

Impact Assessment of:

Service/ Directorate:

Date Completed:

Lead Officer:

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service

Brief description of policy/ service:

(take this from Section 1 – aims)

Brief account of how the impact assessment was carried out:

Brief description of any adverse affects found:

(take this from Section 4 – Adverse affects)

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale

Contacts for further information:

Date published on Council Website:

To be completed by Equality Team