

Department: Regeneration					Service: Single Regeneration Budget/Neighbourhood Renewal Fund/New Deal for Communities					
Completed by: Tania Akhtar (name/position) Scheme Coordinator			Date: 12/03		Reviewed by: (name/position)				Date:	
Function, Policy or procedure	General Information about function/policy/procedure				Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
	A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnically monitored?	E	F	G	H	I	J
Management & Coordination of Regeneration activities	No	Yes	Yes	Yes	C	Yes 3-17	0	0	2	Annual Review
Establish, maintain & service partnership boards/panels/theme groups	No	Yes	Yes	No	C	No	0	0	3	Annual Review
Support the development of projects, appraise & produce delivery plan	No	Yes	Yes	Yes	C	Yes 3-17	0	0	2	Annual Review
Monitoring, audit & verification	No	Yes	No	Yes	B	No	0	0	3	Quarterly Review

Department: Regeneration					Service: Oldham Community Economic Development Agency					
Completed by: Tania Akhtar (name/position) Scheme Coordinator			Date: 12/03		Reviewed by: (name/position)			Date:		
Function, Policy or procedure	General Information about function/policy/procedure				Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
	A Contracted Out? No	B Written policy? Yes	C Delivered in Partnership? Yes	D Ethnically monitored? Yes	E C	F No	G 0	H 0	I 3	J Quarterly Review
Department: Regeneration					Service: Support Services					
Completed by: Steven Holden (Finance Manager) (name/position)			Date: 22/12/03		Reviewed by: (name/position)			Date:		
X Function, Policy or procedure	General Information about function/policy/procedure				Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference

<p>1. Firstly -list the function in bold text or underline</p> <p>2. Secondly -(If applicable) split each function into its separate component parts, i.e. policy, procedures, and underneath the function, complete a separate row for each policy/procedure related to the function</p> <p>3. Ideally use separate pro-formas for each function</p>	<p>A Contracted Out?</p> <p>Yes = Y No = N</p>	<p>B Written policy?</p> <p>Yes= Y No = N Other: <i>please specify</i></p>	<p>C Delivered in Partnership?</p> <p>Yes = Y No = N</p>	<p>D Ethnically monitored?</p> <p>Yes = Y No = N</p>	<p>E Does the function, policy, procedure involve tenants/public, or have consequences for them: A = Involve tenants/public B = Has consequences for tenants/public C = Both</p>	<p>F Is there any reason to believe that some racial groups could be differently affected by the function or policy? If so, which groups are affected and how? Please state the category numbers 1-17 for the ethnic groups likely to be affected</p>	<p>G How much evidence do you have?</p> <p>0 = none 1 = a little 2 = some 3 = a lot</p> <p>If possible, please provide details.</p>	<p>H Is there any concern that functions, policies, procedures are being operated in a discriminatory manner?</p> <p>0 = none 1 = a little 2 = some 3 = a lot 4 = unknown</p> <p>If possible, please provide details.</p>	<p>I</p> <p>1.Top term 2. Medium term 3.Long term 4. Reassessed in the next RES</p>	<p>J What is the reference the action be taken relation to policy in y Service P</p>
<p>Finance Support Budget and final accounts Capital programme Treasurer's comments on reports Financial systems maintenance/development</p>	N	N	N	N	None	No	0	0	4	N/A
<p>Administrative Support Process invoices Manage petty cash Manage mail</p>	N	N	N	N	None	No	0	0	4	N/A

Strategic Support Best Value EDRS Service Planning Health & Safety co-ordination Communications	No	N	N	N			0	0	4	
Staffing Support HR advice Staff contracts (with CE Advice)	N	Y OMBC	N	Y	B C	Yes – 3 to 17 Yes – 3 to 17	0	0	3 3	Review accessibi document Develop monitorin

Department: Regeneration

Service: Environmental Programmes

Completed by:
Graham Birch (Acting Principal Planning Officer)

Date:
22/12/03

Reviewed by:
(name/position)

Date:

