

Summarised Generic Equality Scheme Actions

Engagement & Partnerships Unit (EPU)

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
Ensure equality and diversity are central to the MPA Independent Custody Visiting (ICVs) Scheme	<p>Conduct a rolling programme of diversity training for all ICVs which covers all six diversity strand (age, disability, gender, race, religion &/or belief and sexual orientation)</p> <p>Issue all ICV panels with visual prompt cards to aid communication with detainees who are deaf or for those whom English is an additional or second language</p> <p>Record equality data (age, disability, gender, race, religion &/or belief and sexual orientation) on all ICVs through monitoring, seek to ensure schemes membership is representative of London's communities</p> <p>To help to ensure that detainees are afforded appropriate provision by the MPS in relation to the six equality strands through participation in relevant MPS working groups and the deployment of trained independent custody visitors</p>	Kerry McClelland	<p>Ongoing throughout 2009-10</p> <p>Ongoing throughout 2009-10.</p> <p>Ongoing throughout 2009-2010</p>	<p>First training held in November 2008, 3-4 course being delivered per year.</p> <p>Prompt card issued</p> <p>Initial monitoring exercise completed summer 2008</p>
CPCGs to be representative of the communities they serve across all diversity	<p>Review of CPCG membership diversity to be conducted</p> <p>Underrepresented groups to be identified</p>	Martin Davis	<p>April 2009</p> <p>September 2009</p>	CPCGs have conducted local work on diversity of membership and have identified underrepresented groups with whom to seek engagement as part of

<p>strands (age, disability, gender, race, religion &/or belief and sexual orientation)</p>	<p>and methods explored to enable their increased participation.</p> <p>Quarterly diversity monitoring to be undertaken by all CPCGs</p>		<p>Commencing April 2009</p>	<p>their 2009/10 SLA/funding bids.</p> <p>Formal review has been postponed pending the development of new SLA/funding processes due to begin in January 2010.</p> <p>Diversity of CPEGs is monitored through the quarterly SLA monitoring process.</p>
<p>Establish a Hate Crime Forum to increase cooperation around the statutory response to hate crime - including prevention, victim support and perpetrator rehabilitation/containment</p>	<p>Hold a series of themed events seeking active participation and input of representatives on age, disability, race, religion &/or belief and sexual orientation to inform the TOR of the new Hate Crime Forum</p>	<p>Bennett Obong</p>	<p>Events to commence in summer 2009</p>	<p>Themed meetings have not taken place due to ongoing discussions on the remit and work plan of the Forum.</p> <p>However a dedicated hate crime forum workshop was held at the MPA Community Engagement Conference on 27 June 09, where a range of opinions were heard on the Forum and hate crime in general.</p>

Human Resources (HR)

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
Ensure the MPA is compliant with the Employment Equality (Age) Regulation 2006	Conduct an age 'health check' in accordance with ACAS guidelines	Sharon Ruckwood	2010	To be carried out using the ACAS guidance in the first quarter of 2010.
Become accredited user of the Two Ticks Disability Symbol as awarded by Jobcentre Plus	<p>Interview all disabled applicants who meet the minimum criteria for a job vacancy</p> <p>Ensure a mechanism is in place to discuss with disabled employees what can be done to develop and use their skills</p> <p>Make every effort to ensure employees who become disabled are able to stay in employment</p> <p>Ensure all employees develop an appropriate level of disability awareness</p> <p>Review the above commitments and what has been achieved, plan ways to improve on them and let employees and Job centre Plus know about progress and future plans</p>	<p>Sharon Ruckwood</p> <p>George Fry</p>	September 2008	<p>Initial work completed, awarded two ticks disability symbol. Reasonable adjustments made as appropriate following OHS advice. Ongoing work to maintain compliance continues.</p> <p>Review on annual basis from March 2010</p>
Set up an MPA Deaf & disabled Staff Focus Group	<p>Consult with staff on the aims of the Deaf & disabled Staff Focus Group</p> <p>Determine a structure and TOR.</p> <p>First meeting of Group to take place.</p>	George Fry	Dec 2009	<p>Dec 2009</p> <p>Feb 2010</p>
Ensure HR policies	All HR policies to be reviewed, Equality	Sharon	June 2009	Comprehensive review carried out on all

