

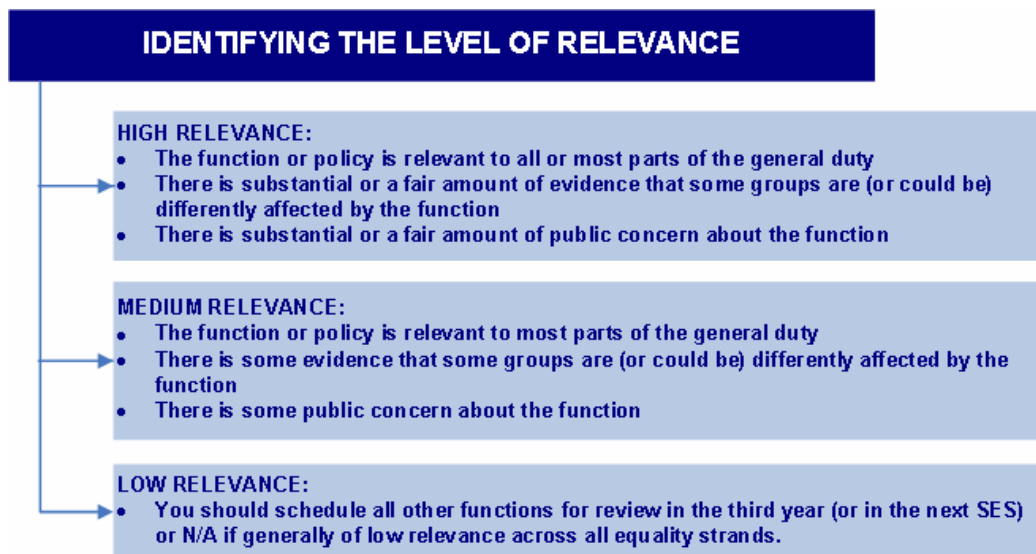
1 Appendix 3: Assessing functions and policies for relevance

Requirement to assess functions and policies for relevance

- 1.1 All public authorities must set out which of their functions and current and proposed policies are relevant to the general duty to promote race equality. We are legally required to do this and must review these functions and policies at least every 3 years.
- 1.2 Assessing the functions and policies for relevance helps identify the order of priority and plans for the equality impact assessment of current services that we are required to carry out every 3 years for race, gender and disability. At LBHF we previously called this process Retrospective Equality Impact Assessments (REIAs) which is just another name for an impact assessment of current policies and functions. This process now replaces the REIAs.

Assessment of relevance

- 1.3 An assessment of relevance across functions was carried out during 2009. In deciding whether a function or policy is relevant, officers considered:
 - Whether and how each part of the general duty (Race Equality Duty, Gender Equality Duty and Disability Equality Duty) applies
 - Which groups are affected?
 - Whether there is any reason to believe that people are or could be differently affected because of their racial group, gender or disability status (or age, sexual orientation, religion or belief).
- 1.4 A general guide on identifying the level of relevance is set out below.



Date for equality impact assessment review

- 1.5 Following the assessment of relevance across service areas, priorities for equality impact assessments (EIAs) have been identified. The suggested date for each EIA review has been included, usually by the month or financial quarter the assessment will be undertaken in.

- 1.6 As with any three year programme of work, the planned dates may be subject to change based on business changes and other issues or constraints that may not have been envisaged at the time of planning. The planned EIAs are required to be reflected in Departmental and service business plans along with any changes to dates, and are to be reviewed annually by Departments.

