

Schedule of Completed EIAs

| Name of Assessment   | Department            | Assessor(s)                                 | Date logged on system | Reviewed Date |
|--|-----------------------|---|-----------------------|---------------|
| Customer Feedback Policy   | Central Services      | Debbie Collins                              | 20/04/2010            | 04/01/2017    |
| Transparency Policy  | Central Services      | Julia Barrett                               | 19/05/2011            |               |
| Reception Services   | Central Services      | Sandra Williams                             | 14/09/2011            |               |
| Selection & Election of new Board Members P&P  | Central Services      | Liz Healey                                  | 13/09/2011            |               |
| Customer Care Strategy   | Central Services      | Emma Casey                                  | 10/11/2011            | 08/10/2012    |
| Recycling Procedure  | Central Services      | Laura Cowell                                | 28/11/2011            |               |
| Translation Policy   | Central Services      | Jane Hill                                   | 09/11/2011            |               |
| Board Member Expenses Policy   | Central Services      | Rebecca Dogan                               | 04/01/2012            |               |
| Green Travel Plan & Procedure  | Central Services      | Lisa Cousins                                | 01/11/2011            |               |
| Anti Money Laundering Policy   | Central Services      | Rebecca Dogan                               | 24/08/2012            |               |
| Corp Procurement Policy  | Central Services      | Chris Webb                                  | 17/02/2012            |               |
| Anti Bribery P&P   | Central Services      | Emma Casey                                  | 01/09/2012            |               |
| Customer Care Strategy   | Central Services      | Emma Casey                                  | 01/09/2012            |               |
| Board Member Appraisal Policy & Procedure  | Central Services      | Lisa Cousins                                | 01/10/2012            |               |
| Out of Hours Calls Procedure   | Central Services      | Kim Nye                                     | 18/01/2013            |               |
| Statutory and Discretionary Payments Policy & Procedure                                | Central Services      | Jane Hill                                   | 24/04/2017            |               |
| Shareholder Policy   | Central Services      | Rebecca Dogan                               | 17/03/2013            |               |
| Data Protection Policy   | Central Services      | Jane Hill                                   | 18/12/2018            |               |
| Whistleblowing Policy  | Corporate Resources   | Linda Hollingworth                          | 19/10/2012            |               |
| Nursery Admissions Policy and Procedure  | Nursery               | Charlotte Dickens/Sharon Dodson, Sue Riches | 10/05/2011            |               |
| Confidentiality Procedure for Parents' information                                     | Nursery               | Charlotte Dickens/Sharon Dodson, Sue Riches | 10/05/2011            | 26/04/2012    |
| Dress Code for Nursery Staff   | Nursery               | Charlotte Dickens/Sharon Dodson, Sue Riches | 10/05/2011            |               |
| Nursery Income Management Policy   | Nursery               | Charlotte Dickens/Sharon Dodson,            | 10/05/2011            |               |
| Family Centre – Fire Evacuation Procedure  | Community Development | Sue Riches                                  | 20/06/2011            |               |
| Prior parental Consent to Administer Medication, and the Record of its Administration. | Nursery               | Sue Riches                                  | 21/06/2011            |               |
| Procedure for Nursery Filling in the Accident Books                                    | Nursery               | Sue Riches                                  | 21/06/2011            |               |
| Mission Statement  | Nursery               | Sue Riches                                  | 21/06/2011            |               |
| Mobile phone, camera and videos usage policy and procedure                             | Nursery               | Sue Riches                                  | 21/06/2011            |               |
| Nursery Student Placement Policy   | Nursery               | Sue Riches                                  | 21/06/2011            |               |
| Dealing with blood and body fluid spills Procedure                                     | Nursery               | Sue Riches                                  | 29/06/2011            |               |
| Equipment and Resources Policy   | Nursery               | Sue Riches                                  | 29/06/2011            |               |
| Nursery Nappy Changing Procedure   | Nursery               | Sue Riches                                  | 29/06/2011            |               |
| Lost/Missing Child Policy  | Nursery               | Sue Riches                                  | 01/07/2011            |               |
| Achieving Positive Behaviour Policy & Procedure  | Nursery               | Sue Riches                                  | 01/07/2011            | 26/04/2012    |

