

Equality Impact Assessments Completed

N o.	Date	Name of policy	Aim of policy	Name of Accountable Director [TITLE]	Name of Responsible person/people [TITLE]
1	Jan 2010	Community Matron Team Operational Policy	To define service provision for WCPCT Community Matron Team	Mari Gay	Tracey Slater Clinical Lead Community Matron team
2	Jan 2010	Early Intervention Service Operational Policy	To set out the aims, purpose and objectives of the service.	Lesley Shore	Faye Pemberton
3		OD Plan	The PCT needs to continually learn and enhance our abilities to deliver services that would enable us to meet standards in World Class Commissioning. This document sets out the competencies that the Commissioning arm of the PCT needs to meet the challenge of World Class Commissioning. And it describes how we should go about it.	Steph Harris, Director of Workforce	Head of Organisation Development
4		Strategic Plan	This document sets out our plans to make improvements in the quality, accessibility and impact of health services in the City.	TBA	TBA
5	Feb 2010	Policy for the Prevention and Management of Slips Trips and Falls	The purpose of this policy is to introduce trust wide practical guidance that will enable the prevention and management of slips/trips/falls that may potentially affect employees/service users or visitors.	Neil Nisbet	Sarah Southall General Manager Estate Regulation Team
6	Feb 2010	Call handling/Message Taking Procedure	To standardise practice by providing structured guidance that will enable staff to refer to guidance when call handing and message taking to ensure consistency and quality across the Directorate.	Mark Edwards	Kate Jenks – Business Systems Manager
7	Mar 2010	Sickness Absence Management Policy and Procedure - Commissioning	The purpose of this policy and related procedure is to ensure that all sickness absence issues are dealt with in a timely, fair and consistent manner.	Steph Harris, Director of Workforce	Julie Darby

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8	Mar 2010	Sickness Absence Management Policy and Procedure – Provider Services	The purpose of this policy and related procedure is to ensure that all sickness absence issues are dealt with in a timely, fair and consistent manner.	Steph Harris, Director of Workforce	Julie Darby
9	Mar 2010	Grievance Procedure - Commissioning		Steph Harris, Director of Workforce	Policy Development Group/ HR
10	Mar 2010	Grievance Procedure – Provider Services		Steph Harris, Director of Workforce	Policy Development Group/ HR