

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

The SLHD Equality Analysis Key Findings 2014/15 to date are listed below

Contents

Disciplinary Policy and Procedure	2
Board Members Expenses Policy	3
Local Government Pension Scheme Employer Discretions Statement of Policy	4
Flexible Retirement Scheme	5
ICT Access & Information Security Policies	6
Employee Code of Conduct	7
Customer Involvement Strategy	8
Redecoration Policy	9

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Disciplinary Policy and Procedure

Completed equality analysis	Key findings	Future actions
<p>Directorate: Corporate Services</p> <p>Function, policy or proposal name: Disciplinary Policy and Procedure</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the equality analysis:</p> <p>Laura Derrick, HR Advisor</p> <p>Date of assessment: 9 August 2013</p>	<p>The management of conduct issues is dealt with under the Disciplinary Policy and Procedure.</p> <p>This policy and procedure applies to all employees of St Leger Homes</p> <p>No negative impact was found.</p>	<p>Monitoring of dismissals will be set in place by the Human Resources Service Manager as part of the implementation of the policy.</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Board Members Expenses Policy

Completed equality analysis	Key findings	Future actions
<p>Service: Corporate Services - Governance</p> <p>Function, policy or proposal name:.....</p> <p>Board Members Expenses Policy</p> <p>Function or policy status: (new, changing or existing)</p> <p>Name of lead officer completing the equality analysis:</p> <p>Gaile Peacock.....</p> <p>Date of assessment: 08/05/14</p>	<p>The Board Members Expenses is an internal policy which forms part of the governance framework.</p> <p>The policy demonstrates to the wider community that SLHD is an open, accountable and transparent organisation and has clear guidelines regarding payments made to Board Members for reimbursement for expenses incurred as part of their duties.</p> <p>The content of the policy allows reasonable payments to be made so that no Board Member (regardless of their background or personal circumstances) is financially disadvantaged by undertaking their SLHD duties.</p>	<p>The policy will be publicised through the Corporate mediums (intranet) and is available to members of the public through SLHD website. Changes to the policy will be brought to the attention of Board Members by the Board Support Officer.</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Local Government Pension Scheme Employer Discretions Statement of Policy

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name: Local Government Pension Scheme Employer Discretions Statement of Policy</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment: Linda Keeling Date of assessment: 01 May 2014</p>	<p>Discretionary powers for employers are contained within the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014.</p> <p>Eligible employees who are members of the local government pension scheme and former employees who have deferred benefits may request that EMT exercise certain discretionary powers on grounds set out in the regulations.</p> <p>All employees have the opportunity to join the pension scheme.</p> <p>Where discretions are not currently exercised this is on business / financial grounds.</p> <p>No negative impact was found.</p>	<p>Annual monitoring of flexible retirement decisions is reported to the Quarterly Trade Union Meeting by the Human Resources Service Manager.</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Flexible Retirement Scheme

Completed equality impact assessments	Key findings	Future actions
<p>Service Area: Human Resources</p> <p>Function, policy or proposal name: Flexible Retirement Scheme</p> <p>Function or policy status: Changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment: Linda Keeling Date of assessment: 01 May 2014</p>	<p>The provision for flexible retirement is contained within the Local Government Pension Scheme Regulations 2013.</p> <p>Eligible employees who are members of the local government pension scheme may request approval to retire flexibly with access to their pension benefits subject to a reduction in hours or reduction in grade and corresponding reduction in pay as set out in the policy.</p> <p>Non members of the local government pension scheme who wish to work flexibly may submit a flexible working request under flexible working scheme.</p> <p>No negative impact was found.</p>	<p>Annual monitoring of flexible retirement decisions is reported to the Quarterly Trade Union Meeting by the Human Resources Service Manager</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

ICT Access & Information Security Policies

Completed equality analysis	Key findings	Future actions
<p>Directorate: Corporate Services</p> <p>Function, policy or proposal name: ICT Access & Information Security Policies</p> <p>Function or policy status: Changing</p> <p>Name of lead officer completing the equality analysis:</p> <p>Mark Haughey, ICT Service Manager</p> <p>Date of assessment: June 2014</p>	<p>This policy and procedure applies to all employees of St Leger Homes</p> <p>No negative impact was found.</p>	<p>Monitoring of misuse of ICT resources will be set in place by the ICT Service Manager as part of the implementation of the policies.</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Employee Code of Conduct

Completed equality analysis	Key findings	Future actions
<p>Service: Organisational Capacity and Support</p> <p>Function, policy or proposal name: Employee Code of Conduct</p> <p>Function or policy status: refresh of existing Code of Conduct</p> <p>Name of lead officer completing the equality analysis: Karen Nolan</p> <p>Date of assessment: 8 October 2014</p>	<p>Need to ensure that the refreshed document is communicated to all employees including frontline workers and employees who have difficulties reading.</p>	<p>1) Team Leaders to set aside adequate time to brief staff on the refreshed document and answer any questions.</p> <p>2) Team Leaders to ensure employees who have difficulty reading are made aware of the document, its contents and its importance.</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Customer Involvement Strategy

Completed equality analysis	Key findings	Future actions
<p>Service: Customer Care - Housing Services</p> <p>Function, policy or proposal name: Customer Involvement Strategy</p> <p>Function or policy status: NEW (new, changing or existing)</p> <p>Name of lead officer completing the equality analysis: Louise Robson</p> <p>Date of assessment: August 2014</p>	<p>The strategy replaces the Tenant Participation Strategy 2010 – 2012. The new Customer Involvement Strategy 2014 – 2017 takes into account changes in the way customer involvement is delivered through St Leger Homes and the changes in government legislations to include the Big Society and the Localism Act.</p> <p>The Action Plan after the implementation of the strategy will ensure contents of the strategy are implemented.</p>	<p>Promote the Strategy, Key priorities and Action Plan within the business and across the borough.</p> <p>Review all three document on a regular basis and update 2017</p>

Commissioning / Decommissioning Services, Decision making, Projects, Policies, Services, Service, Strategies or Functions (CDDPPSSF)

Redecoration Policy

Completed equality analysis	Key findings	Future actions
<p>Service: Planned Maintenance</p> <p>Function, policy or proposal name:.....</p> <p>Redecoration Policy.....</p> <p>Function or policy status: new..... (new, changing or existing)</p> <p>Name of lead officer completing the equality analysis:</p> <p>Andy Rowe</p> <p>Date of assessment: 4 February 2015</p>	<p>The Redecoration Policy offers two types of assistance for customers. Paint packs colours and products can be chosen and ordered without visiting the retail outlet and are delivered to the customer's homes. Therefore, assisting disabled and less mobile people.</p> <p>There is provision within the policy to assist vulnerable customers with bespoke decoration solutions other than paint packs and B&Q cards.</p> <p>There was no negative impact found.</p>	<p>None</p>