Name of policy being impact assessed:

Compassionate Leave

What the equality impact assessment concluded:

The guidelines are clear although a little brief and may need expanding. Managers need to be clear about discretionary decisions to ensure consistency and fairness.

What evidence was used?

The policy and evidence provided through a meeting with the Head of Personnel, Payroll & Pensions

Who was involved and consulted and how:

Head of Personnel, Payroll & Pensions and external equalities consultant

The action that will be taken as a result of the impact assessment:

1. Introductory paragraph to be expanded to provide examples of circumstances covered by the policy.
2. To ensure that records are kept of requests and decisions for compassionate leave.

The author and date of the impact assessment:

Viv Brosnahan, from People Matters March 2010

Signed off by:

Head of Personnel, Payroll & Pensions

Please send this summary report to the Equality and Diversity Manager