Appendix 3: Template for assessing functions and policies for relevance

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
RESIDENTS SERVICES									
Parks and Culture									
Libraries & Archives	To provide statutory public library service. To preserve and display the archival history of the borough.	Medium	Medium	Medium	Medium	Medium	Medium	Q3 2010/11	David Herbert
Parks and recreation	To deliver community sports and leisure facilities. To maintain and improve the parks & open spaces in the borough. To provide and maintain the borough's cemetery provision.	Medium	Medium	Medium	Medium	Low	Low	Q4 2010/11	Vacant
Arts and events	To provide a range of arts development, events and activities including hall hire and civic catering.	Medium	Medium	Medium	Medium	Medium	Medium	Q2 2010/11	Donna Pentelow
Registrars of Births, Deaths and Marriages	Statutory function to register births, deaths and marriages. To check nationality status and perform citizenship ceremonies.	High	Low	Low	Low	Low	High	Q4 2010/11	Donna Pentelow
Fulham Palace	Fulham Palace is an estate that is managed jointly by Hammersmith and Fulham Council and the Fulham Palace Trust.	Low	Low	Low	Low	Low	Low	N/A	Scott Cooper
Cleaner and Greener Neighbourhoods'									
Refuse and street management	To deliver recycling, household refuse, and street cleansing services across the borough.	Low	Low	High	High	Low	Low	Q2 2010/11	Dave Newman
Fleet Transport	To deliver fleet management and maintenance to a range of council service.	Low	Low	High	High	Low	Low	Q3 2010/11	Roy Finan
Depot Management	To manage Bagley's Lane Depot.	Low	Low	High	Medium / High	Low	Low	Q4 2010/11	Roy Finan
Street scene enforcement	To deal proactively with street scene enforcement issues, ensuring a cleaner, greener borough and reducing environmental crime via a zero tolerance policy on littering and tackling such issues as obstructions and	Low	Low	Medium/ High	Medium / High	Low	Low	Q1 2010/11	Roy Instrall

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	fly tipping.								
Business development	To deliver vfm street scene services to street traders, businesses and residents across the borough.	Medium	Low	Medium	Medium	Low	Low / Medium	N/A	Linda Hall-Brunton
Safer Neighbourhoods'									
Community Safety.	To work in partnership to reduce crime.	High	Medium	High	High	Medium	High	Q1 2010/11	Richard Vernon
Anti-social behaviour unit	To deal proactively and reactively with ASB wherever it occurs.	High	Medium/High	High	Medium/High	Medium	High	Q2 2010/11	Teresa Brown
Emergency Planning	To ensure the responsibilities of the Civil Contingencies Act are met.	Medium	Medium	High	High	Medium	Medium	Q1 2010/11	Adrian Price
CCTV	To provide an effective street and estate based CCTV service.	Medium	Medium	Medium	Medium	Medium	Medium	Q3 2010/11	Kevin White
Coroner and mortuary service	To ensure our responsibilities are met.	Medium/High	Low	Low	Low	Low	Medium/High	NA	Dave Colvin
Security	To provide a security service for council offices.	Medium	Medium	High	Medium	Medium	Medium	Q3 2010/11	Claire Rai
On street patrol services	To provide on street uniformed patrol services to deal with crime and ASB.	Medium	Medium	Medium	Medium	Medium	Medium	Q2 2010/11	Claire Rai
CHILDREN'S SERVICES									
Children in Need / Disabled Children's Services	The disabled children's services carries out assessments of the needs of severely disabled children and young people and their families, gives information and advice, and allocates resources including equipment, adaptations and short breaks/respice. The category of primary importance is clearly that of disability but all the others have relevance because of their relation to disability. For example provision for a specific category of disability relates to gender because that disability is more prevalent for one gender than another.	Medium	Medium	High	High	Medium	Medium	Spring 2010	Julian Easton

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
Fostering and Adoption	Adoption is the legal process of parenting a child for life. Adoption offers a safe, loving and stable family environment for children who cannot live with their birth parents. Foster care provides a stable and supportive home for children and young people at difficult times in their lives. Children of all ages may need temporary support. With the kinds of matching considerations we have to take in fostering, these equality issues are to the fore most of the time and have been assessed as high.	High	High	High	High	High	High	July 2010	Service Manager
Contact & Assessment FS&CP	Initial response and assessment following referrals for social work intervention. Service for children and families regarding Child in Need assessments and Child Protection enquiries. The service includes EDT.	High	High	High	High	Medium	High	March 2010	Service Manager
Looked after Children/ Permanency	The service provides a statutory service to looked after children and the identification, provision and support of permanent substitute families to those children. Ideally securing the arrangement via court order therefore diminishing the need for children to remain looked after by the local authority.	High	Medium	High	High	Medium	Medium	December 2010	Neil Elkins
Family ASSIST	The ASSIST Service has as its main function to prevent children and young people becoming looked after. The decision to have such a function in the LA is because it is generally considered via research that most young people will achieve better outcomes as outlined in the Children's Act and Every Child Matters 5 key criteria that provide the benchmark for children to achieve. This service is assessed as high for all strands In relation to Race the service works hard to ensure its staff group and foster carers are representative to the community in which it	High	High	High	High	High	High	August 2010	Peter Houghton

