

APPENDIX 1 ASSESSMENT PROFORMA 1-

Department: Chief Executive's		Service: Corporate Policy Division			
Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding		Date: 8.12.03	Reviewed by: (name/position)		Date:
Function, Policy or procedure Corporate Regeneration Policy and Resource Procurement *Policy Framework for Regeneration which informs bids for funding (through Community Strategy and Area Plans)	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

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	<p>A Contracted Out?</p> <p>N</p>	<p>B Written policy?</p> <p>Y</p>	<p>C Delivered in Partnership?</p> <p>Y</p>	<p>D Ethnicall y monitored?</p> <p>N</p>	<p>E Does the function, policy, procedure involve tenants/ public, or have consequences for them:</p> <p>C</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>Could be differential effect re. Delivery of service to different racial groups</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>1</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>2</p>	<p>I 1.Top term 2. Medium term 3.Long term 4. Reassessed in the next RES</p> <p>3</p>	<p>J What is the reference for the action to be taken in relation to this policy in your Service Plan</p> <p>Implementation of Community Strategy</p>	
<p>Department: Chief Executive's</p>					<p>Service: Corporate Policy Division</p>						
<p>Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding</p>				<p>Date: 8.12.03</p>	<p>Reviewed by: (name/position)</p>			<p>Date:</p>			

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Function, Policy or procedure	General Information about function/policy/procedure	Is the policy relevant to the General Duty?	What is the degree of relevance?	What priority would you give this function	What Action is to be taken and what is the Action Plan Reference
<p>Corporate Regeneration Policy and Resource Procurement</p> <p>Neighbourhood Renewal Strategy (incorporated into Area Plans)/Equalities and Inclusion Framework in Community Strategy</p>			<p>Priority for further Action:</p>		

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<p>Department: Chief Executive's</p>					<p>Service: Corporate Policy Division</p>						
<p>Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding</p>				<p>Date: 8.12.03</p>	<p>Reviewed by: (name/position)</p>				<p>Date:</p>		

APPENDIX 1 ASSESSMENT PROFORMA 1-

<p>Function, Policy or procedure</p> <p>Corporate Regeneration Policy and Resource Procurement</p> <p>Developing European Union Funding Action Plans</p>	<p>General Information about function/policy/procedure</p>	<p>Is the policy relevant to the General Duty?</p>	<p>What is the degree of relevance?</p> <p>Priority for further Action:</p>	<p>What priority would you give this function</p>	<p>What Action is to be taken and what is the Action Plan Reference</p>

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	<p>A Contracted Out?</p> <p>N</p>	<p>B Written policy?</p> <p>Y</p>	<p>C Delivered in Partnership?</p> <p>Y</p>	<p>D Ethnicall y monitored?</p> <p>Y</p>	<p>E Does the function, policy, procedure involve tenants/ public, or have consequences for them:</p> <p>B</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>Could be differential effect re. Delivery of service to different racial groups</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>1</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>2</p>	<p>I</p> <p>1.Top term 2. Medium term 3.Long term 4. Reassessed in the next RES</p> <p>3</p>	<p>J What is the reference for the action to be taken in relation to this policy in your Service Plan</p> <p>Implementation of Action Plans</p>	
<p>Department: Chief Executive's</p>					<p>Service: Corporate Policy Division</p>						
<p>Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding</p>				<p>Date: 8.12.03</p>	<p>Reviewed by: (name/position)</p>				<p>Date:</p>		

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<p>Function, Policy or procedure</p> <p>Lifelong Learning</p> <p>*Local Learning Partnership's Policies and Strategies for Lifelong Learning including Adult Basic Skills and ESOL</p> <p>*Delivery of Strategy</p>	<p>General Information about function/policy/procedure</p>	<p>Is the policy relevant to the General Duty?</p>	<p>What is the degree of relevance?</p> <p>Priority for further Action:</p>	<p>What priority would you give this function</p>	<p>What Action is to be taken and what is the Action Plan Reference</p>

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	<p>A Contracted Out?</p> <p>N</p>	<p>B Written policy?</p> <p>Y</p>	<p>C Delivered in Partnership?</p> <p>Y</p>	<p>D Ethnicall y monitored?</p> <p>Y</p>	<p>E Does the function, policy, procedure involve tenants/ public, or have consequences for them:</p> <p>B</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>Could be differential effect re. Delivery of service to different racial groups</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>1</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>2</p>	<p>I</p> <p>1.Top term 2. Medium term 3.Long term 4. Reassessed in the next RES</p> <p>3</p>	<p>J What is the reference for the action to be taken in relation to this policy in your Service Plan</p> <p>Implementation of Action Plans under 'Building a Successful Future' Strategy</p>	
<p>Department: Chief Executive's</p>						<p>Service: Corporate Policy Division</p>					
<p>Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding</p>				<p>Date: 8.12.03</p>	<p>Reviewed by: (name/position)</p>			<p>Date:</p>			

