

Action Plan

Impact identified and group(s) affected	Action planned	Person responsible	Timeframe	Update this section when you have completed your actions: What did you do? What was the outcome?

Next steps

Send a copy to the completed form and front cover to your Head of Service for sign off.

Keep a copy of the completed, signed off form in the project files and save an electronic copy in G:\Long Term Share\Equality Impact Assessment

Make arrangements to monitor the assessment and review and update where necessary.