

# EQUALITY ANALYSIS FOR POLICY/PROCEDURE

This document should be used to conduct a routine **review** of Equality Analysis (EA) in relation to Policy and Procedure Documents where no other policy amendments are required.

<b>Policy/Procedure Reference and Title:</b>	P22 – Corporate Services
<p><b>Summary of contents - This Policy/Procedure directs staff by:</b></p> <p>The policy lists all the areas and the procedural instructions that the department Corporate Services covers.</p>	

Whilst all EA is reviewed at least biennially, this document is a live record and should be continually updated and reviewed. (Please include details of stakeholder consultation **below**). For further detailed advice on EA please contact the Diversity Unit, HR Strategy & Change.

## SECTION 1

<b>Does this document relate to the treatment of people?</b>	<b>Yes</b> <i>(complete all sections)</i> <b>No *</b>
<p><b>Please describe why:</b></p> <p>As above.</p> <p style="text-align: right;"><b>*Move straight to signatures after providing description.</b></p>	

## SECTION 2

<b>Is there any adverse impact on any group based on a protected characteristic?</b>	<b>Y/N</b>
<p><b>If so please record reasoning:</b></p>	

**SECTION 3**

Can any adverse impact be explained or justified?	Y/N
If so please record reasoning:	
What action have you taken to mitigate or remove any adverse impact?	

**SECTION 4**

Is there any positive impact on any group based on a protected characteristic?	Y/N
If so please record reasoning:	

**SECTION 5**

CONSULTATION

List below who you have consulted with on this policy or procedure (incl. committees, groups, etc):

Role & Title	Date Consulted	Version
Chief Superintendent – Corporate Services	18/11/2016	

<b>Name of Person completing the Equality Analysis:</b>	P Evans	<b>Date:</b>	18/11/2016
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<b>Signature of person checking Equality Analysis*:</b> *This should be the Head of Dept	Chief Superintendent Odell	<b>Date:</b>	18/11/2016
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