

To complete – press F11 to jump from field to field

## Equality Impact Assessment

Name of the business case,  
SOP, SIP, project, service

**Inventories - The Collection, receipt and  
banking of cash, cheques and postal order  
income**

File ref:	EIA/Gen/019	Issue No:	1
Date of Issue:	15/06/09	Review date:	15/06/10
Risk assessment completed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Environmental assessment completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Approved by:



## Part 6 Equality impact assessment improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, ie increase the positive impact
4. If no actions [go to Part 7](#)

**Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:**

Area of concern	Action required	Person responsible	Timescale	Resource implications	Comments
Guidance can be provided by Finance	Guidance for staff to be in place when required		ongoing		
Monitoring and reviewing	To review what monitoring arrangements and systems are currently in place for this procedure	Ed McAtamney	tbc		

## Part 7 Equality impact assessment summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the Service’s website, and return it to Business Support.

**Date of assessment:** 26/02/09

**Manager(s) name:** Ed McAtamney **Role:** Senior Finance Officer

**Business case, SOP, SIP, project or service, procedure, strategy or Service, that was impact assessed:**

Inventories. The Collection, receipt and banking of cash, cheques and postal order income.

**Summary of findings:**

Sops have a neutral impact on equality groups highlighted above.

**Summary of recommendations and key points of action plan:**

If required by Fire and Rescue staff guidance can be provided by Finance

Groups that this business case, SOP, SIP, projector service will impact upon *															
Race		Gender		Sexual Orientation		Age		Disability		Religion/ Belief		Other		All	
+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* This information should be transposed to the front page of the Business case, SOP, SIP, project or service/Procedural document

<b>Date completed:</b>	12/06/09	<b>Signed by CFO</b>	
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