<p>are up to date, fit for purpose and reflective of the MPAs commitment to equality and diversity.</p>	<p>Impact Assessed (EIA) across all six equality strands (age, disability, gender, race, religion &/or belief and sexual orientation) and revised where necessary.</p> <p>Staff survey to be conducted to ascertain feedback on policy review</p>	<p>Ruckwood</p>		<p>HR policies to ensure they are compliant with legislation, promote good HR practice and are fit for purpose.</p> <p>EIAs have been carried out on all HR policies.</p> <p>A series of workshops have been run to familiarise managers and staff with the revised policies</p> <p>All staff at the MPA have undertaken ACAS Diversity training as part of the MPA's commitment to equality and diversity</p> <p>Future corporate diversity training needs to be assessed for 2010-11.</p> <p>Staff survey to be run early 2010.</p>
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Corporate Secretariat

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
<p>Ensure Committee meetings are inclusive for all individuals regardless of their age, disability, gender, race, religion &/or belief and sexual orientation</p>	<p>Committee meetings will be scheduled so as not to conflict with any major religious events</p> <p>Committee meetings will take place in accessible buildings. Microphones and induction loops facilities will be provided.</p> <p>Committee papers will be available on request in a range of formats</p>	<p>Nick Baker</p>	<p>Reviewed April and September 09</p> <p>Ongoing</p> <p>Ongoing</p>	<p>The key actions have been met both for meetings held at Dean Farrar Street and at City Hall.</p> <p>The MPA is currently looking for new accommodation and accessibility considerations will be a key feature in assessing the suitability of possible accommodation.</p>
<p>Review the protocol governing staff / member relations, with regard to commitments around age, disability, gender, race, religion &/or belief and sexual orientation</p>	<p>Review the protocol in light of the new Code of Member Conduct and the proposed statutory Staff Code of Conduct</p> <p>Consult with staff and members on any changes</p> <p>Produce revised protocol for committee approval</p>	<p>Simon Vile</p>	<p>October 2009</p> <p>November 2009</p> <p>January 2009</p>	<p>Review not yet started.</p> <p>Timing should be reconsidered in light of government delays for a statutory code of conduct for members and officers.</p>

MPA committees to have an equality objective for 2009-2010	Head of Committee Services, in consultation with Equality Officers, to set an equality objective for all MPA committees.	Nick Baker	April 2009	All committees have an equality objective.
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Treasury

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
<p>To monitor and influence the implementation of the responsible procurement policy across the MPA and MPS</p>	<p>Oversee MPS leadership on responsible procurement for ACPO</p> <ul style="list-style-type: none"> - Maintain, and improve, performance against the Mayor's Green Procurement Code - silver level achieved in 2008. - Following evaluation of the responsible procurement training currently being developed and subject to budget availability, ensure that all appropriate MPS/MPA officers receive training - Monitor MPS use of CompeteFor for contract opportunities, and where appropriate, encourage MPA use of CompeteFor 	<p>Annabel Adams</p>	<p>2009-2012</p> <p>April 2009 (and annually)</p> <p>throughout 2009-10</p> <p>throughout 2009-10</p>	<p>In the Green Procurement Code audit carried out in July 2009 the MPA/MPS were recommended for gold level for the first time</p> <p>Responsible procurement training consists of two levels: operational and strategic. Both courses are funded by the Central Responsible Procurement Team (CRPT) and courses are presented on their behalf by the Chartered Institute for Purchasing and Supply (CIPS). Although training is provided across the GLA family each presentation is tailored to the functional body concerned. So far two MPA and over 20 MPS staff have attended the training. CRPT are developing an e learning package for future use</p> <p>MPS procurement ran a pilot tender earlier in the year second and third trials are scheduled for August and a recommendation is going to Procurement SMT that the number of pilots should be increased to 10.</p> <p>All MPA budget holders have been given the CRPT guidance on CompeteFor and the management accountant has attended the training session run at the MPS. One to ones are to be held with all budget holders to explore the possibility of using CompeteFor to let tenders.</p>