APPENDIX 1 ASSESSMENT PROFORMA 1-

<p>Function, Policy or procedure</p> <p>Advice and Support to Organisations seeking Lottery funding</p>	<p>General Information about function/policy/procedure</p>	<p>Is the policy relevant to the General Duty?</p>	<p>What is the degree of relevance?</p> <p>Priority for further Action:</p>	<p>What priority would you give this function</p>	<p>What Action is to be taken and what is the Action Plan Reference</p>
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A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnicall y monitored?	E Does the function, policy, procedure involve tenants/ public, or have consequences for them:	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	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	I 1.Top term 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
N	N	Y	N	C	Could be differential effect re. Distribution of grants amongst different racial groups	If possible, please provide details. 0	If possible, please provide details. 2	2	Monitoring to be put into place following appointment of new Policy Officer (starts 5.1.04)

Department: Chief Executive's	Service: Corporate Policy Division
Completed by: Mary Murphy (name/position) Unit Head, Policy and External Funding	Date: 8.12.03 Reviewed by: (name/position) Date:

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<p>Function, Policy or procedure</p> <p>Development of Oldham's Local Strategic Partnership (LSP)</p>	<p>General Information about function/policy/procedure</p>	<p>Is the policy relevant to the General Duty?</p>	<p>What is the degree of relevance?</p> <p>Priority for further Action:</p>	<p>What priority would you give this function</p>	<p>What Action is to be taken and what is the Action Plan Reference</p>
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	A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnicall y monitored?	E Does the function, policy, procedure involve tenants/ public, or have consequences for them:	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	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	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
Department: Chief Executive's	Y	Y	Y	Y	C	Could be differential effect re. Representation of different racial groups on the LSP	If possible, please provide details. 1	If possible, please provide details. 1	3	Performance Management Framework for LSP to be developed by March 2004
Completed by: Michele Carr, Head of Corporate Policy (name/position)	Service: Strategic Planning and Information				Date: 04/02	Reviewed by: Sarah Barker, Principal Planning Officer (name/position)		Date: 12/03		

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

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	A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnically monitored?	E	F	G	H	I	J
Preparing and maintaining an up to date land use planning policy framework:-										
The process for preparing the Unitary Development Plan (UDP).	N	Y	N	N	C	Y 3-17 Could be affected differently as recipients of consultation information.	1 e.g. geog spread of UDP comments	0	2	Investigate national research into participation in planning processes (specifically by ethnic minority communities). Ensure that we respond to any such findings in the new Statement of Community Involvement.
The content of the UDP and Supplementary Policy Guidance (SPG)	N	Y	N	N	B	Y 3-17 Could be affected differently by land use strategy and policies because of cultural differences.	1 Could potentially link to complaints to Development Control?	0	2	Already addressed through sustainability appraisal. Need to plug into any cohesion targets and indicators identified corporately (BP/Cohesion Strategy?).

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<p>Contributing to planning policy development at a regional and national level.</p>	<p>N</p>	<p>N</p>	<p>Usually N but sometimes respond through AGMA.</p>	<p>N</p>	<p>B</p>	<p>Y 3-17, but the ODPM and NWRA as the bodies responsible for preparing the policy guidance would be responsible for discharging the responsibilities of the Act.</p>	<p>1 Only discussions in UDP Sustainability Appraisal Group that policy could affect groups differently.</p>	<p>0</p>	<p>2</p>	<p>As stated in column F, other bodies would be responsible in terms of the Act. However, in preparing committee reports to respond to policy consultations, the community cohesion implications automatically get covered.</p>
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<p>Supporting the Development Control Function</p>	<p>N</p>	<p>N</p>	<p>N</p>	<p>N</p>	<p>B</p>	<p>Y 3-17 This links to the comments above on plan content – applications are assessed against UDP policies.</p>	<p>1 Could potentially link to complaints to Development Control.</p>	<p>0</p>	<p>0 Task for DC</p>	<p>DC already have a complaints procedure in place and carry out service user surveys. They are the responsible body in terms of the Act as we simply comment on the policy matters but the interface with the public is through DC.</p>
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<p>Strategic planning of tourism development and associated business support / research:-</p> <p>Development of the Tourism Strategy.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17 Mainly because of where they are (site related).</p>	<p>1</p>	<p>0</p>	<p>2</p>	<p>Need to address race equality issues in the review of the strategy & ensure that consultation reaches all groups. We will look at ways to actively involve the BME network in the review; undertake a fast track sustainability appraisal of the strategy (includes equality and cohesion considerations); and ensure that the Area Committees are included in any consultation. Marketing specific events is the responsibility of Press & PR. Promotional</p>
<p>Marketing and Promotion of the Borough.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>B</p>	<p>Y 3-17 As consumers of publicity information or as owners of tourism businesses or promoters of events.</p>	<p>1</p>	<p>0</p>	<p>2</p>	<p></p>
<p></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></p>

