HARROW COUNCIL

INFORMATION CIRCULAR

RACE EQUALITY SCHEME 2002-2005

THIRD YEAR PROGRESS

1 JUNE 2004 - 31 MAY 2005

Contents

Employment Report Service Report

Year 3 Progress Reports

Business Connections Directorate

Management of insurable risk exposures IT Policy

- Advice on IT Policy
- Systems support

Support for the Council's car leasing & car loans programmes Assessments & Fraud

- Prevention and Detection of Fraud
- Payment of benefits (Housing Benefits take-up plan)
- Financial assessments for Social Care clients
- Discretionary Housing Payments
- Overpayments recovery and prevention and detection of fraud

Collection of Revenues Code of Collection

- Business Rates Collection
- Cashiers, counter payments & accounts payable
- Payments to Customers
- Receipt of payments
- Accounts payable

Provision of internal audit

Administration & monitoring of the investments of the Pension Fund

Procurement

Financial accounting

Health & Safety

Chief Executive's Department

Legal Services

Letting of Committee Rooms & Council Chamber

Electoral Services

Registration of local land charges & completion of local searches

Register Office for Births, Deaths & Marriages

Democratic Members' Services

Civic Centre Reception

Press & Public Relations Communication Strategy

Council's Complaints Procedure

Mayors Office Communication Strategy

Organisational Development & Business Connections

Lifecycle Management - Payroll } Reports combined

- Pensions

Departmental personnel advice & guidance

Corporate policy development

Training and development

Co-ordination, support & evaluation of the Council's Best Value programme

Occupational Health

People First

Physical Disability & Sensory Impairment

Mental Health Services

Children's Services (Education)

Early Years & Childcare

Children with Disabilities

Teachers' Centre

Library Service

Arts Services

Asylum Seekers

Urban Living

Community Safety

Planning – U.D.P. and research

Public Realm & Waste Management

Support Services - Special Needs Transport

- Catering & Meals on Wheels

Food safety, Health, Safety & licensing

Housing - Enabling

Transport & Engineering - Engineering

- Transportation

Asset Management (Building Services)

Strategy

Year 1 & 2 Progress Update Reports

Equal Opportunities Policy

Establishment of Local Strategic Partnership

Crime Reduction Strategy

Schools Race Equality policies, & Education Development Plan

Burial Service (Cemeteries and Crematoria)

CCTV

Homelessness

Housing allocations

Housing Management - Racial Harassment Policy

Services for Older People

Children's Strategic Planning & Children in Need Services.

Supporting the Harrow voluntary sector/Education Lettings Service

Recruitment and selection

Community Strategy

HR Strategy

Children Looked After

Youth & Connexions Service

Adult & Community Learning

Governor Services

Harrow Learning Disability Team

Work Experience (with Brent and Harrow)

Promotion of sport and leisure activities

Managing parks, countryside areas, and allotments

Parking enforcement operations

Catering staff

Private sector housing enforcement

Private sector housing renewal

Trading standards

Temporary accommodation