT STRATEGY	To link all aspects of Property Management together and achieve decent homes standard by 2010.	Low	Initial	14/10/08
CARBON MANAGEMENT PLAN	Reduce the council's carbon footprint reducing CO ² emissions	Low	Initial	14/10/08
DOMESTIC VIOLENCE POLICY	Increase awareness. Enable staff to develop skills and knowledge to deliver best practice in service provision.	Medium	Initial	14/10/08
HOUSING STRATEGY	Address the need of residents by having good quality, affordable homes.	Medium	Initial	14/10/08
REPAIRS POLICY	Provide a prompt, efficient and cost effective repairs service	Low	Initial	14/10/08

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COMPLETED ASSESSMENTS – ORGANISATIONAL DEVELOPMENT

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Scheme of Leave Entitlement	To make clear to employees their leave entitlement	Medium/High	Initial	20/08/2008
Redeployment Policy	To seek to redeploy employees to avoid the need for their dismissal	Low	Initial	30/07/2008
Redundancy	Set out the procedures to be followed to achieve any necessary reduction in the workforce in a fair and transparent way	Medium	Initial	30/07/2008
Sickness Absence Management	To ensure a high level of attendance whilst ensuring fair treatment for those that are sick	Low	Initial	20/08/2008
Training & Development	To enable a planned and systematic approach to training and development. To ensure appropriate learning opportunities in order to enhance employee competence, knowledge, skills and qualifications	Low	Initial	20/08/2008
Capability	To provide a corporate framework to ensure a consistent, fair and transparent approach to employee performance/capability issues.	Low	Initial	25/02/09

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Change in Working Arrangements	To provide a corporate procedure for employees to request a change to their working arrangements e.g. to reduce their hours and/or days of work. This can improve the work life balance of employees whilst maintaining service delivery. It can also help with the retention of employees	Low	Initial	25/02/09
Disciplinary	To provide a corporate procedure for dealing with alleged misconduct in a consistent, fair and transparent manner	Low	Initial	25/02/09
Grievance	To provide a corporate procedure for handling employee grievances in a consistent, fair and transparent way.	Low	Initial	25/02/09
Employee Performance & Development Review (EPDR)	Outlines the process for undertaking EPDRs as part of the Council's Performance Management framework. The objective of the process is to set objectives for an employee which link in to their service plan/corporate plan. The process also identifies any training required to help meet individual objectives	Low	Initial	25/02/09
Harassment	To help ensures that all people are treated with dignity and respect at work. The policy sets out the Council's position on harassment i.e. it is not to be tolerated. It also includes a procedure for dealing with instances of alleged harassment.	Low	Initial	25/02/09

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COMPLETED ASSESSMENTS – FINANCIAL SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Financial Strategy	This is the overall framework on which the Council plans and manages its financial resources to ensure that they fit with and support, the direction of the Council's corporate plan priorities	Low	Initial Screening	11/09/08
Medium Term Financial Plan	Sets out the detailed spending plans and finances of the Council. It is mainly an analysis of service income and expenditure, together with financial projections and risk analysis	Low	Initial Screening	11/09/08
Treasury Management Strategy	Sets out how cash, borrowing and investments are managed. This includes a lending policy and type of financial institutions that the Council will lend to on a risk and credit rating basis	Low	Initial Screening	11/09/08
Capital Investment Strategy	Sets out how major investment is planned, managed. Helps to deliver the Council's priorities.	Low	Initial Screening	11/09/08
Asset Management Plan	Sets out the management of land and property and identifies (through a Disposals Policy) assets surplus to requirements for disposal.	Medium	Initial Screening	11/09/08
Financial Management and Procedural Rules	Sets out the procedures to ensure that the use of finance is legal, properly authorised, reported and provides value for money	Low	Initial Screening	11/09/08
Internal Audit Plan	Sets out when fundamental financial and other systems will be reviewed over time to test the effectiveness of internal control across the Council	Low	Initial Screening	11/09/08

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Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Statement of Accounts	The statutory document that reports the Council's accounts, financial position and financial statements	Low	Initial Screening	11/09/08
Fees and Charges Policy (subject to approval)	A formal framework, in which the Council's fees and charges are regularly formulated, reviewed, agreed and administered. It also provides guidance to service managers in setting appropriate charging levels, taking into account users, market forces and council objectives, etc	Medium	Initial Screening	15/09/08

COMPLETED ASSESSMENTS – CUSTOMER SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Corporate Anti Fraud and Corruption Policy	To establish a corporate approach to anti fraud and corruption. Manage expectations. To Deter Fraud.	Low	Initial	23/09/08

COMPLETED ASSESSMENTS – ENVIRONMENTAL SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
EMAS	To commit to environmental improvements through EMAS and deliver continuous improvements in the Council's management of environmental issues.	Low	Initial	02/12/08

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Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Employee Code of Conduct	To set out the standards of conduct expected of employees at work	Low	Initial	11/03/09
Facilities Agreement	To promote and maintain positive and constructive employee relations and seeks to ensure effective arrangements to help achieve this.	Low	Initial	11/03/09
Homeworking Policy	To allow employees to work more flexibly whilst meeting the needs of the service. To help employees achieve a better Worklife balance.	Medium	Initial	11/03/09
Member Employee Protocol	This Protocol applies to all dealings between Members and Employees and not just in formal meetings. The Protocol is to ensure mutual courtesy and respect between Members and Employees with regard to their respective roles.	Low	Initial	11/03/09
Stress Management Policy	To safeguard the safety and welfare of employees. To help ensure that positive action is taken to effectively manage stress at a corporate and individual level.	Low	Initial	11/03/09

