



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:

Recruitment Policy and Procedure

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

The policy provides a framework to create and maintain a diverse workforce with the skills and competencies to deliver the Authority's strategy and objectives. It is designed to assist managers to select the most suitable candidate for a vacancy in an efficient way. It also provides guidance for managers about how to take account of relevant legislation and best practice. The specific issues covered include obtaining authority to recruit, advertising the role internally and externally, shortlisting and interviewing procedures, job offers, induction, probation and record keeping. The appendices include advice on interviewing good practice (including how to avoid bias), a recruitment roadmap and template forms.

The policy reinforces the Authority's commitment to being an equal opportunity employer.

A review date of November 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 principal beneficiaries will be prospective applicants for positions with the MPA.

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 training implications are contained in Section 12.
 The policy states that all interviewers should be appropriately trained and/or experienced and briefed in recruitment and selection skills.

6. Have you consulted on this policy?

1. A draft of the policy were discussed with the PCS at a minuted meetings on 9 December 2008.
2. The policy was agreed & signed off by MPA SMT in 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/strategy/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.
- (b) The policy/strategy/project 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 Rehabilitation of Offenders Act 1974, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995 and 2005, Data Protection Act 1998, Race Relations Amendment Act (Amendment) Act 2000, Employment Equality Regulations 2003 and the Employment Equality Regulations 2006.</p> <p>The policy confirms that the MPA is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, or religion or belief. This is reflected in all aspects of this policy.</p> <p>The Authority is required by the Race Relations (Amendment) Act 2000 to monitor the ethnic origin of applicants for all posts, those shortlisted and those appointed. The Authority also monitors sex and disability status. This informs the Authority how its Equal Opportunities Policy is working in practice and whether its recruitment practices are having a discriminatory effect on any particular groups.</p> <p>The policy contains advice about how to avoid bias, effective questioning techniques, and avoiding discriminatory questions. This applies to all groups in section 7.</p>

Women		X			As above. In addition, the policy takes account of the Sex Discrimination Act 1975.
Asian or Asian British people		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
Black or Black British people		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
White people (including Irish people)		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
Chinese people		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
Other racial/ethnic group (please specify)		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
Mixed Race		X			Comments above apply. The policy also takes account of the Race Relations Act 1976 and Race Relations (Amendment) Act 2000.
Disabled people	X				Comments above apply. The policy also takes account of the Disability Discrimination Act 1995 and 2005. The MPA participates in the “two ticks” scheme and has made a commitment to interview all disabled applicants who meet the minimum criteria for the job. Reasonable adjustments are made to the recruitment process to ensure that no applicant is disadvantaged because of disability. The policy contains specific advice about interviewing a disabled candidate.

Gay, Lesbian and Bisexual people		X			See comments under "Men" above.
Transgender people		X			See comments under "Men" above.
Older people (50+)	X				See comments under "Men" above. Also the policy contains specific guidance on avoiding age discrimination.
Younger people (17-25) and children		X			See comments under "Men" above.
Faith groups (please specify)		X			See comments under "Men" above.

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 can be applied 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: Yes
 No

Date completed: _____ April 2009

Signed by HR Unit: _____ April 2009

Approved by SMT: April 2009