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<p>Promoting sustainable development and ensuring integration into other policies:-</p>										
<p>Awareness raising internally and with partners.</p>	N	N	Y	N	B	No, because sustainability requires that we seek equality of opportunity.	0	0	4	See following which are main means of implementation.
<p>Sustainability appraisals</p>	N	Y	Y	N	B	Yes 3-17	0	0	4	There is a corporate need to develop appraisal targets and indicators about cohesion & equality.
<p>Use of sustainability checklists in best value process.</p>	N	Y	N	N	B	No, checklist is specific about equality of opportunity.	0	0	4	N/A

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<p>Implementing Oldham's Agenda 21:-</p>										
<p>Support for the Environment Partnership.</p>	N	Y	Y	N	C	Yes. 3-17 through membership of the partnership	1 (low attendance by BME groups).	1 (low attendance)	1	Partnership constitution addresses equalities but membership does not reflect the ethnicity of the community.
<p>Education and awareness raising with the public.</p>	N	N	Y	N	C	Yes 3-17 through awareness raising campaigns or activities only reaching certain ethnic groups.	1	0	2	Need to monitor and broaden representation. 8 of the 50 Ecoschools are in minority ethnic areas – need to continue to monitor take up.

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<p>Development of Waste Management Strategy</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17 through e.g. differential participation in recycling.</p>	<p>2 Evidence that ethnic minority community participation is influenced by the type of materials being collected.</p>	<p>0 But officer level concern.</p>	<p>1</p>	<p>Strategy was consulted on May-July 2003. Locally efforts made on recycling e.g. by community solutions officers.</p>
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<p>Co-ordination and development of the Council's Environmental Policies:-</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17 but indirectly as a result of any action plans stemming from strategies.</p>	<p>0 But need to consider affordable warmth.</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Development and review of strategies e.g. Climate Change.</p>	<p>N</p>	<p>Y</p>	<p>N</p>	<p>N</p>	<p>B</p>	<p>No</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Co-ordination of departmental approach, dissemination and awareness raising.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Yes 3-17 possible eg if phase 2 of the study leads to grants for retrofitting.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Renewable energy study.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>B</p>	<p>Yes 3-17 depends what funding is for and how it is used.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Bidding for funding e.g. SAVE II.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>B</p>	<p>Yes 3-17 depends what funding is for and how it is used.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Department: Chief Executive's</p>					<p>Service: Strategic Planning and Information</p>					

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Completed by: Michele Carr, Head of Corporate Policy (name/position)		Date: 04/02	Reviewed by: Sarah Barker, Principal Planning Officer (name/position)		Date: 12/03
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

APPENDIX 1 **ASSESSMENT PROFORMA 1-**

	A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnically monitored?	E	F	G	H	I	J
Preparing and maintaining an up to date land use planning policy framework:-										
The process for preparing the Unitary Development Plan (UDP).	N	Y	N	N	C	Y 3-17 Could be affected differently as recipients of consultation information.	1 e.g. geog spread of UDP comments	0	2	Investigate national research into participation in planning processes (specifically by ethnic minority communities). Ensure that we respond to any such findings in the new Statement of Community Involvement.
The content of the UDP and Supplementary Policy Guidance (SPG)	N	Y	N	N	B	Y 3-17 Could be affected differently by land use strategy and policies because of cultural differences.	1 Could potentially link to complaints to Development Control?	0	2	Already addressed through sustainability appraisal. Need to plug into any cohesion targets and indicators identified corporately (BP/Cohesion Strategy?).