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	<p>provides services and would consider the relevance in promoting good race equality to be high as it supports clearly its key business aims.</p> <p>The relevance of good gender equality in both its work force and in relation to support to young people to fulfil their full potential means the relevance is high and gender specific work takes place as appropriate to support this aim.</p> <p>The service works with young people and children some whom have physical or learning issues and also the service supports families where a key member of the family will have a disability and thus, the relevance is high.</p> <p>The service would consider the relevance of this area to be high as it is a service that works with children and young people.</p> <p>The staff team are fully trained and aware of the importance of promoting good equalities work to support young people around their sexual identity and this is of high relevance in working with young people.</p> <p>The service works with families from a wide range of faith backgrounds. It important that the staff team are mindful and respectful of the faith of a family whom they work with and further to this, the foster carers employed by the service are equally expected to take account of the faith requirements of the young people with whom they work. The Relevance is high.</p>								
Asylum – unaccompanied minors	Assistance to unaccompanied asylum seeking children who are looked after by the local authority. We continue assistance beyond the age of 18 at which time, they become case leavers. In addition, we assist other foreign national looked after children and care leavers	High	High	High	High	High	High	Q3 2011	John Maggs

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	who are not asylum seekers but have no recourse to public funds. We focus on preparing young people for leaving care, independent living skills, accommodation, education, training and employment.								
School Improvement	Meet all statutory targets with a focus on underperforming groups in order to narrow the gap in achievement so that all students' attainment meets the national average or above.	High	High	High	High	Low	Low	October 2010	Katy Mbanefo Alan Dean Chris Cosker Fiona Phelps
Building Schools for the Future	Educational transformation programme that will deliver £200 million of capital investment which will deliver "schools of choice" for secondary age learners and wider access for the local community.	Low	Low	High	Medium	Low	Medium	June 2010	Andy Rennison
Early Years and Child Care, Family Information Service	Provide information/support/guidance/training for PVI sector early years and childcare providers (80) and childminders (apx 210). Also directly deliver 3 Children's Centres in disadvantaged areas and the development of 12 more and a cross borough family support team function for families with children from 0-12 years of age. Support offered to ensure parental choice in their child's education/quality childcare which meets parental needs/giving children a good start before they reach stat. school age. Family support for vulnerable families via CAF – primarily home based.	High	High	Medium	High	Low	Medium	Autumn term 2010	Pat Bunche
Extended services	The extended services team support schools and partner agencies to deliver the DCFS determined core offer of services to children and families. The core requires all schools to provide access for children and families to a range of services which include, all year round	High	High	High	High	Low	Medium	September 2010	Helen Bowring

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	childcare, a safe place to be(secondary school age pupils), after school activities and holiday provision, family learning, parenting support and accredited parenting programmes. In addition all schools should have access to range of targeted and universal services to support vulnerable pupils and enable children to achieve the ECM outcomes. Schools should also enable their premises and resources to become accessible to the community where practical.								
Integrated Youth Services	Youth Service, Youth Offending Service, Targeted Youth Support - The IYS manages an integrated service which actively supports children and young people to make a positive contribution to the community by working collaboratively with families, schools, Third Sector organisations and statutory providers. IYS aims to promote young people achieving and contributing, and reducing their involvement in crime and anti-social behaviour.	High	High	High	High	High	High	31/07/2010	Larry Wright
Safeguarding and Quality Assurance Unit	The Safeguarding and Quality Assurance Unit has key responsibilities towards children that are in need of protection .The unit is involved in chairing both child protection conferences, looked after children's reviews , and strategy meetings It also provide quality assurance and advice on safeguarding activities. The unit provides support to the Local Safeguarding Children Board (LSCB) which has a multi agency responsibility towards children.	High	High	High	High	High	High	September 2010	Tim Deacon
Play Service	The out of school childcare service offer registered holiday and after school childcare that is affordable, accessible and of a high quality for children aged between 4 – 12 years	Medium	High	High	High	Low	Medium	Spring 2011	Rosemary Salliss

