



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:

Secondments Policy and Procedure

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

The policy provides a consistent approach to the use of short term secondments, both within and outside the MPA. The appendices provide guidance about what to do prior to a secondment and to the host organisation and substantive employer. Cross references are made to the Recruitment Policy and Procedure to ensure a consistent approach to selection for secondments. The policy is also consistent with the approach agreed to secondments within the GLA Group.

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 is intended primarily for staff with permanent contracts as staff on fixed term appointments will usually have been employed for a specific activity or period of time. Both full and part time staff are eligible to apply for secondments, subject to the terms specified by the host organisation.

Secondees to the MPA will also benefit from the Key Principles and guidance set out in the policy.

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.

6. Have you consulted on this policy?

A drafts of the policy was forwarded to the PCS by email on 7 May 2009.
 The policy was discussed and agreed by MPA SMT on 26 May 2009.
 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 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			This policy complies with the provisions of the Employment Rights Act 1996 and is also consistent with the approach agreed for secondments within the GLA Group. The policy specifically stipulates that diversity and disability needs should be taken into account when preparing for a secondment.
Women		X			As above.
Asian or Asian British people					As above.
Black or Black British people					As above.
White people (including Irish people)					As above.
Chinese people					As above.

Other racial/ethnic group (please specify)					As above.
Mixed Race					As above.
Disabled people					As above.
Gay, Lesbian and Bisexual people					As above.
Transgender people					As above.
Older people (50+)					As above.
Younger people (17-25) and children					As above.
Faith groups (please specify)					As 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 that took place on 22 & 24 April 2009. The Chief Executive will introduce each event. All MPA staff were 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: _____ **26 May 2009**

Signed by HR Unit: _____ **26 May 2009**

Approved by SMT: _____ **26 May 2009**