

WEBSITE SUMMARY FORM

Please ensure that you complete this form for publishing on our website

| DETAILS OF COMPLETED EQUALITY IMPACT ASSESSMENT | KEY FINDINGS | FUTURE ACTIONS | TIMESCALES |
|---|---|--|------------|
| <div> <div></div> <div>Directorate</div> <div>HR,OD & CG</div> <div>Name of Function or Policy</div> <div>Admin Procedures Guide</div> <div>Brief description of aims of the Policy/Function</div> <div>Admin Procedures Guide is available for all employees in the PCt so they know where to find HR admin information.</div> <div>Status of Function or Policy (i.e. new, changing, existing)</div> <div>Updated</div> <div>Name of Lead Officer Completing the Assessment</div> <div>Helen Walters</div> <div>Date of Assessment</div> <div>11 December 2007</div> </div> | <p>This policy does not adversely impact on any social group/age.</p> | <p>Equality Impact Assessment due when policy out of date.</p> | |