

MELTON BOROUGH COUNCIL - EQUALITY IMPACT ASSESSMENT THREE YEAR TEST OF RELEVANCE LIST

Service	Name/Title	Contact Officer	EIA COMPLETED	Notes	2013/2014	2014/2015	2015/2016
	Annual Budget	Carol King					
CENTRAL SERVICES			2013/14 budget	Disinvestments	YES	N/A	YES
CENTRAL SERVICES	Helpdesk Service	Paul Langham		New service (Steria)	YES		
CENTRAL SERVICES	Sustainable Procurement Strategy	Tony Hall			YES		
CENTRAL SERVICES	Equalities Policy 2010	C Coltart	Sep-11			YES	
CENTRAL SERVICES	Asset Management Plan 2009-11	David Blanchard				YES	
COMMUNICATIONS	Customer Care Policy	CSM			YES		
COMMUNICATIONS	Complaints Process (to be sent out with letters)	CSM			YES		
COMMUNICATIONS	Communications Strategy	Sarah-Jane O Connor		Started by Oct 12	YES		
COMMUNICATIONS	Managing Performance Procedure 18.08.03	SJ O'Connor		Started by Oct 12	YES		
COMMUNICATIONS	Probationary Procedure 2004	SJ O'Connor		Started by Oct 12	YES		
COMMUNICATIONS	Redeployment and Redundancy Policy March 07	SJ O'Connor	01-Mar-07		YES		
COMMUNICATIONS	Maternity Pk June10	SJ O'Connor		Started by Oct 12	YES		
COMMUNICATIONS	Homeworking Policy NEW DEC 08	SJ O'Connor		Started by Oct 12	YES		
COMMUNICATIONS	Training Policy Jan08	SJ O'Connor		Started by Dec 12	YES		
COMMUNICATIONS	Relocation Scheme Approved at PFA 09.09.04	SJ O'Connor		Started by Oct 12	YES		
COMMUNICATIONS	Secondment Procedure 2005	SJ O'Connor		Started by Nov 12	YES		
COMMUNICATIONS	Annual Leave Policy June 2008	SJ O'Connor		Started by Oct 12	YES		

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COMMUNICATIONS	Workforce Strategy	Sarah-Jane O Connor			YES by Apr 13		
COMMUNICATIONS	Grievance Procedure1 Dec09	SJ O'Connor			YES by Apr 13		
COMMUNICATIONS	Disciplinary Procedure Feb10	SJ O'Connor			YES by Apr 13		
COMMUNICATIONS	Bullying and Harrassment Procedure	SJ O'Connor	01-May-06	Due for update per SJO	YES by Jan 13		
COMMUNICATIONS	Stress Policy 2007	SJ O'Connor	01-Jul-07		YES by Jan 13		
COMMUNICATIONS	Flexible Retirement Policy	SJ O'Connor	01-Dec-07			YES	
COMMUNICATIONS	Elections	Sally Renwick				YES	
COMMUNICATIONS	Member Development Strategy	Sarah Evans				YES	
COMMUNICATIONS	Social Media Policy PFA Jan 11	SJ O'Connor				YES by Jan14	
COMMUNICATIONS	Car parking policy		Oct-11			YES by Oct 14	
COMMUNICATIONS	Overtime - Working Arrangements	SJ O'Connor				YES by Oct 14	
COMMUNICATIONS	Recruitment Procedure Sept 2004 Final	SJ O'Connor	01-Oct-11			YES by Oct 14	
COMMUNICATIONS	PVP Policy	Angela Tebbutt	Jan-12				YES
COMMUNICATIONS	Smoke Free Policy July07	SJ O'Connor					YES
COMMUNICATIONS	Managing Attendance Policy 15.02.06	SJ O'Connor		Completed in July 2012	YES		
COMMUNITIES AND NEIGHBOURHOODS	Waterfield Leisure Pool Agreement 08.05.08				YES		
COMMUNITIES AND NEIGHBOURHOODS	Local Housing Allowance Safeguard Policy	Jackie Aimson			YES		
COMMUNITIES AND NEIGHBOURHOODS	NNDR Recovery Policy	Mark Shields			YES		
COMMUNITIES AND NEIGHBOURHOODS	Rent Collection Policy	Mark Shields			YES		
COMMUNITIES AND NEIGHBOURHOODS	Sundry Debt Policy	Mark Shields			YES		
COMMUNITIES AND NEIGHBOURHOODS	Raising repairs to communal areas (sheltered accom)	Martyn Bowen			YES		
COMMUNITIES AND NEIGHBOURHOODS	Conditions of Tenancy	Ronan Browne			YES		
COMMUNITIES AND NEIGHBOURHOODS	Community Safety Strategy	Ronan Browne				YES	
COMMUNITIES AND NEIGHBOURHOODS	Melton Housing Strategy 2010-2014		Feb-11				YES
REGULATORY SERVICES	Flytipping	Amanda Hume			YES		
REGULATORY SERVICES	Graffiti removal	Amanda Hume			YES		
REGULATORY SERVICES	Conservation Services	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	

APPENDIX B

Service	Name/Title	Contact Officer	EIA COMPLETED	Notes	2013/2014	2014/2015	2015/2016
REGULATORY SERVICES	Consultation Strategy	Sarah Evans	Nov-13		YES		
REGULATORY SERVICES	Emergency response service	Jim Worley	Mar-12			YES	
REGULATORY SERVICES	Gambling Act 2005	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	
REGULATORY SERVICES	Waste Collection Service	Victoria Clarke	Jan-12			YES	
REGULATORY SERVICES	DFGs	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Processing Planning Apps and Appeals	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	
REGULATORY SERVICES	Nuisance And Pollution investigations	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Health and Safety Service	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Food Safety Service	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Environmental Health	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Licensing Act 2003	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	
REGULATORY SERVICES	Providing planning advice	Jennifer Wallis / Kirsty McMahon	Sep-12			YES	
REGULATORY SERVICES	Investigating enforcement complaints	Andrew Dudley	Mar-12			YES	
REGULATORY SERVICES	Web Site Access	SJ O'Connor		Align with release of new website	YES		
REGULATORY SERVICES	Speaking at Committee	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	
REGULATORY SERVICES	Private Sector Housing	Victoria Clarke	Mar-12			YES	
REGULATORY SERVICES	Advertising planning applications	Jennifer Wallis / Kirsty McMahon	Mar-12			YES	