Schedule of Completed EIAs

| Name of Assessment   | Department            | Assessor(s)   | Date logged on system | Reviewed Date |
|--|-----------------------|---|-----------------------|---------------|
| Cash Handling Procedure                                    | Nursery               | Sharon Dodson & Sue Riches                                  | 07/07/2011            |               |
| Policy on Excluding Ill or Infectious Children             | Nursery               | Sue Riches, Janet Kempson, Sharon Dodson, Coral Papagavriel | 15/08/2011            |               |
| Nursery Income Collection Procedure                        | Nursery               | Sue Riches, Janet Kempson, Sharon Dodson, Coral Papagavriel | 15/08/2011            |               |
| Safeguarding Children Policy and Procedure                 | Nursery               | Sue Riches, Janet Kempson, Sharon Dodson, Coral Papagavriel | 15/08/2011            | 26/04/2012    |
| Infant Feeding Policy                                      | Nursery               | Donna Payne   | 11/05/2012            |               |
| Nursery Arrival and Departure Procedure                    | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Care and Treatment of Children with Asthma Policy          | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Nursery First Aid Procedure                                | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Food & Drink Policy  | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Health & Hygiene Procedure                                 | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Nursery Equality & Diversity Policy                        | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Nursery Evacuation Procedure                               | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Preventing Intruder Procedure                              | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Nursery RIDDOR - Dealing with Injuries that are Reportable | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Safety Procedure   | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Settling in Procedure                                      | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Nursery Special Education Needs Disability Policy          | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Staff Confidentiality Policy                               | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Working in Partnership with Parents & Carers Procedure     | Nursery               | Tracey Dorsey   | 13/06/2012            |               |
| Personal Alarm Procedure                                   | Community Development | Sharon Dodson   | 30/01/2013            |               |
| Family Centre Bookings Procedure                           | Nursery               | Varaidzo Dewah (student social worker)                      | 04/02/2013            |               |
| Procedure for Signing Up Involved Residents                | PACE                  | Cherish Hill  | 20/06/2011            | 30/09/2016    |
| FER Constitution   | PACE                  | Cherish Hill  | 24/05/2011            | 06/03/2017    |
| FER/ERSRP Code of Conduct                                  | PACE                  | Cherish Hill  | 06/03/2017            | 06/03/2017    |
| Food Voucher Policy  | PACE                  | Cherish Hill  | 01/05/2016            | 30/09/2016    |
| Working with the FER (FER Terms of Reference)              | PACE                  | Cherish Hill  | 16/09/2011            | 06/03/2017    |
| EBS Rep Agreement  | PACE                  | Cherish Hill  | 06/03/2017            |               |
| ERSRP Terms of Reference Policy                            | PACE                  | Cherish Hill  | 06/03/2017            |               |
| Resident Involvement Expense Policy                        | PACE                  | Cherish Hill  | 25/01/2013            | 06/03/2017    |
| Welfare Fund Policy & Procedure                            | PACE                  | Janice White  | 26/01/2016            | 03/07/2017    |
| Welfare Reform Policy and Procedure                        | PACE                  | Jocasta Belcher   | 06/03/2017            |               |