APPENDIX 1 ASSESSMENT PROFORMA 1-

<p>Contributing to planning policy development at a regional and national level.</p>	<p>N</p>	<p>N</p>	<p>Usually N but sometimes respond through AGMA.</p>	<p>N</p>	<p>B</p>	<p>Y 3-17, but the ODPM and NWRA as the bodies responsible for preparing the policy guidance would be responsible for discharging the responsibilities of the Act.</p>	<p>1 Only discussions in UDP Sustainability Appraisal Group that policy could affect groups differently.</p>	<p>0</p>	<p>2</p>	<p>As stated in column F, other bodies would be responsible in terms of the Act. However, in preparing committee reports to respond to policy consultations, the community cohesion implications automatically get covered.</p>
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<p>Supporting the Development Control Function</p>	<p>N</p>	<p>N</p>	<p>N</p>	<p>N</p>	<p>B</p>	<p>Y 3-17 This links to the comments above on plan content – applications are assessed against UDP policies.</p>	<p>1 Could potentially link to complaints to Development Control.</p>	<p>0</p>	<p>0 Task for DC</p>	<p>DC already have a complaints procedure in place and carry out service user surveys. They are the responsible body in terms of the Act as we simply comment on the policy matters but the interface with the public is through DC.</p>
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<p>Strategic planning of tourism development and associated business support / research:-</p> <p>Development of the Tourism Strategy.</p>	N	Y	Y	N	C	Y 3-17 Mainly because of where they are (site related).	1	0	2	Need to address race equality issues in the review of the strategy & ensure that consultation reaches all groups. We will look at ways to actively involve the BME network in the review; undertake a fast track sustainability appraisal of the strategy (includes equality and cohesion considerations); and ensure that the Area Committees are included in any consultation. Marketing specific events is the responsibility of Press & PR. Promotional
<p>Marketing and Promotion of the Borough.</p>	N	Y	Y	N	B	Y 3-17 As consumers of publicity information or as owners of tourism businesses or promoters of events.	1	0	2	
	N	Y	Y	N	C	Y 3-17	1	0	2	

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<p>Promoting sustainable development and ensuring integration into other policies:-</p>										
<p>Awareness raising internally and with partners.</p>	N	N	Y	N	B	No, because sustainability requires that we seek equality of opportunity.	0	0	4	See following which are main means of implementation.
<p>Sustainability appraisals</p>	N	Y	Y	N	B	Yes 3-17	0	0	4	There is a corporate need to develop appraisal targets and indicators about cohesion & equality.
<p>Use of sustainability checklists in best value process.</p>	N	Y	N	N	B	No, checklist is specific about equality of opportunity.	0	0	4	N/A

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<p>Implementing Oldham's Agenda 21:-</p>										<p>Partnership constitution addresses equalities but membership does not reflect the ethnicity of the community. Need to monitor and broaden representation. 8 of the 50 Ecoschools are in minority ethnic areas – need to continue to monitor take up.</p>
<p>Support for the Environment Partnership.</p>	N	Y	Y	N	C	<p>Yes. 3-17 through membership of the partnership</p>	<p>1 (low attendance by BME groups). 1</p>	<p>1 (low attendance)</p>	1	
<p>Education and awareness raising with the public.</p>	N	N	Y	N	C	<p>Yes 3-17 through awareness raising campaigns or activities only reaching certain ethnic groups.</p>	1	0	2	

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<p>Development of Waste Management Strategy</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17 through e.g. differential participation in recycling.</p>	<p>2 Evidence that ethnic minority community participation is influenced by the type of materials being collected.</p>	<p>0 But officer level concern.</p>	<p>1</p>	<p>Strategy was consulted on May-July 2003. Locally efforts made on recycling e.g. by community solutions officers.</p>
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<p>Co-ordination and development of the Council's Environmental Policies:-</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Y 3-17 but indirectly as a result of any action plans stemming from strategies.</p>	<p>0 But need to consider affordable warmth.</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Development and review of strategies e.g. Climate Change.</p>	<p>N</p>	<p>Y</p>	<p>N</p>	<p>N</p>	<p>B</p>	<p>No</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Co-ordination of departmental approach, dissemination and awareness raising.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>C</p>	<p>Yes 3-17 possible eg if phase 2 of the study leads to grants for retrofitting.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Renewable energy study.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>B</p>	<p>Yes 3-17 depends what funding is for and how it is used.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>
<p>Bidding for funding e.g. SAVE II.</p>	<p>N</p>	<p>Y</p>	<p>Y</p>	<p>N</p>	<p>B</p>	<p>Yes 3-17 depends what funding is for and how it is used.</p>	<p>0</p>	<p>0</p>	<p>3</p>	<p>Need to consider implications of progs and monitor their take up by different groups, eg Green Transport Plan, Affordable Warmth Strategy. Any EU funding will have its own criteria and monitoring requirements.</p>

