

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>Disciplinary Policy and Procedure</div> <div></div> <div>Brief description of aims of the Policy/Function</div> <div> <p>This procedure is intended to enable disciplinary matters to be dealt with quickly, fairly, consistently and reasonably, having regard to equity and the substantial merits of each case. It is designed to help and encourage all employees of the PCT to achieve and maintain high standards of conduct, attendance and job performance. The procedure applies equally to all employees of the PCT and will not be a source of discrimination in its design or in its operation.</p> </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>	<p>This policy does not adversely impact on any social group/age.</p>	<p>Equality Impact Assessment due when policy renewed.</p>	<p>Valid until March 2009.</p>

Date of Assessment			
18 December 2007			