Schedule of Completed EIAs

| Name of Assessment   | Department       | Assessor(s)                | Date logged on system | Reviewed Date            |
|--|------------------|----------------------------|-----------------------|--------------------------|
| Resident & Community Engagement Strategy 2017/20 Policy      | PACE             | Janice White               | 01/01/2017            |                          |
| Defects Liability Procedure                                  | Development      | Amanda Ashley-Smith        | 22/04/2010            |                          |
| Control of Money for People we Support Procedure             | Finance          | Kim Frogley/E&D Group/SH&C | 24/11/2012            | 09/12/2015               |
| Bank Reconciliation Procedure                                | Finance          | Gemma Kopel                | 16/06/2011            | 23/08/2013<br>04/11/2015 |
| Payroll Processing Policy                                    | Finance          | Vicky Wallis & Gemma Kopel | 16/06/2011            | 24/07/2017               |
| Petty Cash Float, Offices                                    | Finance          | Vicky Wallis & Gemma Kopel | 16/06/2011            | 23/08/2012<br>24/07/2017 |
| Control Account Reconciliations                              | Finance          | Mike Griffiths             | 22/08/2011            | 23/08/2012<br>02/10/17   |
| VAT Procedure  | Finance          | Alan Clifton               | 26/08/2011            | 24/07/2017               |
| Incoming Cash & Cheques & Banking                            | Finance          | Leigh Lynam                | 24/11/2011            | 31/10/2012               |
| Sales Ledger Procedure                                       | Finance          | Alan Clifton               | 20/12/2011            | 06/10/2016               |
| Rent Ledger  | Finance          | Mike Griffiths             | 20/12/2011            | 30/11/2012               |
| General Ledger Procedure                                     | Finance          | Leigh Lynam                | 22/12/2011            | 02/10/2017               |
| Purchase Ledger Procdeure                                    | Finance          | Leigh Lynam                | 22/12/2011            | 16/02/2016               |
| Cash Book Procedure  | Finance          | Leigh Lynam                | 22/12/2011            | 31/01/2017               |
| Pensions Auto-Enrolement                                     | Finance          | David Lambourne            | 08/07/2015            | 04/11/2015<br>24/07/2017 |
| SHC Homes' Imprest Floats Procedure                          | Finance          | Leigh Lynam                | 27/09/2012            |                          |
| Fraud Policy   | Finance          | Susan Ashplant             | 10/01/2017            |                          |
| Credit Card Procedure  | Finance          | Laura Clegg                | 04/11/2016            |                          |
| Investment Policy  | Finance          | Susan Ashplant             | 17/10/2017            |                          |
| Abandoned Properties procedure                               | Housing Services | SH                         | 12/09/2011            |                          |
| Additional borrowing & remortgaging procedure (shared owner) | Housing Services | SH/CR                      | 10/06/2013            |                          |
| ASB Policy   | Housing Services | SH                         | 07/06/2013            |                          |
| ASB Procedure  | Housing Services | SH                         | 07/06/2013            |                          |
| Domestic abuse policy  | Housing Services | SH                         | 07/06/2013            |                          |
| Domestic abuse procedure                                     | Housing Services | SH                         | 07/06/2013            |                          |
| Domestic Homicide Review procedure                           | Housing Services | SH                         | 07/06/2013            |                          |
| Domestic Homicide Review Statement                           | Housing Services | SH                         | 07/06/2013            |                          |
| Income Management Policy                                     | Housing Services | CR                         | 14/10/2015            |                          |
| Income procedure   | Housing Services | CR                         |                       |                          |
| Income management leaseholders & freehold procedure          | Housing Services | CR                         |                       |                          |
| Leaseholders breach/forfeiture of lease procedure            | Housing Services | SH/CR                      |                       |                          |
| Lettings Policy  | Housing Services | CR                         | 24/04/2017            |                          |

