



Metropolitan Police Authority

## Equality Impact Assessment Form

### Part 1 – Initial Screening

**1. Officer(s) & Unit responsible for completing the assessment:**

HR and Diversity Officer  
HR unit

**2. Name of the decision policy, or project:**

Expenses policy

**3. What is the main purpose or aims of the decision policy, or project?**

To reimburse members of staff for justifiable expenses they may incur while carrying out work for the MPA. The policy also sets out the role of line managers and provides rules on what is a justifiable expense. The policy lays out a clear method for staff to claim for the expenses they incur providing documentation and guidance for its completion.

A review date of December 2014 is built into the policy.

## Commentary – Initial Screening

***Write here how you arrived at your conclusions during initial screening, the evidence you considered and anything that you discounted. Say how you determined relevance of the decision, policy or project to equalities and the various equality target groups. Describe the information you have gathered, who you have consulted.***

An equality impact assessment (EIA) group was established with three members one from each of the HR and OD department, the Engagement and Partnerships Unit and the Policing, Policy, Scrutiny and Oversight unit. The group met on 24 February 2010.

The group examined the aims of the policy and agreed that the policy had relevance for equalities across all groups as all employees were affected; this being the case, an EIA was required.

The group examined each element of the proposed policy and agreed where there was a potential for each element to have an impact as follows:

|                    |   |
|--------------------|---|
| Disability         | Travel, meals during an extended working day, eye tests, carers |
| Gender             | Carers  |
| Religion or belief | Meals during an extended working day                            |

Each identified policy element was then examined further for relevant content and a set of actions agreed as follows:

Travel: The use of taxis by disabled staff; check policy proposal.

Meals during overnight stays and during an extended working day: Does the policy take account of special dietary needs where this is because of a disability, cultural requirements or because of religion or belief; check policy proposal

Carers costs: the policy states that childcare and adult care payments will be reimbursed for staff working “outside their conditioned hours”, does this relate to overtime only or extended working days (e.g. evening meetings not covered by overtime)?; check policy proposal

Eye tests: policy proposal examined and is not discriminatory

Since the meeting the policy proposals have been checked and adjustments made in relation to ‘meals during an extended working day’ to take account of possible special dietary needs. In addition the wording relating to the payment of carer’s costs was changed to take account of those working long hours to cover, for example, evening meetings, who are not being paid overtime. A provision for disabled staff using taxis was found to have been already included in the draft policy. A further minor amendment relating to ‘use of own vehicle’ was also included to take account of the requirements of disabled staff.

An equality reference group of PCS members was consulted during the staff side consultation process. A range of contributions were received although none of these was found to be relevant to equalities.

## Result of EIA Screening stage:

Please complete the following table and give reasons/comments for where:

- (a) There is no relevance to the equality target group
- (b) The decision, policy or project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (c) The decision, policy or project could have a negative impact on any of the equality target groups, i.e. disadvantages them in any way.
- (d) There is neutral impact on any equality target group

| Equality Target Group                      | Relevance of policy to equality target group | (a) Positive Impact |     | (b) Negative Impact |     | Neutral Impact | Reason/Comment |
|--|--|---------------------|-----|---------------------|-----|----------------|----------------|
|  |  | High                | Low | High                | Low |                |                |
|  | Y/N  |                     |     |                     |     |                |                |
| Men  | Y  |                     |     |                     |     | √              |                |
| Women                                      | Y  |                     |     |                     |     | √              |                |
| Asian or Asian British people              | Y  |                     |     |                     |     | √              |                |
| Black or Black British people              | Y  |                     |     |                     |     | √              |                |
| White people (including Irish people)      | Y  |                     |     |                     |     | √              |                |
| Chinese people                             | Y  |                     |     |                     |     | √              |                |
| Other racial/ethnic group (please specify) | Y  |                     |     |                     |     | √              |                |
| Mixed Race                                 | Y  |                     |     |                     |     | √              |                |

| Equality Target Group               | Relevance of policy to equality target group | (a) Positive Impact |     | (b) Negative Impact |     | Neutral Impact | Reason/Comment |
|-------------------------------------|--|---------------------|-----|---------------------|-----|----------------|----------------|
|                                     |  | High                | Low | High                | Low |                |                |
|                                     | Y/N  |                     |     |                     |     |                |                |
| Disabled people                     | Y  |                     |     |                     |     | √              |                |
| Gay, Lesbian and Bisexual people    | Y  |                     |     |                     |     | √              |                |
| Transgender people                  | Y  |                     |     |                     |     | √              |                |
| Older people (50+)                  | Y  |                     |     |                     |     | √              |                |
| Younger people (17-25) and children | Y  |                     |     |                     |     | √              |                |
| Faith groups (please specify)       | Y  |                     |     |                     |     | √              |                |

**4. Please give a brief description of how this decision, project or policy benefits the equality target groups identified in the above table, i.e. promotes equality?**

The policy will have a neutral impact.

**5. If there is a negative impact on any equality target group, is the impact intended or legal?**

The policy will have no negative impacts.

**6. What actions could be taken to amend the decision, project or policy to minimise the low negative impact?**

Actions have been taken to improve the policy to avoid negative impacts. The policy will be reviewed together with this EIA when data concerning its application will be considered. This will take place in December 2014.

**7. If there is no evidence that the decision, project or policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?**

EIA group found no opportunities to promote equalities in the draft policy.

**8. Use the action plan form to describe the next steps in the equality impact assessment process. If the decision is to implement and review then describe what will happen. Describe actions to rectify any minor negative impacts and what actions partners should take (including conducting full equality impact assessments). Say when this EIA will be reviewed.**

Full Assessment necessary:  Yes  
 No

*If any negative impacts are either: not intended, are discriminatory and/or are high in impact, a full assessment will be needed.*

Date completed: 4 March 2010

Signed by Line Manager:

Approved by Chief Executive:

Please return a hard copy and electronic copy to the Head of Equalities and Engagement once completed. The original signed hard copy & an electronic copy should be kept within your unit for audit purposes.

## Equality Impact Assessment Action Plan

As a result of Initial Screening  or Full Impact Assessment

| MPA lead         | Action                | By whom          | Due date      | Comments  |
|------------------|-----------------------|------------------|---------------|---|
| HR and Diversity | Amend policy          | HR and Diversity | 1 April 2010  | Make amendments in light of EIA group findings        |
| HR and Diversity | Review policy and EIA | HR and Diversity | December 2014 | Review based on data concerning application of policy |
|                  |                       |                  |               |   |
|                  |                       |                  |               |   |
|                  |                       |                  |               |   |
|                  |                       |                  |               |   |