

# **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>Directorate</div> <div>HR,OD &amp; CG</div> <div>Name of Function or Policy</div> <div>Contractual Notice Periods Guidance</div> <div>Brief description of aims of the Policy/Function</div> <div>The purpose of this guidance in respect of notice periods is to clarify the statutory and contractual notice periods that an employee may receive upon the termination of their employment by the PCT and also the contractual notice period that an employee is required to give the PCT when they terminate their employment.</div> <div>Status of Function or Policy (i.e. new, changing, existing)</div> <div>Update</div> <div>Name of Lead Officer Completing the Assessment</div> <div>Peter Smith</div> <div>Date of Assessment</div> <div>11 February 2008</div> </div>	<p>This policy does not adversely impact on any social group/age.</p>	<p>Equality Impact Assessment due when policy renewed.</p>	<p>Unknown.</p>