

Derby City Council – Response
ID Reference FOI663722464
Date 20/01/2025

Information Requested	Response
Could you tell me which of these policies and procedures Derby City Council currently has.	
1.HR Policies and Procedures	Yes
2. Recruitment Policy	Yes – we have a Recruitment and Selection Policy
3. Health and Safety Policy	Yes
4. Data Protection Policy and Procedure	Yes
5. Allocation Policy and procedure	<p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p> <p>Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a></p> <p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at: <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>
6. Tenancies Policy and procedure	
7. Tenancy/License agreements policy	
8. Referral Policy	Yes
9. Safeguarding Policy	Yes
10. Complaints Policy and Procedure	Yes
11.None Engagement Policy and Procedure	Yes

<p>12. Move on Policy</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>Does this relate to Council tenants? <b>YES</b></p>	<p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p> <p>Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a></p> <p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at: <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>
<p>13.Risk Management Policy</p>	<p>Yes</p>
<p>14.Anti – Social Behaviour Policy and Procedure</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>Does this relate to Council tenants? <b>YES</b></p>	<p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p> <p>Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a></p> <p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at: <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>
<p>15.Caseload Policy</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>Does this relate to Adult social care employee workloads? <b>AND HOUSING OFFICER</b></p>	<p><u>Adult Social Care</u></p> <p>Information not held.</p> <p>We don't have a caseload policy.</p> <p><u>Housing</u></p> <p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p>



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<p>16. Training Policy</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>What type of training do you mean? <b>A GENERAL POLICY THAT SHOULD SET OUT TRAINING WILL BE MADE AVAILBALE OR A MATERIX TO ESTABLISH WHAT TRAINING IS REUIRED TO FULFIL YOUR ROLE.</b></p>	<p>No, there isn't a specific Training Policy, but the Council is very supportive of learning and development for its colleagues. Individual training and development needs will be discussed between our colleagues and their managers</p>
<p>17. Staff Probation and Professional development (qualifications)</p>	<p>Yes – we have a Probation procedure and also our Qualification Training Scheme</p>
<p>18. Staff handbook</p>	<p>No – we do not have a staff handbook, but our policies and guidance are available on our intranet for employees to access.</p>
<p>19. Staff engagement policy</p> <p><b>18/12/24 Applicant clarification:</b></p>	<p>No formal policy but our internal communications and engagement are available on our intranet for employees to access.</p>



Is this about how we consult/communicate information to employees? <b>YES</b>	
20 . Equality, Diversity, and Inclusion Policy	Yes
21. Resident Involvement  <b>18/12/24 Applicant clarification:</b>  Does this relate to Council tenants? <b>YES</b>	The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.  Please therefore re-send your request Derby Homes Limited directly using the following contact details:  Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a>  The telephone number is: 01332 888777  Derby Homes website request form found at: <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a>
22. Partnership working policy  <b>18/12/24 Applicant clarification:</b>  Partnership working with which organisations? <b>YES</b>	No – we do not have an overall partnership working policy but tend to have partnership agreements and arrangements in place to govern the partnership we are involved in.
23. Quality Assurance Policy	Yes
24. Refusal Policy  <b>18/12/24 Applicant clarification:</b>	The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.  Please therefore re-send your request Derby Homes Limited directly using the following contact details:  Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a>



Does this relate to Council housing? <b>YES</b>	<p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at:  <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>
25. Initial Risk Assessment	Yes
<p>26. Initial Support Plan</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>Does this relate to social care and what type of support do you mean?</p> <p><b>NO, HOUSING SUPPORT TO IDENTIFIED VULNERABLE FAMILIES/PEOPLE NOT COVERED BY SOCIAL CARE, IE DOMESTIC VIOLENCE, HOMELESS, MIGRANTS ETC</b></p>	<p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p> <p>Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a></p> <p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at:  <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>
<p>27. Resident Handbook/Welcome Pack</p> <p><b>18/12/24 Applicant clarification:</b></p> <p>Does this relate to Council tenants? <b>YES</b></p>	<p>The Council does not hold the information requested but it may be held by another organisation Derby Homes Limited.</p> <p>Please therefore re-send your request Derby Homes Limited directly using the following contact details:</p> <p>Derby Homes - Fol <a href="mailto:Fol.Derbyhomes@derbyhomes.org">Fol.Derbyhomes@derbyhomes.org</a></p> <p>The telephone number is: 01332 888777</p> <p>Derby Homes website request form found at:  <a href="https://www.derbyhomes.org/forms/default.aspx?formid=5">https://www.derbyhomes.org/forms/default.aspx?formid=5</a></p>



28 .Financial Safeguarding Policy	Yes

**Please note, the following applies, if the response includes council officers (or other officers) names.**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference. You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.