APPENDIX 1 ASSESSMENT PROFORMA 1-

Department:		Service: Diversity and Cohesion			
Completed by: Craig Russell (name/position)		Date: 8/12/03	Reviewed by: Bruce Penhale (name/position)		Date:
X	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 Referenc e
Function, Policy or procedure					

APPENDIX 1 ASSESSMENT PROFORMA 1-

<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 proformas for each function</p>	<p>A Contracted Out? Yes = Y No = N</p>	<p>B Written policy? Yes= Y No = N Other: <i>please specify</i></p>	<p>C Delivered in Partnership? Yes = Y No = N</p>	<p>D Ethnicall y monitored? 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? 0 = none 1 = a little 2 = some 3 = a lot If possible, please provide details.</p>	<p>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.</p>	<p>I 1.Top term 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>
Corporate research service	N	N	N	N	B	not really	0	0	4	None
Maintain Equalities and Diversity Policy	N	N	N	N	B	To some extent	1	1	3	Revise policy yearly

APPENDIX 1 ASSESSMENT PROFORMA 1-

Corporate ITS service	N	N	N	N	N	To some extent if the service is not able to look after their needs	1	2	3	Review the service
Provision of advice to Departments on all aspects of equality and diversity through the Equality Team	N	N	N	N	B	Purely internal function, so not really	N	N	4	
Co-ordinate the council's work on equalities and diversity	N	N	N	N	B	Not really again a purely internal function	N	N	4	
Development and support of the Community safety strategy	N	Y	Y	N	C	Oldham has high rates of hate crime and this strategy is key to reducing this	1	1	3	Monitor?
Advice to voluntary sector	N	N	N	N	B	Possibility BME Groups may not receive the best advice	0	0	4	
Main program grants to the voluntary sector	N	N	N	N	C	Possibility that BME groups may not receive the support they require	1	2	2	Set up monitoring

APPENDIX 1 ASSESSMENT PROFORMA 1-

Minor grants scheme	N	N	N	N	C	Possibility that BME groups may not receive the support they require	1	2	2	Set up monitoring
Establishing CLASP	N	N	N	N	B	Not really	0	0	4	
Undertaking the Council's work on Community Cohesion	N	N	N	N	C	Big issue in Oldham some groups could be differently affected	1	1	3	Develop Community Cohesion Strategy
Service and support both the Voluntary sector panel and the ethnic minority panel	N	N	N	N	C	Not really	0	0	4	
Department: Accounting & Technical					Service:					
Completed by: Tom Cusack (name/position)				Date: 11/12/03	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

APPENDIX 1 ASSESSMENT PROFORMA 1-

Annual & Strategic Budgets	N	Y	N	N	C		0	0	4	SIP
Budget Monitoring	N	Y	N	N	B		0	0	4	SIP
Capital Programme & Monitoring	N	Y	N	N	C		0	0	4	SIP
Annual Statement of Accounts	N	Y	N	N	C		0	0	4	SIP
Treasury Management & Maintenance of Bank Accounts	N	Y	N	N	B		0	0	4	SIP
<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</p> <p>Contracted Out?</p> <p>Yes = Y No = N</p>	<p>B</p> <p>Written policy?</p> <p>Yes= Y No = N Other: <i>please specify</i></p>	<p>C</p> <p>Delivered in Partnership?</p> <p>Yes = Y No = N</p>	<p>D</p> <p>Ethnically monitored?</p> <p>Yes = Y No = N</p>	<p>E</p> <p>Does the function, policy, procedure involve tenants/ public, or have consequences for them:</p> <p>A = Involve tenants/public B = Has consequences for tenants/public C = Both</p>	<p>F</p> <p>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</p> <p>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</p> <p>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</p> <p>2. Medium term</p> <p>3. Long term</p> <p>4. Reassessed in the next RES</p>	<p>J</p> <p>What is the reference for the action to be taken in relation to this policy in your Service Plan</p>

APPENDIX 1 ASSESSMENT PROFORMA 1-

POLICIES										
E-Government Strategy	No	Yes	No	No	C	1-17	2	2	1	Specify how E-government will assist community cohesion and benefit all communities.
IEG III	No	Yes	No	No	C	1-17	2	2	2	Incorporate community cohesion (including race equality) into IEG IV submitted to ODPM November 04

APPENDIX 1 ASSESSMENT PROFORMA 1-

FUNCTION										
Electronic Service Delivery	No	No	No	No	C	1-17	2	2	2	Research national models for monitoring ESD take up and implement an appropriate model.
Business Process Re-engineering	No	No	No	No	C	1-17	0	1	4	Nil

APPENDIX 1 ASSESSMENT PROFORMA 1-

Call Centre Development	No	No	No	No	C	1-17	1	2	2	Ensure that access by different community groups is built into project plan. In medium term research and develop a monitoring model.
E-Consultation	No		Yes	Yes	C	1-17	3	2	2	Ensure project researches and includes consultation with a wide range of racial groups.