X Function, Policy or procedure	General Information about function/policy/procedure	Is the policy relevant to the General Duty?	What is the degree of relevance? Priority for further Action:	What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
--	--	--	---	---	---

	A	B	C	D	E	F	G	H	I	J
Working with partners/consultants to produce action plans and master plans focussed on and informing environmental regeneration activities across the whole of the Borough.	Contracted Out ? N	Written Policy Y	Delivered in Partnership Y	Ethnically monitored N	Involve tenants/public C	Could racial groups be differently affected ? 3-17	Evidence 1	Functions policies operated in discriminatory manner 0	Priority 2	In consulting on planning exercises certain ethnic minority groups are the hardest to reach – techniques to address this are under constant review.

Department: Regeneration		Service: Environmental Programmes	
Completed by: Graham Birch (Acting Principal Planning Officer)	Date: 22/12/03	Reviewed by: (name/position)	Date:

X Function, Policy or procedure	General Information about function/policy/procedure				Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
	A	B	C	D	E	F	G	H	I	J
Bidding for and managing funding resources used for the purposes of implementing environmental improvement programmes.	Contracted Out ? N	Written Policy Y	Delivere d in Partner Ship Y	Ethnicall y moni tored N	Involve tenants/public C	Could racial groups be differently affected ? No	Evidence 0	Functions policies operated in discriminatory manner 0	3	Situation will be monitored to ensure that good practice continues

X Function, Policy or procedure	General Information about function/policy/procedure				Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
	A	B	C	D	E	F	G	H	I	J
Working with partners to provide support for communities to help them improve the local/global environment through the delivery of sustainable environmental improvements.	Contracted Out ? N	Written Policy Y	Delivered in Partnership Y	Ethnically monitored N	Involve tenants/public C	Could racial groups be differently affected ? 3-17	Evidence 1	Functions policies operated in discriminatory manner 0	Priority 2	In working with the community certain ethnic minority groups are the hardest to reach – by virtue of language and culture, techniques to address this are under constant review.

X Function, Policy or procedure	General Information about function/policy/procedure	Is the policy relevant to the General Duty?	What is the degree of relevance? Priority for further Action:	What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
--	--	--	---	---	---

	A	B	C	D	E	F	G	H	I	J
Coordinating environmental improvement activities across the whole of the borough through working with a wide range of partners in the public, private and voluntary sectors.	Contracted Out ? N	Written Policy Y	Delivered in Partnership Y	Ethnically monitored N	Involve tenants/public C	Could racial groups be differently affected ? 3-17	Evidence 1	Functions policies operated in discriminatory manner 0	Priority 2	In seeking to ensure co-ordinated activity across the community certain ethnic minority groups are the hardest to reach – by virtue of language and culture, techniques to address this are under constant review.

Department: Regeneration	Service: Economic Development
Completed by: (name/position)	Date:
Reviewed by: (name/position)	Date:

<p>X</p> <p>Function, Policy or procedure</p> <p>Firstly – list the function in bold text or underline. Secondly – (if applicable) split each function into its separate component parts i.e. policy, procedures, and underneath the function complete a separate row for each policy/procedure related to the function. Ideally use separate pro-formas for each function</p>	General Information and function/policy/procedure				is the policy relevant to the General Duty?		What it the degree of relevance? <i>Priority for further Action:</i>		What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
	A Contracted Out? Yes = Y No = N	B Written policy? Yes = Y No = N Other: <i>Please specify</i>	C Delivered in Partnership? Yes = Y No = N	D Ethnically monitored? Yes = Y No = N	E Does the function, policy, procedure involve tenants/public, or have consequences for them: A = involve tenants/public B = Has consequences for tenants/public C = Both	F Is there any reason to believe that some racial groups could be differently affected by the function or policy? If so, which groups are affected and how? Please state the category numbers 1-17 for the ethnic groups likely to be affected.	G How much evidence do you have? 0 = none 1 = a little 2 = some 3 = a lot If possible, please provide details.	H Is there any concern that functions, policies procedures are being operated in a discriminatory manner? 0 = none 1 = a little 2 = some 3 = a lot 4 = unknown If possible please provide details.	I 1. Top 2. Medium term 3. long term 4. Reassessed in the next RES	J What is the reference for the action to be taken in relation to this policy in your Service Plan.

