



**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:**

**Creation, dissemination and maintenance of MPA HR Policies and Procedures**

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

The policy sets out the ways in which HR policies and procedures will be created, disseminated and made available. It provides a template for all future HR policy drafts. The specific issues covered include the definition of a policy or procedure, content, style, structure, consultation, approval, dissemination/training, review and the monitoring/compliance arrangements. The policy includes the provision that all HR policies should be “impact assessed”.

A review date of May 2011 is built into the policy.

**4. Who will be the beneficiaries of the policy?**

All MPA staff and managers will benefit directly by having clear standards defined for the creation and dissemination of future policies. They will also be able to read and access all HR policies in a consistent format.

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

**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. Details of the policy launch arrangements 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 a minuted meeting on 20 August 2008.
2. The policy was discussed and agreed by MPA SMT in September 2008.
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	
<b>Men</b>		X			<p>The policy stipulates that relevant individuals and groups should be consulted in preparing policies. This includes, but is not limited to, the SMT, PCS union representatives and relevant interest groups where they exist.</p> <p>It also states that the policy should be checked against relevant legislation to ensure the content does not directly or indirectly discriminate unlawfully.</p> <p>This applies to all groups listed in section 7.</p>
<b>Women</b>		X			As above.
<b>Asian or Asian British people</b>					
<b>Black or Black British people</b>					
<b>White people (including Irish people)</b>					
<b>Chinese people</b>					

Other racial/ethnic group (please specify)					
Mixed Race					
Disabled people					
Gay, Lesbian and Bisexual people					
Transgender people					
Older people (50+)					
Younger people (17-25) and children					
Faith groups (please specify)					

**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 applies to all groups and prevents any groups from being treated differently.

**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?**

The new HR policy framework will be launched at events planned to take place on 22 & 24 April 2009. The Chief Executive will introduce each event. All MPA staff will be invited to attend.

Workshops for line managers will be held to explain in detail the dispute resolution, discipline, performance improvement, recruitment and sickness management policies

HR surgeries will be scheduled to deal with individual staff queries.

The full text of all HR policies will be available to all staff on the MPA intranet.

A staff handbook containing an A-Z guide and a summary of key policies will be issued to all staff and included with induction material for new starters. Replacement pages will be issued when policies are amended or updated.

Full Assessment necessary:     **X Yes**  
  √ No

Date completed: December 2008

Signed by HR Unit: December 2008

Approved by SMT:               **April 2009**