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COMPLETED ASSESSMENTS – IT AND BUSINESS IMPROVEMENT

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
ICT Strategy	<p>The purpose of this document is to provide the vision and to layout the key aspects of the Council's ICT Strategy for the next 3 years.</p> <p>The ICT Strategy is designed to ensure that the appropriate ICT infrastructure is in place to enable the Council to deliver its services effectively and implement the Council's Corporate Plan. Therefore the ICT Strategy is aligned to the strategic objectives of the Council with technology being used as an enabler of business change to support the Council's priorities.</p>	Low	Initial	27/02/09
Procurement Strategy	<p>To outline the approach being taken to procuring goods and services for the Council and the required improvements to processes.</p>	Low	Initial	27/03/09

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COMPLETED ASSESSMENTS – ORGANISATIONAL DEVELOPMENT

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Guidance on Fixed term Contracts	This guidance is intended to highlight the practical issues and employment legislation relating to this type of employment contract.	Medium	Initial	02/04/09
Probationary Policy and Procedure	The Probationary Policy is intended to ensure that all probationary employees have the opportunity to discuss their performance with their manager or supervisor during the probationary period. Any areas of concern to either side can, therefore, be raised and addressed.	Medium	Initial	02/04/09
Vacancy Management Procedure	To ensure that the Council has the right people, at the right time, with the right skills to deliver services	Low	Initial	02/04/09
Whistleblowing Procedure	This policy and procedure enables and encourages employees to raise any concerns they have about malpractice, abuse or wrongdoing at an early stage and in the right way, without fear of victimisation, subsequent discrimination or disadvantage.	Low	Initial	02/04/09
No Smoking Policy	To protect the health of employees, visitors and members of the public from the known dangers of smoking and passive smoking.	Low	Initial	02/04/09

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Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Relocation Scheme	To assist (in appropriate cases) newly appointed employees in meeting the costs of relocating their primary residence through taking up a first appointment with South Derbyshire District Council	Low	Initial	02/04/09
Assimilation Procedure	To allow the consideration to the suitability of employees for assimilation in order to safeguard employment and deliver services.	Low	Initial	02/04/09
Guidance on Organisational Change	To provide guidance to managers on how to complete a review of their organisational structure at either corporate or divisional level. The advice takes into account best practice and relevant employment legislation.	Low	Initial	02/04/09

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COMPLETED ASSESSMENTS – POLICY AND COMMUNICATIONS TEAM

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Communications Strategy	The strategy sets out the way we carry out targeted and timely communications campaigns to our staff, the people of South Derbyshire, stakeholders and businesses and promote our core values.	Low	Initial	21/04/09

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COMPLETED ASSESSMENTS - LEISURE & COMMUNITY DEVELOPMENT

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Anti-Social Behaviour Policy and Procedure	<p>The main objectives of this policy are to:</p> <ul style="list-style-type: none">• Ensure early intervention is taken to locally identified anti-social behaviour priorities to prevent the escalation of such behaviour.• Effectively monitor incidents.• Fully investigate complaints.• Encourage victims and witnesses to report incidents.• Support and protect victims and witnesses.• Work in partnership with partner agencies.• Address the behaviour of perpetrators.• To promote a culture that challenges anti-social behaviour.	H	Initial	05/05/09

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COMPLETED ASSESSMENTS – HOUSING SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Responding to Domestic Violence	To meet the Council's statutory duty to those fleeing Domestic Violence from partner or family member.	L	Initial	07/05/09
Allocations of Plots Woodyard Lane	To provide a consistent approach to allocations, conditions of occupation and procedure for evictions.	L	Initial	07/05/09
Mutual Exchange Policy	To allow a tenants right to exchange homes with another social housing tenant as prescribed in law.	L	Initial	07/05/09
Homelessness Policy	To prevent, reduce and manage homelessness in South Derbyshire	L	Initial	07/05/09

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COMPLETED ASSESSMENTS – ENVIRONMENTAL SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Private Sector Housing Policy	To make the best use of available resources to deliver housing assistance which is effective, proportionate to local housing conditions and need, within the district.	H	Initial	02/06/09
Empty Homes Strategy	To bring empty properties across the District back into use	L	Initial	02/06/09
Affordable Warmth Policy	The Policy sets out the principles to guide and the practical measures that will be used to help vulnerable households achieve affordable warmth by 2010.	H	Initial	02/06/09

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COMPLETED ASSESSMENTS – ENVIRONMENTAL SERVICES

Policy	Purpose of Policy	Ranking (L, M, H)	Assessment Stage	Date Completed
Environmental Health Enforcement Policy	To guide to enforcement policies and how to roll out enforcement law.	L	Initial	18/06/09
Policy & Procedure for Unauthorised Encampments for Travellers	<ul style="list-style-type: none"> • To balance the rights and needs of resident communities with those of Gypsies and Travellers. • To manage unauthorised encampments in an efficient and effective way taking account of the potential level of nuisance for local residents and the rights and responsibilities of Gypsies and Travellers. • To work with partners in other authorities, the voluntary sector and the Police to address issues of social exclusion amongst Gypsy and Traveller communities. 	H	Initial	18/06/09