

Policy Implementation Plan Table – Equality Opportunities Policy

Responsible Person

Tim Neale MD

Action	By who?	Comments	Date due for completion	Status
Draft Policy Approved	Tim Neale	Ready for Implementation	15 th January 2019	Complete
Identify Key Stakeholders to advise of policy/ policy change	Jane Neale	Suppliers, customers, staff groups, contractors and governing body	28 th February 2019	Complete
Email Key Stakeholders	Jane Neale	Email sent to all of the above identified groups outlining our policy and their responsibilities to act in accordance	28 th February 2019	Complete
Internal implementation actions	Tim Neale	Provide staff training through team meeting	28 th February 2019	Complete
Update website with policy statement	Yestin Rowse	Website Equal Opps statement updated, with link to download Policy and contact details for any queries	28 th February 2019	Complete
Update Staff Handbook	Jane Neale	Ensure policy is available in staff handbook	28 th February 2019	Complete
Update Recruitment Policy and Process	Jane Neale	Recruitment Policy updated to reflect Equal Opps best practice	28 th February 2019	Complete
Update Procurement Policy and Process	Jane Neale	Procurement Policy updated to reflect Equal Opps best practice	28 th February 2019	Complete
Next Policy review	Tim Neale		21st October 2020	Outstanding



14th February 2020