Oversight & Review Unit

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
Ensure that key stakeholders and Londoners from all equality groups (age, disability, gender, race, religion &/or belief and sexual orientation) are proactively engaged, consulted and represented on MPA scrutiny's.	Bespoke equality impact assessment at the start of each scrutiny.	Siobhan Coldwell	Ongoing. To be reviewed September 09.	Current reviews dominated by the MPS Race & Faith Inq. Extensive consultation carried out within force (including IAGs and staff associations). Advert in newspaper and on internet produced to canvass public views.
Conduct an Inquiry into Race & Faith within the MPS in relation to employment	Set TOR and create Panel Conduct panel meetings and focus groups Produce report of inquiry	Siobhan Coldwell	December 2008 February 2009 June 2009	TOR Completed Evidence gathering complete Report delayed until the new year pending additional resources
To investigate disproportionality across all equality strands (age, disability, gender, race, religion &/or belief and sexual orientation) with regards to domestic and sexual violence	Report to be commissioned Report to be presented to members of the DSVB	Lynne Abrams	February 2009 April 2009	Report presented and discussed at DSVB

<p>Investigate domestic and sexual violence of older people.</p> <p>Investigate domestic and sexual violence of disabled people</p>	<p>Reports commissioned for thematic meeting of DSVB.</p> <p>Reports received and discussed by DSVB members</p>	<p>Lynne Abrams</p>	<p>July 28</p>	<p>Presentation received from Action on Elder Abuse.</p> <p>Presentation received from Voice UK</p> <p>Presentation received from DIAG</p> <p>MPS reports on older and disabled people in relation to domestic and sexual violence received from MPS.</p>
<p>Improve MPS service to older people and raise awareness of MPA profile amongst older people</p>	<p>Present role of MPA at GLA Older People Conference in March 2009</p> <p>MPA rep. to attend discussion panel at LOPSG AGM</p> <p>MPS to present older people strategy to Equality & Diversity subcommittee</p>	<p>Michael Wadham</p>	<p>March 2009</p> <p>July 2009</p> <p>July 2009</p>	<p>Deputy Chief Exec presented at conference on role of MPA and the London policing plan.</p> <p>Chair of Equality and Diversity Subcommittee attended panel of LOPSG AGM.</p> <p>Draft MPS older people strategy presented to subcommittee, recommendations made for final version.</p>
<p>Monitor and Evaluate the mainstreaming of equality and diversity within the MPA</p>	<p>Oversee progress against equality objectives and actions at BMT</p> <p>Dip sample equality and diversity implication section (C) of MPA reports</p>	<p>Siobhan Coldwell / Jane Harwood</p>	<p>Ongoing. To be reviewed October 09.</p> <p>Ongoing. To be reviewed October 09.</p>	<p>GNES actions have been integrated into 2009-2010 business plan and are reviewed alongside all other organisation objectives.</p> <p>Some sampling has taken place but this must become more systematic in operation.</p>

Planning & Performance Unit

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
<p>To provide research and performance advice and support to the MPA around the monitoring of all diversity strands (age, disability, gender, race, religion &/or belief and sexual orientation).</p>	<p>Produce a management information report to the Equality and Diversity sub-committee, setting out key issues of concern highlighted by research and performance information.</p>	Jane Owen	Ongoing	<p>Deadlines to be determined in accordance with Equality & Diversity Subcommittee.</p> <p>Statistics report on older people as victims of crime produced in support of Equality and Diversity Subcommittee held on 31 August.</p> <p>P&P is producing a paper for the next stop and search Community Monitoring Network and this will include analysis of stops by diversity strand (where data is available)</p>
	<p>Ensure that all questionnaires for consultation and research include a substantive method of capturing diversity information. Monitor this information and identify any gaps.</p>	Jane Owen		<p>P&P continues to provide advice and support to colleagues on questionnaire and consultation design and ensure that diversity strands are captured (where possible) in all work. The P&P Unit is currently working with Oversight and Review colleagues to produce a questionnaire to inform a review of public order policing for the MPA civil liberties panel. This will capture diversity of respondents and will be included in analysis of the results.</p>
	<p>Ensure that the annual Policing Plan is available in a range of formats that is accessible to all.</p>	Jane Owen		April 2009