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	<p>of age. All projects comply with statutory guidance in the Early Years Foundation Stage and are delivered through a trained and competent workforce. Activities offer the opportunity for children to enhance their overall development. The service welcomes parents, carers and children from differing abilities, all racial groups, cultures and religions. Specialist support for children with specific needs is provided where possible. The service is promoted through FIS and on the web, information is also provided through all the local primary schools.</p> <p>The projects aim to provide environments that foster and promote equal opportunities and mutual respect.</p>								
COMMUNITY SERVICES									
Adult social care									
Social work including assessment and AMHPs	Social work and Approved Mental Health Practitioner interventions including social work assessments	High	High	High	High	High	High	Dec 2010	ASC AD, Head of QA
Assessment and reviews for community care provision	Assessments under the Fair Access to Care Services criteria for community care services such as home care, day care, respite care, extra care and residential care with nursing	High	High	High	High	High	High	March 2011	ASC AD, Head of QA
Support planning	Support for service users with creating support plans that deliver the outcomes identified in their assessments	High	High	High	High	High	High	March 2011	ASC AD, Head of QA
Reablement	The reablement service helps people to regain their independence and to continue to live safely in their own homes	High	High	High	High	High	High	March 2011	ASC AD, Head of QA
Client Affairs	Under legislation, this service manages the financial transactions for service users who cannot manage their money themselves	High	High	High	High	High	High	March 2012	ASC AD, Head of QA

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
Options	Day opportunities service for people with learning disabilities	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Ellerslie	Day opportunities service for people with mental health needs	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Sunberry ILS	Day opportunities for people with physical disabilities	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Imperial Wharf	Day opportunities service for older people	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Coverdale	Residential care for people with learning disabilities	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Rivercourt	Short breaks service for people with learning disabilities	High	High	High	High	High	High	March 2012	ASC AD, Head of QA
Quality Commissioning and Procurement									
Supporting your choice	EIA of programme to date to ensure that all elements of SYC consider and are responsive to diverse needs of clients	High	High	High	High	High	High	March 2010	Kay Reeve
Commissioning: Health and wellbeing services	Review of Day opportunities across OP, PD and LD – will require comprehensive EIA to ensure future model of day opportunities meets needs of all clients groups. Previously modelled by client group – new model is inclusive of all client groups	High	High	High	High	High	High	March 2010	Benedict Hefford
Commissioning: Learning disabilities services		High	High	High	High	High	High	March 2010	Francesca Gasparro
Commissioning: Supporting People	Current tendering exercise – required to reconcile significant reduction in SP budget. EIA to identify potential impact so that commissioned services can mitigate risk as far as possible	High	High	High	High	High	High	March 2010	Rachel Soni
Commissioning: mental health	Dementia strategy recommendations to be subject to EIA	High	High	High	High	High	High	June 2010	Shelley Shenker
	MH accommodation review	High	High	High	High	High	High	June 2010	Shelley Shenker

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
Commissioning: Substance Misuse	Drug & Alcohol strategy review to ensure most effective service model, identify and mitigate any risks regarding equal access	High	High	High	High	High	High	February 2010	Tricia Cadden
	Adult Treatment Plan	High	High	High	High	High	High	March 10	Tricia Cadden
Commissioning: carers services	EIA part of tendering carers services – moving from building based to outreach model. Need to ensure widest range of carers are able to access and benefit from services	High	High	High	High	High	High	March 10	Steven Falvey
Community liaison – 3rd Sector Strategy	Funding and premises support for the 3rd sector. Includes tendering 3rd Sector Investment Fund over a 2 year rolling programme. Premises Plan sets out approach to premises, including development of 3rd sector hubs.	Medium	Medium	Medium	Medium	Medium	Medium	Spring 2012	Sue Spiller
	3SIF report: June 10, June 11	High	High	High	High	High	High	Spring 2010, 2011	Sue Spiller
	Palingswick House Options	High	High	High	High	High	High	Summer 2010	Sue Spiller
Procurement	All procurement exercises include EIA as part of process, therefore ongoing work programme.	High	High	High	High	High	High	Ongoing	Matthew Jones
	West London Alliance – framework agreement for home care placements – EIA required to ensure equality of service for h&f	High	High	High	High	High	High	June 2010	Matthew Jones
	West London Alliance: framework agreement for integrated home care and housing related support service – EIA required to ensure equality of service for H&F residents	High	High	High	High	High	High	June 2010	Matthew Jones
HOUSING AND REGENERATION / ECONOMIC DEVELOPMENT									
Housing Allocation Scheme	Description: the framework for the allocation of social housing in the borough. Relevance: the Council is under a duty to give reasonable preference in the allocation of	High	High	High	High	High	High	Q4 2009	Asif Rashid

