

Appendix 1

DATE	EIA NAME	UNIT	SUMMARY
2004			
31 Mar 04	Financial guidance Initial Assessment	Treasury	Financial guidance for policy officers who are budget holders on the monitoring and planning of finances
11 Mar 04	Induction Process	HR	The aim of the Induction process is to support, train and encourage new starters during their first six months of employment
11 Mar 04	Probation Process	HR	Probation ensures new staff receive the appropriate training to competently undertake the duties of the post
11 Mar 04	Teleworking Process	HR	The home working/hot desking policy is part of the alternative working patterns policy and applies to those workers who spend part of their time working away from the office

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2005			
05 Sep 05	MPA security policy statement	Deputy Chief Executive	This statement sets out the MPA policy on security relating to the MPA's premises, and personnel.
2006			
10 Jan 06	HR service level agreement	HR	The document will define the relationship between the HR team and its

			service users; it will provide an agreed framework for parties. The framework allows HR to monitor what works well and what does not through regular reviews with service users.
07 Mar 06	Blackberry Usage Policy	IT	MPA Policy document to inform all authorised Blackberry users of acceptable usage, device security configuration and responsibilities.
17 Mar 06	Internal Communications Strategy	PRESS & COMMUNICATIONS	To improve communication among Members and staff.
17 Mar 06	External Communications Strategy	PRESS & COMMUNICATIONS	The communications strategy outlines our aims, methods and objectives in achieving positive publicity for the Authority and how we intend to disseminate information both internally and externally. It also provides a framework for our detailed work plans as well as enabling us to deal with the inevitable unforeseen emergencies.
17 Mar 06	Sponsorship guidance	PRESS & COMMUNICATIONS	MPA sponsorship of key events across the capital

			can be used to build closer links with our stakeholders and promote greater understanding of our work.
24 Mar 06	Internal Audit - strategy	INTERNAL AUDIT	To provide direction, leadership and a framework for the work of Internal Audit on a risk assessed basis.
24 Mar 06	Internal Audit - manual	INTERNAL AUDIT	To provide guidance, direction, leadership and a framework for the staff of Internal Audit.
24 Mar 06	Anti-Fraud and Corruption Policy for the MPA and MPS	INTERNAL AUDIT	To set the ethical standards in relation to fraud and corruption within the MPA and MPS and provide guiding principles for those dealing with individual cases.
08 May 06	Communications Strategy - security threat/strike	PRESS & COMMUNICATIONS	To maximise public confidence in police response, public safety and security issues through timely, accurate and widely accessible information. To liaise with relevant agencies, specifically the MPS, Home Office, Mayor's office and News Co-ordination centre to ensure that a unified

			message is conveyed to the public and media.
19 May 06	Community engagement to counter terrorism	CARRIED OUT BY FORMER COMMUNITY & ENGAGEMENT UNIT NOW HELD BY OVERSIGHT & REVIEW	Sustain and widen informed, factual debate on how our society should respond to the terrorist threat

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2007			
25 Jan 07	ICV - expenses	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the policy is to clearly set out what expenses can be claimed by Independent Custody Visitors (ICVs), at what rate, and in what circumstances. It also outlines the process for claiming expenses and how these will be paid by the MPA.
25 Jan 07	ICV - complaints and grievance procedure	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the policy is to clearly set out the procedures that the MPA will use in handling grievances against Independent Custody Visitors (ICVs), MPA staff and MPA Members, so that ICVs are made aware of what they can expect if involved in a grievance, either as instigator or recipient.

25 Jan 07	ICV - memorandum of understanding	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the Memorandum of Understanding is to describe the relationship and some basic mutual expectations that exist between the MPA and Independent Custody Visitors (ICVs).
25 Jan 07	ICV - misconduct	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the policy is to clearly set out processes that the MPA will use in dealing with any allegations of misconduct against Independent Custody Visitors (ICVs).
25 Jan 07	ICV - poor performance of individuals procedure	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the document is to define poor performance as it relates to individual Independent Custody Visitors (ICVs) and to set out a clear and transparent procedure for dealing with the issue.
25 Jan 07	ICV - poor performance of panels procedure	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the policy is to clearly set out for Independent Custody Visitors (ICVs), the MPA's definition of poor performance and, should it occur, what measures will be taken by the MPA to deal with it.

14 Feb 07	ICV - handbook	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	The purpose of the Handbook is to provide Independent Custody Visitors (ICVs) with a clear and comprehensive policy and practice framework for the London ICV Scheme.
20 Jun 07	ICV Recruitment & Interviewing Guidelines	INDEPENDENT CUSTODY VISITORS TEAM, ENGAGEMENT & PARTNERSHIP UNIT	To standardise and streamline ICV recruitment procedures and ensure that they meet the MPA's values on equality issues. To provide clear guidance to all staff and ICVs involved in the interview process. To ensure as far as possible that all applicants are treated fairly and in line with the MPA's values. It is anticipated that the policy will assist the ICV scheme to become increasingly diverse.