Department: Chief Executives (Finance, IT& Resources)		Service: Exchequer	
Completed by: Dave Hargreave & Sue Turner (name/position) Exchequer Services Managers	Date: 3rd April 2002	Reviewed by: Dave Hargreave & Sue Turner (name/position) Exchequer Service Managers	Date: 8th December 2003

APPENDIX 1 ASSESSMENT PROFORMA 1-

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

APPENDIX 1 ASSESSMENT PROFORMA 1-

<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 proformas 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 Ethnicall y 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 for the action to be taken in relation to this policy in your Service Plan</p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Administration of Housing Benefit & Council Tax Benefit	N	Y	N	N	C	2-17	0	0	2	<p><i>Continue to carry out benefit promotions, and take-up campaigns with agencies, provide interpreting facilities & multi language information on forms & leaflets.</i></p> <p><i>Introduce ethnic monitoring of claimants, after guidance from equalities & diversity team.</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Customer Services advice & information service (One Stop Shop)	N	Y	N	N	C	2-17	0	0	2	<p><i>Continue to provide centrally located roadshows, interpreting facilities, card at counter to indicate interpreting required. Introduce ethnic monitoring of claimants, after guidance from equalities & diversity team.</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Cash receipting facilities	N	Y	N	N	B	N	0	0	3	<i>Introduce ethinc monitoring onto the existing survey forms.</i>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Internal control function	N	Y	N	N	C	2-17	0	0	2	<p><i>Continue with random system generated monitoring of benefit claims, and random checks for council tax/business rates. Introduce ethnic monitoring of claimants, after guidance from equalities & diversity team.</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Fraud Investigation	N	Y	N	N	C	2-17	0	0	2	<p> Continue to provide visiting officer service for all requests, & random system generated data matching & cards used on visits to advise interpreting available (on section). </p> <p> Introduce ethnic monitoring of claimants, after guidance from equalities & diversity team. </p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Billing for council tax and business rates	N	Y	N	N	C	2-17	0	0	2	<p><i>Continue to promote take-up of benefits/d discounts etc for all who may qualify & use of card on visits to advise interpreting available. Introduce ethnic monitoring of debtors, after guidance from equalities & diversity team.</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Recovery	N	Y	part	N	C	2-17	0	0	2	<p><i>Continue to promote take-up of benefits/d iscounts etc for all who may qualify & use of card on visits to advise interpreti ng available (on section).</i></p> <p><i>Introduce ethnic monitoring of debtors, after guidance from equalitie s & diversity team.</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Credit control	N	Y	N	N	C	2-17	0	0	2	<i>Introduce ethnic monitoring of cases proactively credit controlled, after guidance from equalities & diversity team.</i>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Recruitment	N	Y	N	corporate	C	2-17	0	0	2	<p><i>Continue to follow RASA policy & training, & advertising of posts via HR.</i></p> <p><i>Should be monitored corporately & advice given on how to attract ethnic minority applicants if the workforce of our section does not reflect the working population of Oldham</i></p>
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APPENDIX 1 ASSESSMENT PROFORMA 1-

Training	N	Y	N	corporate	C	2-17	0	0	2	<i>Introduce ethnic monitoring of training provision, after guidance from equalities & diversity team.</i>
Staff management	N	Y	N	corporate	C	2-17	0	0	2	<i>Staff grievances & disciplinary action should continue to be monitored corporately & any issues raised with managers.</i>

Department: CHIEF EXECUTIVE'S		Service: ICT & PRINTING			
Completed by: TREVOR SLADE, HEAD OF ICT (name/position)		Date: 8/12/2003	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 Referenc e

<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 proformas 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 Ethnicall y 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? 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 for the action to be taken in relation to this policy in your Service Plan</p>
Provider of ICT Services to the Council/Depts	N	Y	Y	N	B (indirect)	2-17	0	0	3	
ICT Strategy	N	Y	Y	N	B (indirect)	2-17	0	0	3	
Printing/Design service to Depts	N	Y	Y	N	B (indirect)	2-17	0	0	3	