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	social housing to the homeless and those in housing need. Ethnic and religious minorities, single mother households, women fleeing domestic violence, vulnerable adults with an underlying mental or physical health condition including the elderly make up a significant percentage of this client group, with HIV/AIDS sufferers and those in housing need as a consequence of their sexuality also represented.								
Housing advice information, and assessment	<p>Description: Service assisting people to keep their homes or, if that's not possible, will provide advice and sometimes direct support to find a new one. Main client group are those who are homeless or in housing need.</p> <p>Relevance: Ethnic and religious minorities, single mother households, women fleeing domestic violence, vulnerable adults with an underlying mental health or physical condition, and 16-17 year olds make up a significant percentage of this client group, with HIV/AIDS sufferers and those in housing need as a consequence of their sexuality also represented.</p>	High	High	High	High	High	High	Q4 2009	Glendine Shepherd
Enhanced housing options	<p>Description: broader access and more personalised response to those looking for housing options, including help with training and employment, childcare, life coaching and more direct assistance for those without a statutory priority like young offenders</p> <p>Relevance: Ethnic and religious minorities, single mother households, women fleeing domestic violence, vulnerable adults with an underlying mental health or physical condition, and young offenders aged under 25 make up a significant percentage of this client group, with HIV/AIDS sufferers and those in housing need as a consequence of their sexuality also</p>	High	High	High	High	High	High	Q1 2010	Amy Hutton

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	represented..								
Provision of temporary accommodation and direct lettings	<p>Description: placement and estates management of homeless households in temporary accommodation and access for the same groups to homes in the private rented sector.</p> <p>Relevance: Ethnic and religious minorities, single mother households, women fleeing domestic violence, vulnerable adults with an underlying mental health or physical condition and 16-17 year olds make up a significant percentage of this client group, with HIV/AIDS sufferers and those in housing need as a consequence of their sexuality also represented</p>	High	High	High	High	High	High	Q1 2010	Glendine Shepherd / Margate Green
OT and adaptations	<p>Description: provide those with a long term physical health problem or disability advice and support to manage in their home, including home adaptations.</p> <p>Relevance: Those with disabilities, the elderly, ethnic and religious minorities make up a significant percentage of this client group</p>	High	Low	High	High	Low	High	Q2 2010	Service Manager for Occupational Therapy, Penny Magud
H&F Home Buy	<p>Description: Team that assists residents to access low cost home ownership.</p> <p>Relevance: targets low to middle income households who are particularly likely to be in key equality groups, with particular challenges to assist those groups under-represented in the employment sector such as the disabled, older people, and those long-term unemployed with child care commitments such as single mothers.</p>	High	High	High	High	Low	High	Q2 2010	Glendine Shepherd
Housing strategy	The council has devised a Housing Strategy to cover the years 2007 – 2014. It seeks to outline the housing demand/need pressures which will arise over that period in the context	High	High	High	High	High	Medium	Q4 2010	AD Regeneration & Housing Strategy, Lyn