				<p>younger audience, and this has been utilised at community events including the Biggin Hill Air Show Youth Day, Enfield Homes Festivals and the New Addington People's Day. P&P have also visited a variety of groups (including the Hammersmith and Fulham Older People's Forum and Newham Heart Support Group) to present the consultation, encourage people to take part and ask for feedback on how to improve the process in the future.</p>
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Internal Audit (IA)

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
<p>To confirm that the recommendations of the 2008/09 audit of Equality and Diversity – Application and Monitoring have been effectively implemented in the MPS.</p>	<p>To conduct a follow up audit as part of the 2009/10 Internal Audit Programme to confirm that the recommendations of the Equality and Diversity – Application and Monitoring audit have been effectively implemented.</p> <p>To report any non-implementation of high-risk recommendations to the MPA Corporate Governance Committee.</p>	<p>Director of Internal Audit.</p>	<p>31 March 2010.</p>	<p>The follow up audit into the recommendations of the Equality and Diversity Application and Monitoring audit is currently underway (started September 09) with the results expected in November 2009.</p> <p>An update report on the implementation (or non-implementation) of high-risk audit recommendations is provided to every meeting of the MPA Corporate Governance Committee.</p>

Communications

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
Sponsorship of equality and diversity events to highlight important issues and raise the profile of the MPA	<p>Establish virtual working group to explore 2009/10 sponsorship programme</p> <p>Identify events to sponsor across all six diversity strands</p> <p>MPA sponsorship of a range of equality and diversity events throughout 2009-2010.</p>	Jacqui Jones	<p>April 2009</p> <p>April 2009</p> <p>April 2009 - 2010</p>	<p>All sponsorship bids now have to be agreed by Senior Management Team and then Business Management Group, which is chaired by Kit Malthouse</p> <p>Kit Malthouse has asked for a breakdown of the Comms budget that includes sponsorship monies</p> <p>BMG are also due to review sponsorship policy</p> <p>Therefore key actions are currently on hold</p> <p>All sponsored events are now preceded by a business case form from relevant policy officer and followed up with a review form</p> <p>This is for internal audit purposes</p>
Ensure MPA is able to communicate effectively with the public, particularly members of the Deaf & disabled communities	<p>In combination with the redevelopment of the MPA website to ensure that it is easily accessible (large print, easily navigable)</p> <p>Oversee production of leaflets on purpose of MPA and major projects (e.g. DSVB and HCF)</p>	Jacqui Jones	<p>June 2009</p> <p>2010</p>	<p>Complete. All accessibility issues were incorporated in the design of the website upgrade with due regard to DDA compliance</p> <p>House style has recently been overhauled to follow website design and plans are being drawn up to produce MPA publicity leaflets</p> <p>Restructuring of MPA has heavily impacted areas of work such as the DSVB and HCF. Production of new marketing material is therefore on hold until restructure and work areas are finalised.</p>

SMT

Objective	Key Actions	Lead	Deadline	Update (to be provided by Head of Unit)
<p>Champion and monitor equality & diversity progress in the MPA</p>	<p>All MPA Units to set at least one equality target for 2009-2010</p> <p>All MPA staff to have at least one equality target for 2009-2010</p> <p>All SMT members to undergo bespoke training on managing equality</p> <p>All MPA members to undergo some form of equality and diversity training.</p> <p>Monitor the Equality Impact Assessment process to ensure that EIAs are carried out promptly and to a good standard</p>	<p>Catherine Crawford</p>	<p>April 2009</p> <p>April 2009</p> <p>September 2009</p> <p>November 2009</p> <p>April 2009 – April 2010 ongoing</p>	<p>All units have at least one equality objective</p> <p>Training on hold due to post 'cycling' in SMT. Once all posts have been filled training will commence.</p> <p>Training delivery organisations are currently being explored.</p>