	A	B	C	D	E	F	G	H	I	J
1. To promote the Borough and attract investment.	N	Y	Y	N	Y	N	0	0	3	This service will be annually reviewed
2. To promote and undertake property development and regeneration projects.	N	Y	Y	N	Y	N	0	0	3	This service will be annually reviewed.

3. Operate business centres.	N	Y	N	N	Y	N	0	0	3	This service will be annually reviewed
4. Provide business premises improvement grants.	N	Y	N	N	Y	Y 3-17	1	1	2	This service will be monitored ethnically.
5. provide business advice.	Y	Y	Y	Y	Y	Y 3-17	2	0	2	This service will be kept under review for ethnic monitoring.

Department: REGENERATION				Service: PRIVATE SECTOR HOUSING				
Completed by: PHIL BROWN (name/position) ACTING SERVICE MANAGER			Date: 22.12.03	Reviewed by: (name/position)			Date:	
X Function, Policy or procedure	General Information about function/policy/procedure			Is the policy relevant to the General Duty?		What is the degree of relevance? Priority for further Action:	What priority would you give this function	What Action is to be taken and what is the Action Plan Reference

<p>4. Firstly -list the function in bold text or underline</p> <p>5. Secondly -(If applicable) split each function into its separate component parts, i.e. policy, procedures, and underneath the function, complete a separate row for each policy/procedure related to the function</p> <p>6. Ideally use separate pro-formas for each function</p>	<p>A Contracted Out?</p> <p>Yes = Y No = N</p>	<p>B Written policy?</p> <p>Yes= Y No = N Other: <i>please specify</i></p>	<p>C Delivered in Partnership?</p> <p>Yes = Y No = N</p>	<p>D Ethnically monitored?</p> <p>Yes = Y No = N</p>	<p>E Does the function, policy, procedure involve tenants/public, or have consequences for them: A = Involve tenants/public B = Has consequences for tenants/public C = Both</p>	<p>F Is there any reason to believe that some racial groups could be differently affected by the function or policy? If so, which groups are affected and how? Please state the category numbers 1-17 for the ethnic groups likely to be affected</p>	<p>G How much evidence do you have?</p> <p>0 = none 1 = a little 2 = some 3 = a lot</p> <p>If possible, please provide details.</p>	<p>H Is there any concern that functions, policies, procedures are being operated in a discriminatory manner?</p> <p>0 = none 1 = a little 2 = some 3 = a lot 4 = unknown</p> <p>If possible, please provide details.</p>	<p>I</p> <p>1.Top 2. Medium term 3.Long term 4. Reassessed in the next RES</p>	<p>J What is the reference for the action to be taken in relation to this policy in your Service Plan</p>
<p>Provide a Disabled Adaptation Service to home owners and tenants</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17</p>	<p>1</p>	<p>0</p>	<p>2</p>	<p>Action Plan Objective ref 5 & 6 To review "pro rata" grants in annual Policy review</p>

Ensure homes are Safe, Warm & Dry & of a Decent Standard by carrying out a series of improvement packages	N	Y	Y	Y	C	N	0	1	3	Action Plan Objective ref 5 & 6 Target area to be widened under HMRF activity
Implement & monitor & evaluate schemes identified in the annual Capital Programme	N	N	N	N	B	Y 1-6, 8, 9, 12-17	2	1	2	To monitor and review annually under the Programme
Continue to provide an Agency Service to assist users to carry out repairs or improvements	N	N	N	N	C	0	0	0	3	Continue to evaluate monitor and review the service
Manage & deliver the Housing Market Renewal programme	N	N	Y	N	C	0	0	0	3	Continue to evaluate monitor and review the programme