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	of known, probable and possible direct (council) and indirect e.g. housing association, private rented sector, market home ownership) supply options. It draws its focus from the administration's key objectives which include a commitment to enabling residents of LBH&F to realise home-ownership aspirations as well as delivering a mixed economy housing options approach to meeting housing need. It is therefore essential to ensure that the Strategy addresses the diversity of the borough in terms of the racial, gender, age, disability and other key equalities characteristics to ensure that it is perceived to be "fair" by citizens. It is also important to ensure that it delivers an equitable approach to meeting housing requirements in terms of income and wealth, and in particular enables those on lower incomes and with less than average capital resources to access low cost home ownership and intermediate renting solutions								Garner
H&F Advice	H&F advice brings together in one location the initial points of contact for housing and social care for adults and children. As both the housing and social care functions are being assessed for relevance separately and have planned EIAs, no EIA will be undertaken on H&F advice.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Economic Development	The Work Matters strategy sets out two corporate objectives. to meet employers recruitment and retention needs and to tackle the barriers which prevent residents from accessing jobs and training opportunities. This includes maximising employment opportunities within the council; namely apprenticeships and volunteering schemes.	High	High	High	High	Medium	Medium	March 2010	Head of Economic Development

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		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
Area Regeneration	Strategic work to regenerate and attract investment to deprived areas and to guide and promote quality development in growth areas. The Strategy focuses around 5 areas: North Fulham, White City/Shepherds Bush, Hammersmith, Old Oak and Fulham Riverside. These areas have been identified as priority. A key aim will be the attraction of investment and delivery of new housing and employment opportunities in these areas.	High	High	High	High	Medium	Medium	March 2011	Head of Economic Development
Adult learning and skills	<p>ALSS broadly delivers three strands</p> <ol style="list-style-type: none"> 1) Skills for Work and Employment 2) Personal and community development 3) Entry into learning and skills <p>The Skills for Work area provides a range courses leading to employment or further study. Emphasis is given to those learners either returning to study or making first steps into a new area of learning for them, these learners are likely to be from economically disadvantaged groups.</p> <p>The Skills for Life area has a range provision. Courses at entry, level 1 and 2 in literacy, numeracy and language for speakers of other languages. Provision for adults with learning difficulties or disabilities learners, particularly focusing on independent living skills. Family and community learning, literacy and numeracy mainly in partnership with schools and other community venues across the borough.</p> <p>The targeted provision strand of Learning for Personal and Community Development is an area of activity, that includes learners with disabilities, people with few or no qualifications and older learners.</p>	High	High	High	High	Medium	Medium	Q4 2011	Head of Adult Learning and Skills

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
ENVIRONMENT SERVICES									
Highways and construction	Design and maintenance; street lighting; street lighting; structural engineering and drainage;	Low/Medium	Low	High	High	Low	Nil	Quarter 2 2010	Gordon Prangnell
Transportation policy	Strategies including Local Implementation Plan; cycle network; borough liaison; traffic orders and development advice Area traffic calming; Streetscape guide; School Crossing Patrols; Road safety	Low/Medium	Medium	High	High	Low	Low	Quarter 3 2010	Chris Bainbridge
Network management and enforcement	Network management; enforcement; tables and chairs licensing; monitoring of street works	Low	Low	High	Medium	Low	Low	Quarter 2 2010	Iain Hawthorn
Parking	Controlled Parking Zones; parking management	Low	Low	High	High	Nil	Nil	Quarter 3 2010	David Taylor
Planning – Development Management	Development management; urban design; conservation; planning enforcement;	Medium	Low	High	Medium	Low	Low	Quarter 3 2010	Ellen Whitchurch, Juliemma McLoughlin
Planning - Policy	Planning policy; environmental policy	Medium	Low	High	Medium	Low	Low	Quarter 3 2010	Pat Cox
Building and property management	Corporate Facilities Management; Building Design; Estates Management; Building control	Medium	Low	High	High	Low	Low	Quarter 2 2010	Joanna Robinson
Public protection and safety	Includes Environmental Health, Trading Standards and Licensing	Medium	Medium	Medium	Low	Low	Medium	Quarter 2 2010	Iain McCord
FINANCE AND CORPORATE SERVICES									
Business Technology	This includes: IT strategy, H&F Bridge Partnership Contract monitoring, Corporate Programme Management office, Information management including Information security and Requests for Information under FOI and DP etc. All are assessed as low because whilst the unit has a clear strategic and leadership role	Low	Low	Low	Low	Low	Low	N/A	Jackie Hudson