Schedule of Completed EIAs

| Name of Assessment  | Department       | Assessor(s)                              | Date logged on system | Reviewed Date            |
|---|------------------|--|-----------------------|--------------------------|
| Lettings procedure, including setting up rent accounts            | Housing Services |  |                       |                          |
| Management Transfer Policy & Procedure including DA               | Housing Services | CR                                       | 27/02/2012            |                          |
| Market Rent Policy  | Housing Services | CR                                       | 10/12/2015            |                          |
| Mutual Exchange Procedure Policy                                  | Housing Services | CR                                       | 27/02/2012            |                          |
| Prejudicial Harassment Procedure                                  | Housing Services | SH                                       |                       |                          |
| Rent setting and affordable rent policy                           | Housing Services |  | 31/05/2012            |                          |
| Rent arrear procedure for shared ownership                        | Housing Services | CR                                       |                       |                          |
| Service charge and ground rent arrears: leaseholder procedure     | Housing Services | CR                                       |                       |                          |
| Succession Policy & procedure                                     | Housing Services | SH                                       |                       |                          |
| Tenancy Audit Procedure   | Housing Services | SH                                       |                       |                          |
| Tenure Policy - including mortgage rescue & tenancy audit reviews | Housing Services | SH/CR                                    | 08/06/2016            | When policy is reviewed  |
| Unauthorised occupants (squatters) policy and procedure           | Housing Services | SH                                       |                       |                          |
| Hoarding Policy   | Housing Services | SH                                       |                       |                          |
| Pet Keeping Policy  | Housing Services | SH                                       |                       |                          |
| Potentially Violent Register/Cautionary contacts                  | Housing Services | SH                                       |                       |                          |
| Under Occupation Incentive Policy                                 | Housing Services | CR                                       |                       |                          |
| Lodgers and Sub Letting Policy                                    | Housing Services | SH                                       |                       |                          |
|   | Human Resources  | Linda Hollingworth/HR Team/E&D Group/JSC | 29/04/2010            | 06/10/2016               |
| Grievance Procedure   | Human Resources  | Linda Hollingworth/HR Team/E&D Group/JSC | 26/06/2010            | 18/03/2014<br>19/07/2016 |
| Change Management Policy  | Human Resources  | Rachael Harding                          | 13/06/2011            | 06/09/2016               |
| Recruitment & Retention   | Human Resources  | Rachael Harding                          | 13/06/2011            | 13/12/2016               |
| Retirement Policy   | Human Resources  | Rachael Harding                          | 13/06/2011            | 02/03/2017               |
| Internal Communications Policy                                    | Human Resources  | Gemma Kopel                              | 16/06/2011            | 11/11/2016               |
| Safeguarding Policy - Corporate statement of intent               | Human Resources  | Linda Hollingworth                       | 09/09/2011            | 14/03/2017               |
| Maternity Policy  | Human Resources  | Gemma Kopel                              | 13/09/2011            | 21/11/2016               |
| Training & Development Policy                                     | Human Resources  | Linda Hollingworth                       | 21/11/2016            | 01/06/2020               |
| Redundancy Policy   | Human Resources  | Vicky Wallis, Jane Barnett, Gemma Kopel  | 27/02/2012            | 01/07/2016               |
| Recruitment & Retention Policy                                    | Human Resources  | HR Team                                  | 29/02/2012            | 13/12/2016               |
| Time Off for Trade Union Representatives                          | Human Resources  | Vicky Wallis, Jane Barnett, Gemma Kopel  | 05/03/2012            | 23/07/2015<br>20/03/2017 |
| Gender Reassignment Policy  | Human Resources  | Vicky Wallis                             | 12/11/2012            | 02/08/2017               |
| Smoke Free Policy   | Human Resources  | Charlotte Bisatt                         | 17/01/2013            | 04/08/2017               |

