

**Equality Impact Assessment Template: Please complete alongside the guidance document**

<b>Title of work:</b> Job Planning Policy for Medical Staff	<b>Date of completion:</b> 24 <sup>th</sup> November 2023	<b>Completed by:</b> Alison Felce Senior Business Manager
<b>Description of work:</b>  Development of a policy for Job Planning for Medical Staff		
<b>Outcome of work:</b>  A ratified policy to be uploaded to the Policy Library		
<b>Who:</b> Consultant and Specialist/Specialty Doctors in NHSH Clinical Directors/Leads Service Managers  Does not impact on protected characteristics as laid out in the Equality Act		

**How do you know:**  
**Regular audit of compliance with the policy**  
**Monitoring of numbers of appeals and mediation**

**What will the impact of this work be?**  
**Improvement on percentage of completed job plans**

**Given all of the above what actions, if any, do you plan to take?**

**Ratify policy  
Publish and disseminate to relevant staff groups  
Regular audit of monitoring and compliance with policy**

**Approved by:**

**Alison Felce**