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	in many areas, with the exception of our Freedom of Information, EIR and Data Protection Act function, the actual delivery of services to these customers is done by others outside of the Business Technology unit.								
External Communications	External Communications promotes the reputation of the Council within the borough. It works to deliver a borough of opportunity through information campaigns. This includes the council's corporate communications via print media (H&F News), the website, e-news and twitter, etc. Communication supports an annual programme of resident engagement through Leader Listens, the Borough Summit and other events such as the crime summit and major public meetings. Relevance is higher for race and disability for information accessibility.	Medium/High	Medium/Low	High	Medium/Low	Medium/Low	Medium/Low	Q3 2010/11	Simon Jones
Internal Communications	Internal communications helps deliver key messages internally through the staff Mag, e-brief, today's news, etc. Relevance is higher for race and disability for information accessibility.	Medium/High	Medium/Low	High	Medium/Low	Medium/Low	Medium/Low	Q3 2010/11	AD Organisation Development
Finance	Financial strategy, corporate efficiencies, financial accounting, financial systems and central payments team; accountancy support to the Finance & Corporate Services Department, Treasury and Investment of the Pension Fund, VAT advice: internal audit service and corporate anti-fraud service.	Low	Low	Low	Low	Low	Low	To review in next SES 2012/13	Leigh Whitehouse
Strategy and Performance	In delivering corporate and partnership strategies, in monitoring performance against targets and in conducting the annual residents survey, the Team has a key role in setting up the framework for delivering equality of opportunity and in monitoring its delivery. As it does not deliver any services to the public	Medium	Medium	Medium	Medium	Medium	Medium	Summer 2010	Peter Smith

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	directly, however, the work is of medium relevance.								
Procurement	Provision of procurement advice and guidance to the council. Development & provision of a corporate framework to ensure compliance with statutory requirements and council priorities. Manage corporate contracts & advise on strategic contracts. Promote collaborative procurement. Develop supply markets.	Medium	Medium	Medium	Medium	Low	Low	2010/11	Francis Murphy
Councillor and Committee Services	Supports Councillors in carrying out their duties. It provides clerking and administrative support to formal and informal Committees meeting of the Council and empowers citizens' engagement in the democratic process.	Medium	Medium to Low	Medium	Medium to Low	Low	Low	Winter 2010	Kayode Adewumi
Executive services	Leader Listens meetings with residents Councillor enquiries from residents Administrative support to all Councillors	Medium	Medium	Medium	Medium	Medium	Medium	2010/11	Lyn Anthony
Executive services	Management and oversight of all Council complaints and Local Government Ombudsman investigations Council's Corporate Complaints Policy Governance and administration of the Council's Potentially Violent Service User (PVSU) database	Medium	Medium	Medium	Medium	Medium	Medium	2010/11	Lyn Anthony
Electoral services	Maintaining an accurate register of electors, administration of elections and referendums, promoting voter participation.	Low	Low	Medium	Low	Low	Low	For review in the next SES	Steve Miller
Legal and democratic services	The provision and procurement of legal advice, representation and general legal services to officers and members in pursuance of the Council's functions. Relevance: Legal Services' does not have its own policies, other than the adoption of the	Low	Low	Low	Low	Low	Low	For review in the next SES	Kevin Beale

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	Council's equal opportunities policy. It does not provide services to the public but to our client departments and members. This service does not determine policies which might have a disproportionate impact on different groups. The policies are created by the client departments and we advise upon them, but they are not ultimately our responsibility. Legal services are a function that supports the business in compliance with equality duties and legislation in both the procurement of legal services/advice and provision. The service has to be mindful of equalities duties in giving advice								
Corporate equalities	This service supports the council in meeting its statutory equalities requirements.	High	High	High	High	High	High	Quarter 4 2010/11	Opportunities Manager
Business Transformation	End-to-end process reengineering to support delivery of integrated services with productivity and culture/behaviour improvements where productivity is a result of efficient service delivery (doing things well). It is difficult to assess the relevance of the whole function as the relevance varies from project to project. PEIAs are undertaken for major projects.	Medium / Low	Medium/ Low	Medium	Low	Low	Low	Review in the next SES	AD Organisation Development
Talent and Performance Management	Talent/performance management, performance management including appraisals, succession planning and learning and development. The relevance is assessed as high for race, gender and disability due to the employment monitoring requirements relevant to this area.	High	High	High	Medium	Low	Low	New processes are being put in place. Likely Quarter 4 2010/11.	AD Organisation Development
Community cohesion	Community Cohesion describes a range of activity which aims to: 1.) Adopt a common purpose to promote good	High	High	High	High	High	High	April 2010	Pinakin Patel