Schedule of Completed EIAs

| Name of Assessment  | Department      | Assessor(s)        | Date logged on system | Reviewed Date            |
|---|-----------------|--------------------|-----------------------|--------------------------|
| Stress Management Policy                                    | Human Resources | HR Team            | 01/02/2013            | 26/09/2013<br>21/06/2017 |
| Stress Management Procedure                                 | Human Resources | Charlotte Bisatt   | 26/09/2013            |                          |
| Confidential Reporting (Whistleblowing) Policy              | Human Resources | Linda Hollingworth | 01/08/2014            | 31/10/2016               |
| Absence Management Policy                                   | Human Resources | Linda Hollingworth | 30/10/2014            | 14/08/2017               |
| Absence due to Extreme Weather Conditions/Disruption Policy | Human Resources | Linda Hollingworth | 05/10/2015            | 25/10/2016               |
| Induction & Probation Policy & Procedure                    | Human Resources | Linda Hollingworth | 03/12/2014            | 20/02/2017               |
| Acting Up & Secondment Policy                               | Human Resources | Gemma Kopel-Doree  | 02/02/2016            | 20/11/2017               |
| Data Storage Security & Access Policy                       | Human Resources | Gemma Kopel-Doree  | 24/05/2018            |                          |
| DBS Policy - Recruitment, Storage & Disposal                | Human Resources | Gemma Kopel-Doree  | 13/12/2016            |                          |
| Dress Code and Standards of Appearance Policy               | Human Resources | Gemma Kopel-Doree  | 21/11/2016            |                          |
| Paternity Policy  | Human Resources | Gemma Kopel-Doree  | 21/11/2016            |                          |
| Pandemic Emergency Policy                                   | Human Resources | Linda Hollingworth | 06/10/2016            |                          |
| Anti-Harassment and Bullying Policy                         | Human Resources | Vicky Wallis       | 26/10/2016            |                          |
| Volunteer Recruitment & Retention Policy                    | Human Resources | Gemma Kopel-Doree  | 25/10/2016            |                          |
| Expenses and Subsistence Policy                             | Human Resources | Vicky Wallis       | 24/10/2016            |                          |
| Recruitment & Selection - Volunteers' Expenses Policy       | Human Resources | Gemma Kopel-Doree  | 22.07.2016            |                          |
| Car User Allowance  | Human Resources | John Stephenson    | 01/02/2016            |                          |
| Adoption & Fostering Leave Policy                           | Human Resources | Jazmin Woodham     | 09/01/2016            |                          |
| Equality and Diversity Policy                               | Human Resources | Gemma Kopel-Doree  | 23/02/2017            |                          |
| Shared Parental Leave                                       | Human Resources | Vicky Wallis       | 10/02/2017            |                          |
| Exceptional Performance Award Procedure                     | Human Resources | Linda Hollingworth | 08/05/2017            |                          |
| Salary Determination & Review Policy & Procedure            | Human Resources | Linda Hollingworth | 10/07/2017            |                          |
| Overtime and TOIL Policy                                    | Human Resources | Gemma Kopel-Doree  | 03/08/2017            |                          |
| Staff Recognition Policy                                    | Human Resources | Linda Hollingworth | 03/05/2017            |                          |
| Sickness Absence Policy                                     | Human Resources | Vicky Wallis       | 19/06/2017            |                          |
| Disciplinary Procedure                                      | Human Resources | Vicky Wallis       | 14/08/2017            |                          |
| Supervision and Appraisal                                   | Human Resources | Gemma Kopel-Doree  | 22/11/2017            |                          |
| Employment of Ex-Offenders                                  | Human Resources | Vicky Wallis       | 29/12/2016            |                          |
| Accident, Incident & Near miss reporting                    | Health & Safety | Charlotte Bisatt   | 06/03/2013            | 06/03/2013               |
| Asbestos Management Policy & Plan                           | Health & Safety | Charlotte Bisatt   | 27/03/2017            | 31/01/2018               |
| COSHH Procedure   | Health & Safety | Charlotte Bisatt   | 31/10/2017            | 31/01/2018               |
| Driving at Work Policy & Procedure                          | Health & Safety | Charlotte Bisatt   | 10/06/2014            | 16/06/2017               |
| DSE Procedure   | Health & Safety | Charlotte Bisatt   | 30/10/2017            | 21/01/2018               |
| Electrical Safety Procedure                                 | Health & Safety | Charlotte Bisatt   | 12/12/2017            | 31/01/2018               |
| Fire Safety Policy & Procedure                              | Health & Safety | Charlotte Bisatt   | 13/03/2014            | 15/06/2017               |
| First Aid Procedure   | Health & Safety | Charlotte Bisatt   | 12/12/2017            | 31/01/2018               |
| Food Safety Procedure                                       | Health & Safety | Charlotte Bisatt   | 24/06/2014            | 17/06/2016               |

