

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>Flexible Working Guidelines</div> <div>Brief description of aims of the Policy/Function</div> <div>Flexible working is available to all employees of the PCT, these guidelines include the guidelines for compressed hours, term time working, annualised hours, job sharing. Flexible working guidelines are there for managers and employees to assist them in the mechanisms and benefits to any of the flexible working schemes.</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>Mylene Lanappe</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 renewed.</p>	<p>Valid until December 2009.</p>