

## Equality Impact Assessment Timetable Plan

For our first Race Equality Scheme we developed a prioritised list of our functions and policies that were relevant to the key strands of the Race Equality Duty. We further developed this to include those that were relevant across all the diversity strands, as new legislation was put into place. This timetable has now been removed from our site. Many of the listed functions and policies had initial screening or were tested and found not relevant.

We have also recognised that the impact of organisational restructuring within the DVLA has meant that some of the functions and policies on the original list and some of the work areas that originated them are no longer relevant or may not exist.

We have revised this timetable to ensure it is properly reflective of our organisation and our business. We have also changed the format to make this easier to manage and monitor progress.

### Timetable

Service area / Directorate /Group / or work area responsible for policy / function	Policy or function title or description	Target date for completion OR actual date completed
LON – Wimbledon RPU	Targeted voluntary VERS Scheme	Completed April 2008
Preston	New customer management process	Completed October 2008 -
	LOD localised Voluntary Early Retirement/Severance scheme.	Completed April 2008
	Closure of the Enforcement Field Officer network.	Completed July 2008
PRER	Disability and Rehabilitation Adjustment Leave	Due April 2009
	Alcohol & Drugs / substance misuse Policy	Due August 2009
	HIV and AIDS Policy	Due January 2010
	Special Leave	Due March 2009
	Pay Review and pay policy	Completed February 2009
	Improving under performance	Completed

	Pay, reward and performance management	Due November 2008
	Stress policy	Due February 2010
	Disability guidance for staff Line manager guide on disability	Due December 2008
	Domestic Violence Policy	Due September 2009
	Career breaks	Completed February 2009
	Attendance Management policy	
	Bullying & Harassment	Due March 2009
	Sexual Orientation	Due June 2009
	Religion & Belief	Due August 2009
	Disability policy	Due April 2009
	Gender policy	Due October 2009
SSC /HR	Recruitment and selection policy	Due November 2008
EMG	Home-working policy	Due July 2009
HR Attendance team	Attendance and well-being strategy	Due April 2009
CEG	Attendance line	Due February 2009
	Attendance policy & incentive scheme	Due February 2009
	Duvet days policy	Due February 2009
WD	Devolved HR functions	Completed December 2008