Schedule of Completed EIAs

| Name of Assessment  | Department                 | Assessor(s)                           | Date logged on system | Reviewed Date |
|---|----------------------------|---------------------------------------|-----------------------|---------------|
| Health & Safety Policy  | Health & Safety            | Charlotte Bisatt                      | 28/01/2016            | 11/12/2017    |
| Infection control policy & procedure  | Health & Safety            | Charlotte Bisatt                      | 12/01/2016            | 28/02/2017    |
| Lone working policy & procedure   | Health & Safety            | Charlotte Bisatt                      | 08/03/2016            | 03/04/2017    |
| Management of Contractors & CDM Procedure   | Health & Safety            | Charlotte Bisatt                      | 12/12/2017            | 31/01/2018    |
| Manual Handling Procedure   | Health & Safety            | Charlotte Bisatt                      | 30/09/2015            | 07/08/2017    |
| New and Expectant Mothers guidance procedure  | Health & Safety            | Charlotte Bisatt                      | 12/12/2017            | 31/01/2018    |
| Noise Procedure   | Health & Safety            | Charlotte Bisatt                      | 12/12/2017            | 31/01/2018    |
| Personal Protective Equipment Procedure   | Health & Safety            | Charlotte Bisatt                      | 12/12/2017            | 31/01/2018    |
| Reporting of Accidents by Contractors Procedure                                       | Health & Safety            | Charlotte Bisatt                      | 28/07/2016            | 31/01/2018    |
| Risk assesment policy & procedure   | Health & Safety            | Charlotte Bisatt                      | 28/07/2016            | 07/08/2017    |
| Sharps procedure  | Health & Safety            | Charlotte Bisatt                      | 27/05/2015            | 31/05/2017    |
| Working at Height Procedure   | Health & Safety            | Charlotte Bisatt                      | 10/06/2014            | 20/04/2017    |
| Work Equipment Policy & Procedure   | Health & Safety            | Charlotte Bisatt                      | 07/08/2017            | 31/01/2018    |
| Work Related Violence Procedure   | Health & Safety            | Charlotte Bisatt                      | 26/07/2016            | 25/10/2016    |
| Water Management Policy & Procedure   | Health & Safety            | Charlotte Bisatt                      | 28/07/2016            | 11/10/2016    |
| Internet Policy   | IT                         | Dave Parks/ Shaun Stribling/E&D Group | 26/06/2010            |               |
| Email Policy  | IT                         | Dave Parks/IT Team                    | 19/05/2011            |               |
| Remote Working  | IT                         | Dave Parks/ IT Team                   | 19/05/2011            |               |
| Network User  | IT                         | Dave Parks/IT Team                    | 19/05/2011            |               |
| CQC Notification Guidance   | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 27/04/2018            |               |
| Health Action Plan  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 28/02/2018            |               |
| Admission to Hospital Policy/Procedure  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 06/11/2012            | 16/02/2017    |
| Advocacy procedure  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 27/02/2018            |               |
| Lease Vehicles  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 09/11/2012            | 19/07/2017    |
| Staff Deployment Procedure  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 16/11/2012            | 20/10/2016    |
| Mental Capacity & Deprivation of Liberty  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 08/05/2018            |               |
| Home Budgets Procedure  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 01/03/2018            |               |
| Handover Policy   | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 21/11/2012            | 15/02/2017    |
| Security & Safety in the Working Environment, Key Holding & Suspected Prowlers Policy | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 04/12/2012            | 22/08/2017    |
| Statement of Purpose Procedure  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 27/12/2017            |               |
| Behaviour Management & Physical Intervention Procedure                                | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 27/02/2018            |               |
| Bed Rails   | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 28/12/2017            |               |
| Medication Policy & Procedure   | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 16/12/2012            | 11/08/2016    |
| Violence towards staff  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 16/12/2012            | 15/02/2017    |
| Servicing of Equipment  | Supported Housing and Care | Patricia Leahy & Kathryn Bennett      | 24/12/2012            | 20/02/2017    |

