



Metropolitan Police Authority

Equality Impact Assessment Form – HR Policy Review

Part 1 – Initial Screening

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

Michael Shurety, HR Consultant and project leader.
MPA HR Unit

2. Name of the policy:

Grievance Resolution Policy and Procedure

3. What is the main purpose or aims of the policy?

The policy provides a framework for dealing promptly and fairly with employee complaints. The aim is to resolve workplace problems and prevent them developing into grievances. Where a satisfactory resolution is not possible informally the policy sets out the three formal stages of the resolution procedure. The policy contains advice on mediation, guidance for staff applying the procedure and a manager's checklist. The policy emphasises the need to maintain proper records at every stage.

A review date of May 2010 is built into the policy.

4. Who will be the beneficiaries of the policy?

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.

MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist.

The policy applies to all employees of the Authority whether permanent or fixed term. It does not apply to contractors or agency staff although there is nothing to prevent it being used to resolve grievance if appropriate. Similarly there is nothing to prevent contractors or agency staff in line management roles dealing with grievances involving their staff.

A separate member/officer protocol is used when the issue involves a member of the Authority and a member of staff. There is also a separate procedure for complaints made by members of the public against Authority officers.

5. Has the policy been explained to those it might affect directly or indirectly?

An HR policy launch and a number of introductory workshops have been planned. Each member of staff will be issued with a personal A-Z guide which will include details of this policy. The A-Z guide will be issued to all new starters. Full details of the policy will be available on the MPA intranet. A workshop will be held for managers to explain this policy in detail. Other staff may attend if they so wish. Further details are contained in Section 12 of this assessment.

6. Have you consulted on this policy?

1. Drafts of the policy were discussed with the PCS at minuted meetings on 20 August 2008 and on 21 October 2008 following Internal Audit input.
2. The policy was agreed by MPA SMT on 2 April 2009.
3. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached as an Appendix.

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

- (a) The policy 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.
- (b) The policy could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men	X				<p>The policy takes account of the Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Employment Act (Dispute Resolution) Regulations 2004 and the ACAS Code of Practice 2009.</p> <p>The policy stresses that <u>all</u> staff have the right to be treated fairly and not victimised or subjected to any form of personal disadvantage for initiating the procedure or being subject to a grievance.</p> <p>When conducting a grievance investigation managers are advised to consider any relevant diversity issues and flexible working arrangements for staff involved in the process. Special arrangements should be made if required.</p>

Women	X				As above.
Asian or Asian British people		X			The policy recognises that setting out a grievance in writing is not easy, especially for staff whose first language is not English or have difficulty expressing themselves on paper or who may be disabled. Guidance is provided about how to deal with such cases.
Black or Black British people		X			As above.
White people (including Irish people)		X			As above.
Chinese people		X			As above.
Other racial/ethnic group (please specify)		X			As above.
Mixed Race		X			As above.
Disabled people		X			As above.
Gay, Lesbian and Bisexual people		X			As above
Transgender people		X			As above.

Older people (50+)	X				As above. In addition, the policy contains a streamlined procedure for staff who have left the MPA and this may benefit staff who have retired but still wish to pursue grievances.
Younger people (17-25) and children		X			As above, in respect of assistance with language and setting out the grievance.
Faith groups (please specify)		X			As above, in respect of assistance with language and setting out the grievance.

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

This policy follows HR best practice and is legislatively compliant. It also follows and complies with the ACAS Code of Practice on Disciplinary and Grievance Procedures 2009. It can be applied to all groups and prevents any groups from being treated differently. It also recommends how adjustments may be made to take account of the needs of staff falling in the above groups.

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

No negative impact identified.

If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.

10. What actions could be taken to amend the policy to minimise the low negative impact?

Not applicable

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

Not applicable

12. How will the policy be implemented including any necessary training?