Voice telephone service and Central switchboard	N	Y	Y	N	B (indirect)	2-17	0	0	3	
Departmental staff training in ICT desktop applications	N	Y	N	N	B (indirect)	2-17	0	0	3	
Contracts with suppliers	N	Y	Y	N	B (indirect)	2-17	0	0	3	Centrally monitored for RE compliance

Department: CHIEF EXECUTIVE'S				Service: STRATEGY, RISK & INTERNAL AUDIT			
Completed by: (name/position)		Date:		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>7. Firstly -list the function in bold text or underline</p> <p>8. 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>9. 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 Ethnicall y 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 for the action to be taken in relation to this policy in your Service Plan</p>
<p>Internal Audit Audit Reports and recommendations</p>	<p>N</p>	<p>Y</p>	<p>N</p>	<p>N</p>	<p>B</p>	<p>N</p>	<p>0</p>	<p>0</p>	<p>4</p>	

	A	B	C	D	E	F	G	H	I	J
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Internal Audit Ad-hoc advice in developmental and operational situations	N	Y	N	N	B	N	0	0	4	
Internal Audit Special Investigatory work	N	Y	N	N	C	2 - 17	0	0	4	
Internal Audit Annual Overall Internal Audit opinion	N	Y	N	N	N/A	N	0	0	4	
Strategy Corporate Procurement	N	Y	N	N	C	2 - 17	0	0	2	
Risk & Insurance Risk Management	N	Y	Y	N	C	N	0	0	4	
Risk & Insurance Management of Insurance policies	N	Y	N	N	C	N	0	0	4	

Department: Chief Executives

Service: ELections

Completed by:
(name/position)

Date:

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 to be taken what is the Action Plan Reference
<p>10. Firstly -list the function in bold text or underline</p> <p>11. 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>12. Ideally use separate pro-formas for each function</p>	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 term 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 your Service Plan

Register of Electors Annual Canvass	No	Yes	No	No	C	Yes 7-11	2	3	1	<p>Although at present the legislative process only permits the publication of official forms in English and Welsh. The proposal is to produce a leaflet emphasising the consequences, for an individual not having details entered on the electoral register. There will be a reference to this</p>
			57							

Conduct of elections	No	Yes	No	No	C	Yes	3	2	1	<p>As above and:-</p> <p>Location issues may be overcome if the public are made more aware of the availability of postal and proxy voting. On the advice of members and community leaders we can look at how best to target these disadvantaged groups e.g. through road shows</p>
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Department: Chief Executive's		Service: HR & OD			
Completed by: Jim Metcalfe (Interim Manager) (name/position)		Date: 19.12.03	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 Referenc e

<p>13. Firstly -list the function in bold text or underline</p> <p>14. 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>15. Ideally use separate proformas 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 Ethnicall y 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? 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 for the action to be taken in relation to this policy in your Service Plan</p>
<p>Training and Development</p>	<p>N/Y</p>	<p>Y</p>	<p>N</p>	<p>N</p>	<p>C</p>	<p>Unrepresentative take up of training , lack of positive action</p>	<p>3</p>	<p>3</p>	<p>1</p>	<p>Monitor the take up of training</p>

Health and Welfare policies	Y/N	Y	N	N	C	In a limited way due to the possibility of the service not being culturally sensitive , one cap fits all policy	1	1	3	Monitor the usage of welfare services and analyse annually
Alcohol and Drug Misuse Policy	N	N	N	N	C	Could be abused and used in a discriminatory manner	0	0	4	Needs to be revised
Equalities and Diversity related policies	N	Y	N	N	C	Yes but only in a positive way to promote equity and fairness	2	3	1	Many of these are currently being revised and improved in the coming year

Employee Development Scheme	N	Y	N	N	C	Yes as can be used to discriminate against ethnic minority employees	3	3	1	Policy in the process of being reviewed and amended to ensure all employees are covered. New policy will also incorporate an element of ethnic monitoring
RASA	N	Y	N	Y	C	Yes can be used discriminatorily and can have the effect of an unrepresentative workforce	3	3	1	Currently being reviewed, full monitoring to be implemented on the new policy

Sickness absence management	N	Y	N	N	C	Can be used discriminatorily	2	2	2	Monitored through the disciplinary procedure
Redundancy, Redeployment and early retirement policy	N	Y	N	N	C	Redundancy can be used in a discriminatory fashion	1	1	3	Set up monitoring system
Worklife Balance/Flexible working policies	N	Y	N	N	C	Yes due to managers being inconsistent due to ethnic origin	?	1	3	In the process of being reviewed monitoring will be established
Disciplinary and Grievance Procedures	N	Y	Y	Y	C	Yes due to managers being inconsistent due to ethnic origin	3	3	1	Review policy and analyse the results of the monitoring