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	<p>community relations and a sense of belonging for all communities.</p> <p>2.) Build strong connections and understanding within and between communities.</p> <p>3.) Promote shared values such as social responsibility, respecting difference and civic duty.</p> <p>4.) Listen and engage with our communities.</p> <p>5.) Promote and foster active citizenship and volunteering.</p> <p>The activity is dependent on people of different backgrounds getting along with each other and being able to have equal access to opportunities and services. Therefore, it is proposed that for all six equality strands, a "High" score is submitted.</p>								
HR Recruitment	<p>Involves attracting and identifying suitable personnel to fill positions within the council.</p> <p>This function is highly relevant for all groups because it is a requirement under the race equality duty to ensure a more representative workforce. The council can only ensure this by monitoring the way they advertise and representation of the applicant pool. Recruitment also covers items that may vary and the variation could be subjective all of which might affect different groups differently such as:</p> <ul style="list-style-type: none"> • Determination of contracts • Terms and conditions • Flexible working patterns • Evaluation and grading of jobs 	High	High	High	High	High	High	Summer 2010	Tracey Babb

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	<ul style="list-style-type: none"> Reasonable adjustments 								
HR policies and procedures	<p>This function covers rules and regulations that employees should abide to.</p> <p>The function is highly relevant because it covers anti-discrimination policies such as Equal Opportunities Policy, Internal Harassment Policy, Zero Tolerance Policy which aim to address the general duty to eliminate discrimination and promote equality.</p>	High	High	High	High	High	High	Winter to Spring 2010	John O Rourke
HR Workforce strategy	<p>The strategy outlines what steps the council will take to develop its workforce for the future ensuring a highly skilled representative workforce.</p> <p>This strategy is highly relevant because it impacts highly on how the council manages change through restructuring and the actions taken to address imbalance under the requirement of the specific duties on Race, Gender and Disability</p>	High	High	High	High	Medium	Medium	Winter 2010	Elaine Harris
HR Workforce monitoring	<p>The function monitors the council workforce and identifies actions to ensure a more representative workforce.</p> <p>This function is highly relevant because it a requirement under the race duty and will highlight measures that the council will need to take to address areas of disproportionate under-representation.</p>	High	High	High	High	Medium	Medium	Winter 2010	Gloria Lau / John O Rourke
H&F Direct Revenues	Administration of Council Tax – including the billing, collection and recovery.	Low	Low	Low	Low	Low	Low	Review in next SES	John Collins
H&F Direct Benefits	<p>Assessment of Housing and Council Tax Benefits – including the billing, collection and recovery.</p> <p>Note: Both H&F Direct revenues and benefits are rated as low because both the functions are primarily around the calculation of liability</p>	Low	Low	Low	Low	Low	Low	Review in next SES	John Collins

Name of service or function	Insert brief description and explanation of relevance	Your assessment of relevance (High, Medium, Low or Nil)						EIA date, suggested review	Lead officer
		Race	Gender	Disability	Age	Sexual orientation	Faith/belief		
	<p>for Council Tax or the eligibility for housing benefit. Both of these activities are based upon prescribed legislation, and are both subject to annual audits, together with an additional audit to determine the accuracy of our benefit subsidy claim (i.e. claiming back all the benefit we've paid out).</p> <p>Consequently there is no discretion with officers on these matters, and the primary issue is whether they have correctly calculated the liability/benefit according to the rules. The Subsidy audit has comprehensive quality checking regimes contained within it.</p> <p>Each has been rated as low (rather than nil) because there is the customer service element to the operations (the way people are treated), but we have no evidence of any issues here.</p>								