Equality Impact Assessments										
	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Formulate and implement process to manage Equality Impact assessments and communicate as appropriate	R.Johnston	R.Johnston PACT	30/04/2007	Admin Support	Process to be communicated across the service	Failure to meet requirements under BVPI 2, RRA, DES, GES	Mid April	Procedure and guidance notes fully documented, need to be formatted in house style. Flow chart steps identified, flow chart to be drafted. Process and flow charts to be communicated to relevant staff, for action, as appropriate.	
Sub objective	Design process for management of EIA's	J.Dennis	J. Dennis R.Johnston	31/03/2007	Admin Support	Process to be communicated across the service	Failure to meet requirements under BVPI 2, RRA, DES, GES	01/03/2007	Current guidance document to be reviewed	Completed
Sub objective	Identify numbers of Equality Impact assessments undertaken	C. Wynter	J.Dennis R.Johnston PACT	Completed					Index of all completed EIA's has been produced. All completed EIA's have been stored on the Share Drive	Completed
Sub objective	Identify numbers of EIA's to be undertaken	C. Wynter	J.Dennis R.Johnston PACT	Ongoing			Meetings with managers not arranged within agreed timescales	01/06/2007	Number of meetings held with PACT members. Work underway to evaluate impact needs requirement assessments	Ongoing
Sub objective	Ensure assessments completed by all departments within defined timescale	J.Dennis	J.Dennis R.Johnston PACT	Ongoing		Completed EIA's listed in index incorporating policy database	EIA's not completed within agreed timescales	Yearly Review	Work to be completed to priorities policies as high, med or low	
Sub objective	Formulate process to ensure future re-assessments as and when appropriate	J.Dennis	J.Dennis R.Johnston PACT	Ongoing			Failure to meet requirements under legislation changes		Link into guidance document	Completed