

Template A- Equalities, Fairness and Rights Impact Assessment NOT required - justification

If the screening has indicated a full assessment is not required, complete below.

Name of policy, strategy, practice, service or function	Virtual Assistant Chatbot for HR
Description of policy, strategy, practice, service or function and why it is required	Provide automated responses to employee questions
Department/ Service	Business Operations and Partnerships
Responsible officer for taking decision	Kath McCormack
Rationale for decision	An impact assessment is not required because this policy is day-day operational delivery and decision-making. I wouldn't expect an EFRIA to be required as the virtual assistant provides another option for employees to access information. We are not removing the option for employees to contact HR by phone or email.
<p>Declaration: I confirm the decision <u>not</u> to carry out an Equality, Fairness and Rights Impact Assessment has been authorised by:</p> <p>Name and Job Title: Sharon Dick</p> <p>Date Authorisation given: 2/9/25</p>	