Schedule of Completed EIAs

| Name of Assessment   | Department                        | Assessor(s)                      | Date logged on system | Reviewed Date |
|--|-----------------------------------|----------------------------------|-----------------------|---------------|
| Staff use of personal mobiles & ICT Policy                       | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 28/12/2012            | 20/02/2017    |
| Record Keeping   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 03/01/2013            | 03/03/2017    |
| Service User Involvement and Consultation Procedure              | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 03/01/2013            | 27/10/2016    |
| Missing Service User Procedure                                   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 04/01/2013            | 06/12/2016    |
| Support planning & risk assessment                               | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett |                       |               |
| Planning a Holiday with Service Users procedure                  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 08/01/2013            | 01/12/2016    |
| On-call Procedure  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 14/06/2013            | 03/03/2017    |
| Infection control procedure (SH&C specific)                      | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 12/06/2013            | 16/10/2017    |
| Quality & compliance Procedure                                   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 25/08/2016            | 24/07/2018    |
| E-Safety Guidance Procedure                                      | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 10/01/2017            |               |
| Service User Money Procedure                                     | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 14/02/2017            |               |
| Customer Purchasing of Additional Hours Procedure                | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 20/02/2017            |               |
| Unexpected Event Procedure                                       | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 20/02/2017            |               |
| Safeguarding Policy  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 06/03/2017            |               |
| Safeguarding Procedure   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 06/03/2017            |               |
| Voids Procedure  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 03/03/2017            |               |
| Serving a Notice following a Breach of Tenancy Procedure         | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 06/07/2017            |               |
| Dress Code for Supported Housing Staff Procedure                 | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 22/05/2017            |               |
| Service Vacancies, Referrals, Assessment and Admission Procedure | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 17/07/2017            |               |
| Duty of Candour Guidance   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 11/07/2017            |               |
| Document Retention Guidance                                      | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 17/07/2017            |               |
| End of Life Policy & Procedure                                   | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 25/08/2017            |               |
| Access to the Safe at Maitland House procedure (SHC Staff)       | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 06/09/2017            |               |
| PEG Procedure  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 31/07/2018            |               |
| Personal Care Procedure  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 29/12/2017            |               |
| Visitor Protocol Guidance  | Supported Housing and Care        | Patricia Leahy & Kathryn Bennett | 28/12/2017            |               |
| Asbestos Management P&P  | Property Services                 | Ray Stephenson                   | 06/03/2013            | 28/07/2016    |
| Gas Servicing  | Property Services                 | Ray Stephenson                   | 06/03/2013            |               |
| Planned & Cyclical Maintenance Policy                            | Property Services                 | Ray Stephenson                   | 06/03/2013            |               |
| New Voids Management Policy                                      | Property Services                 | Ray Stephenson                   | 06/03/2013            |               |
| Water Hygiene & Legionella Control Policy                        | Property Services                 | Ray Stephenson                   | 06/03/2013            |               |
| Decant Procedure   | Housing Operations/Prop. Services | Corinne Roach / Steven Holmes    | 18/10/2011            |               |

Schedule of Completed EIAs

| Name of Assessment               | Department                        | Assessor(s)                   | Date logged on system | Reviewed Date |
|----------------------------------|-----------------------------------|-------------------------------|-----------------------|---------------|
| Rechargable Repairs              | Housing Operations/Prop. Services | Corinne Roach / Steven Holmes | 18/10/2011            |               |
| Resident Improvement Application | Housing Operations/Prop. Services | Corinne Roach / Steven Holmes | 18/10/2011            |               |