

**Huntingdonshire District Council
Equality Impact Assessment timetable
Year 2 timetable 2008/09**

EIA's brought forward from 07/08 highlighted in red

Function/policy/procedure	Existing/proposed policies related to function	Priority
Central Services Directorate		
Political Management Structures & Support To manage political management systems and to support effective representation		2008/09
Electoral Services Brought over from 07/08	No policies – will assess the service/function	2008/09
Licensing Services Brought over from 07/08	<ul style="list-style-type: none"> o Statement of Licensing Policy o Statement of Gambling Policy Other licensing issues (e.g. taxi, street collection etc) can be assessed separately	2008/09
Leisure Centres To offer a wide range of sport, recreational and social activities for all ages and abilities	Individual Leisure Centres' Business Plans. Leisure centre service plans Customer care policy? Impressions marketing plan? Junior activities & crèche policies NOP & EAP Policies New employee recruitment & induction policy	2008/09
HR Responsible for pay & performance, recruitment & selection, good employment & foster a culture of innovation in service delivery	Flexible working hours framework Performance related pay Personal development reviews Disciplinary and capability procedures Grievance procedures Joint consultation (ELAG) Job evaluation scheme Leave arrangements for part time staff Redundancy policy Mobile and home working People Strategy Recruitment strategy Management development Retain IIP Accreditation	2008/09
Estates Service The management of industrial/commercial properties and provision of advice and valuations		2008/09

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Health & Safety To promote a safe and healthy workforce and working environment		2008/09
Economic Development To encourage sustainable growth of local businesses and attract inward investment, including the Local Economy Strategy		2008/09
Communication & Marketing	Code of practice on local government publicity Corporate branding Press release training Informally – event management & scrutiny of press releases	
Policy Internal support services, performance management, external funding, consultation & research, equality & diversity.		2008/09
Tourism Services To ensure Huntingdonshire offers a good quality visitor experience, including the Tourism Strategy for Huntingdonshire		2008/09
Commerce & Technology		
Customer First	Accessibility issues in specification of new system	2008/09
Customer services including:	Customer service strategy Customer service centre accessibility Call centre training	
Community initiatives	No policies – will assess the 2 community information centres and community services Service Plan	
Revenues slippage from 07/08	Any revenues EIA's brought forward from 07/08 (may include income - debt recovery and staff procedures/guidance notes– which is now part of financial services)	

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Financial Services	Fraud Code of Conduct Fraud Terms of Reference Fraud Strategy Authorised Officer's Procedures x 2 Record Retention & Destruction Policy Overpayments Policy Benefit's Take-up Strategy Landlord's Policy RIPA & SPOC Guidance Notes Revenues Service Standards Bailiffs Code of Conduct Property Inspectors Manual Guidance on making Special Arrangements Discretionary Relief Hardship Relief Bailiffs Code of Conduct Property Inspectors manual Debt recovery Strategy Staff procedures/guidance notes	
Environmental & Community Services		
Caravan & Camping sites To ensure that sites are suitable for occupation		2008/09
Private Sector Housing Maximise fitness for occupation of dwellings and regulate landlord tenant obligations		2008/09
Energy efficiency	Advice to the public on energy efficiency	2008/09
Professional Design Services To assist in the completion of the Council's Capital Programme		2008/09
Building Control		2008/09

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To ensure building work complies with building regulations and planning condition, and to ensure the public are protected in respect of dangerous structures		
Refuse Collection/recycling Provision of domestic refuse collection		2008/09
Charter Markets To ensure the viability of weekly markets		2008/09
Abandoned Vehicles To remove abandoned vehicles from within the district		2008/09
Countryside Services To encourage the public's enjoyment and access to the countryside		2008/09
Parks & Open Spaces To encourage the use of parks and open spaces, to promote a range of activities to encourage wide use and to encourage use by community groups and voluntary organisations		2008/09
Refuse Collection (strategy) Minimise waste and increase awareness of litter and recycling issues		2008/09
Housing	Any housing EIA's brought forward from 07/08	
Heritage and Conservation To promote an understanding of the historic environment and engage the public in order to share the responsibility of stewardship of the historic environment	<ul style="list-style-type: none"> • Conservation Area Character Statements 	2008/09
Development control Determining planning applications and providing planning advice	<ul style="list-style-type: none"> • Determining applications • Consulting on applications • Pre-application advice 	2008/09

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Development Plans To create policies and guidance to help in the creation of sustainable communities	<ul style="list-style-type: none"> • Local Development Framework • Planning policy • SCI 	2008/09
Transport To assist in the completion of the Cambridgeshire Transport Plan, to develop the Cycling Strategy and provide advice to Town Centre initiatives	<ul style="list-style-type: none"> • Market Town Transport Strategies • Accessibility Action Plan • Cycling Strategy • Cambs Transport Plan 	2008/09
Planning Enforcement	<ul style="list-style-type: none"> • Enforcement of planning regulations 	2008/09
Urban Design, Trees and Landscape	<ul style="list-style-type: none"> • Urban Design Frameworks 	2008/09