Dignity at work Policy	N	Y	N	Y	C	Yes due to managers being inconsistent due to ethnic origin	2	2	2	Draft policy to be finalised and implemented
Violence at Work Policy	N	Y	N	N	C	N	0	0	4	Needs to be revised
Other general terms and conditions of Employment	N	N/Y	N	N	C	Possibly in their interpretation and implementation	0	0	4	
Organisational Development	N/Y	Y	N	N	B	Only if the OD was not sensitive to the needs of BME staff and that it was not carried out consistently	0	0	4	To be reviewed
Job evaluation	N	Y	N	Y	C	Not really as purely analytical jobs assessed not people	0	0	4	
Providing advice to Departments	N	Y	N	N	B	No, should further reduce potential for discrimination	0	0	4	

Production of management/statistical information	N	N	N	N	B	No	0	0	4	

Race Relations (Amendment) Act 2000 Reassessment of Functions of Policies

Department: Chief Executives				Service: Performance Unit			
Completed by: B.Turczynski (PU Mgr) and Yvonne Widdall (Business Unit Mgr) (name/position)			Date: 11/12/03	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

16. Corporate and Service Improvement Planning (SIP)

- a) Corporate Plan (Policy)
- b) SIP (Guidance)

A Contracted Out?	B Written policy?	C Delivered in Partnership?	D Ethnically monitored?	E Does the function, policy, procedure involve tenants/public, or have consequences for them?	F Is there any reason to believe that some racial groups could be differently affected by the function or policy?	G How much evidence do you have? If possible, please provide details.	H Is there any concern that functions, policies, procedures are being operated in a discriminatory manner?	I 1.Top term 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) planning process to be drawn up and communicated b)
a) No b) No	a) Y b)Y	a) Y b) N Note – The Oldham Plan is delivered through a range of partners, including FCHO	a) Yes the overall impact of the Plan is assessed in a number of ways, by eg, CRE, Audit Commission and other Regulators b) Y	a) C b) C Note a) the Oldham Corporate Plan is influenced by the public and sets out priorities for the Council as a corporate body	a) 1-17 b) 1-17 Note – The Oldham Corporate Plan reflects and influences resource allocation.	a) 2 b) 2	a) 0 b) 0	a) 1 b) 1	

2 Performance Management a) Quarterly Reporting b) Appraisal and Development	a)N b)N	A)Y b) Y	a)N b)N	a) Y b) Y	a) C b) N/A	a) N/Ai b) N/A	a) 0 b) 0	a) 0 b) 0	a) 2 b) 2	a) ensure that reports are assessed in terms of equality and diversity issues b) Review scheme to ensure monitoring is in place
3 Consultation a) <u>Policy</u> b) <u>Manage Panel</u>	a) N b) Y	a) Y b) Y	a) N b) Y	a) Y b) Y	a) C b) C	a) N/A b) N/A	a) 2 b) 2	a) 0 b) 0	a) 2 b) 2	a) r ensure that the views of the panel are considered equitably

Department: Chief Executive's	Service: Health and Safety
Completed by: Steve Howard H,S&EP Manager	Date: 9/12/03 Reviewed by: 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?		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 A) Involve Public B) Has Consequences C) Both	F Different affect on some ethnic groups	G Evidence 0=none, 1=little, 2=some, 3=a lot, 4=unknown	H Concern of Discrimination		
Provision of Corporate H & S Policy	No	Yes	No	No	B	Yes 4-17	0	0	3	Monitor and Review effects of the Policy
Guidance on Provision of Departmental H&S Policy	Sometimes	Yes	Yes	No	C	Yes 4-17	0	0	3	Monitor and Review effects of the Policy and Procedures
Assisting Formulation and Revision of H&S Guidelines	No	Not Always	Yes	No	C	No	0	0	3	Monitor and Review effects of Guidelines
Advising CO's on changes in Legislation and provision of simplified guidance	No	Not Always	No	No	C	No	0	0	4	
Analysis of accident reports and violent incident report forms	No	Yes	No	Yes (On) violent incident reports	C	No	0	0	4	
Health and Safety Training	Sometimes	No	Sometimes	Yes	B (possibly)	No	0	0	3	Monitor training content and Delivery
Dealing with Complaints received from employees and public re H&S matters	No	No	Yes (with other Departments)	No	C	No	0	0	3	Monitor complaints actions and responses