Apex Housing Association

POLICY REFERENCE: **PER:POL:EQUAL 7.01**

POLICY TITLE: **Diversity & Equal Opportunities Policy**

By issuing this policy the Manager agrees that it has been updated in accordance with the Policy Management Procedure.

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

POLICY AMENDMENTS

- Page 3 – minor rewording of the protected grounds based on the Equality Commission's model policy
- Page 6 – Employers Responsibilities
  Ensure all complaints of discrimination ..... in line with our internal Bullying & Harassment policy and/or Grievance policy
- Page 7 – Monitoring & Review
  Removal of "Performance will be reported in the Association's Annual Report (does not happen in practice)
- Page 8 – Complaints
  A copy of these procedures is available on the Evolve training platform and the shared folder within the J-drive

POLICY SCREENING

Is this a new policy	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	__/__/__
If this is a review of an existing policy have there been any significant changes	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	__/__/__

POLICY REFERENCE: GOV:POL:GEN:4.04

POLICY TITLE: Anti-Bribery Policy Statement

By issuing this policy the Director agrees that it has been updated in accordance with the Policy Management Procedure.

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

POLICY AMENDMENTS

- Page 2 – (1.6) - minor rewording to simplify
- Page 3 – (3.4) - minor rewording to simplify
- Page 4 – (3.5) – minor rewording to simplify
  (3.6) - deletion of "the Ministry of Justice .....for which profits are made
  (4.2) – minor rewording to simplify
- Page 6 – (6.4.1) – definition of economic operator moved to footnote
- Page 7 – (7) – simplification of "Penalties" as per PPS Anti-bribery policy
- Page 8 – (8.6) – deletion of Auditor's function
- Page 9 – (9.3) – deletion

POLICY SCREENING

Is this a new policy	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	__/__/__
If this is a review of an existing policy have there been any significant changes	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	__/__/__

Apex Housing Association

DC12 – Referral, Assessment and Allocation Policy for AMH & ALD Services

By issuing this policy the Manager agrees that it has been updated in accordance with the Policy Management Procedure

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

Policy Screening

Is this a new policy?	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	N/A
If this is a review of an existing policy have there been any significant changes?	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	N/A

Forms & Documents

Forms associated with this policy can be found under the relevant policy area at:

J:\Shared Folder\Standard Forms for Schemes\HOUSING FORMS\0. Supported Living Forms

Apex Housing Association

SLG01 – Adult Safeguarding Policy

By issuing this policy the Manager agrees that it has been updated in accordance with the Policy Management Procedure

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

Policy Screening	
Is this a new policy?	**No**
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	**N/A**
If this is a review of an existing policy have there been any significant changes?	**No**
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	**N/A**

Apex Housing Association

SLG68 – Death of a Resident/ Tenant Policy

By issuing this policy the Manager agrees that it has been updated in accordance with the Policy Management Procedure

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

Whilst every effort is made to ensure that the processes set out within this document are followed, it may be necessary to amend or modify some of these in order to ensure we protect our staff, residents & tenants and other stakeholders during the current Coronavirus Pandemic.

Policy Screening

Is this a new policy?	**No**
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	**N/A**
If this is a review of an existing policy have there been any significant changes?	**No**
If yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations under Section 75 of The Northern Ireland Act 1998.	**N/A**

Forms & Documents

Forms associated with this policy can be found under the relevant policy area at:

J:\Shared Folder\Standard Forms for Schemes\HOUSING FORMS\0. Supported Living Forms

Review of Policy Cover Sheet

Policy Title: ***HM TM 12. Death of a Tenant***

Staff member responsible for policy development/ review: Eilish Doherty

The above policy has been amended as shown below:

- Policy updated to reflect internal Void audit requirements. Updated to include requirement for copies of all email/memo/files notes to held on capita documents tenancy file in respect of notification of a tenant death.
- Additional sections added reflecting processes required within varying supported living settings and requirement to keep copies of email/memo/file notes in relation to death of tenant/resident on tenancy capita documents file.

Please contact Eilish Doherty/Ellen Hall with any queries in relation to the

Policy Screening

Is this a new policy? No

If Yes , confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations? N/A

If this is a review of an existing policy – have there been significant changes No

If Yes , confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations? No

Apex Housing Association

HM:TM:16 Tenancy Fraud Strategy

By issuing this policy the Manager agrees that it has been updated in accordance with the Policy Management Procedure.

THIS POLICY IS AVAILABLE IN ALTERNATIVE FORMATS ON REQUEST

POLICY AMENDMENTS

- Merged Tenant Fraud Policy within this document.
- Removed yell.com as this is no longer used as a verification process.
- Updated no7 'Additional Measure Section' and changed Director of Personnel to Senior Information Officer.
- Included details of Photographic ID procedure.

Please contact Eilish Doherty with any queries in relation to the guidance document.

POLICY SCREENING

Is this a new policy	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	N/A
If this is a review of an existing policy have there been any significant changes	No
If yes, confirm the date on which the policy was screened in relation to opportunity of equality and promotion of good relations under Section 75 of the Northern Ireland Act 1998	N/A

Review of Policy Cover Sheet

Policy Title:	**Pension Policy**
Staff member responsible for policy development/ review:	**Finance Department**

The above policy has been amended as shown below:

- Minor changes to layout have been made.

Please contact the finance department with any queries in relation to the guidance document.

Policy Screening

Is this a new policy?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**
If this is a review of an existing policy – have there been significant changes?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**

Review of Policy Cover Sheet

Policy Title:	**Residents' Travel and Other Expenses Policy**
Staff member responsible for policy development/ review:	**Finance Department**

The above policy has been amended as shown below:

References to personal allowances have been removed from the policy as Apex no longer deal with personal allowances.
More specific deadlines have been put in place.
Housing must inform Finance when a resident leaves so final travel bill costs can be recouped.
Appendix B was removed as it detailed specific charges which change every year so they would be out of date before the policy needs reviewed again.
A quarterly review of balances will be carried out.

Please the Finance Department with any queries in relation to the guidance document.

Policy Screening

Is this a new policy?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**
If this is a review of an existing policy – have there been significant changes?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**

Review of Policy Cover Sheet

Policy Title: **Financial Regulations Policy**

Staff member responsible for policy development/ review: **Director of Finance**

The above policy has been amended as shown below:

- **Amendments have been made to reflect up-to-date procedures and practices and ensure consistency with other related policies.**

Please contact (name of staff member responsible for policy development / review) with any queries in relation to the guidance document.

Roderick Canning

Policy Screening

Is this a new policy?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**
If this is a review of an existing policy – have there been significant changes?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**

Review of Policy Cover Sheet

Policy Title: **Treasury Management Policy**

Staff member responsible for policy development/ review: **Finance**

The above policy has been amended as shown below:

- **No significant changes have been made to the original draft.**

Please contact (name of staff member responsible for policy development / review) with any queries in relation to the guidance document.

Policy Screening

Is this a new policy?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**
If this is a review of an existing policy – have there been significant changes?	**No**
If Yes, confirm the date on which the policy was screened in relation to opportunity of equality & promotion of good relations?	**___/___/20 __**