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Text highlighted in blue must not be changed

EQUALITY IMPACT ASSESSMENT

The Equality Impact Assessment Standard Operating Procedure/Guidance **must** be used when completing this form:
http://intranet.aware.mps/TP/DCF/index.htm

Protective Marking:	Not Protectively Marked	**Publication**	Yes
Title:	Introduction of an MPS Own Staff Programme.		
Branch / OCU:	HR Logistical Services - Specialist Deployments Desk.		
Date Created	14.06.2010	**Review Date:**		**Version:**	1.5
Author:	Chief Inspector Jon Thomson - Head of Operations		

Person completing EIA: Chief Inspector Jon Thomson

Signed: _____ **Date:** _____

Person supervising EIA: Michael BROOKER (Director of Languages)

Signed: _____ **Date:** _____

Quality Assurance approval:

Name: _____ **Unit** _____ **Date** _____

Decision Making

Decision Maker: Michael Brooker - Director of Languages

Name: Rank or Grade: Director

What is the decision?

Reject the proposal	Yes ☐	No ☒
Implement the proposal	Yes ☒	No ☐
Produce an alternate proposal (if so, a new impact assessment must be completed)	Yes ☐	No ☒

SMT / (B)OCU/Management Board endorsing decision

Name: Rank or Grade:

The MPS Language Programme (LP) intends to entirely review and revise the methods by which linguistic support is delivered to internal and external partners, and London's' wider Communities. Historically, MPS staff skills have been held on a central database managed and administrated by the former Communities and Cultural Resources Unit (CCRU). The criteria for using Own Staff skills centred upon protracted investigations and/or critical incidents.

The Own Staff Programme is an important element of the LP, and focuses on the deployment of MPS staff that have documented "Life Skills" in the following categories': Knowledge of Culture/Lifestyle/Community/Language and experience of living with disability.

The purpose of the proposal is: To develop and maintain an own staff "life skills" database that has integrity, and is wholly representative and reflective of the MPS internal Communities and the wider Communities of London across the six recognised strands of diversity.

The aims of the Own Staff Programme are:

1. To review the former life skills database (CCRU) to ensure that the MPS has a responsive skills pool that accurately reflects the known, and emerging demographic statistical information of Communities in London through sound, consistent data collecting and analysis.

2. To target recruitment of skills in any areas that are shown to be deficient particularly linguistics, through targeted contact with existing MPS employees and/or recommendation to Recruitment Branch.

3. To revise the "limitations" on use of own staff under the former guidelines to provide an enhanced level of service to our internal and external partners/Communities to build levels of confidence and trust.

4. To ensure that own staff are utilised on a two tier system i.e. to reactively respond to operational requirements, and to proactively respond and contribute towards greater Community Engagement.

5. Review the nature of the tasks previously performed (under CCRU); to ensure appropriate skill levels are demonstrated by staff members to lessen the vulnerability of the individual, and the Organisation.

6. To review, and if necessary revise the language groupings we currently list own staff members under, in light of historical, known current and/or future cultural sensitivities i.e. Russian/Lithuanian, Algerian/Arabic.

.The programme is underpinned by clear SOPs and guidelines to facilitate consistent and effective planning and to prevent over usage of particular staff with particular skills.

Care has been taken to within these SOPs that if linguistic skills are being used to take statements by staff who are not interpreters that the quality of statement taking will stand the test of evidential scrutiny. The revised form for capturing linguistic skill will ask staff to assess their skill level according to an agreed framework an example of this is given in appendix 1

In order to support specialist deployments, verifying existing skills and to future proof this activity the language skills training pilot commences in April 2010 with the delivery of level one language training based around the Rosetta Stone package.

The Language Programme Team is currently in discussions with the Institute of Linguists regarding the creation of Levels two and three which are bespoke language training

packages with accreditation

Language and Cultural Services is supporting Boroughs in the creation of their own 'skills database' by supplying an IT solution and rules of engagement for the use of Borough based staff.

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2. Examination of Available Information – see step 2 of the guidance
http://intranet.aware.mps/TP/DCF/index.htm

The following information was used to inform the EIA
Details of current database which include usage trends nature and frequency of skills being used
Several Consultation meetings were held with both internal and external stakeholders which further helped to inform the design and delivery of the own staff programme a list of these is given below
S.A.M.U.R.A.I ("Staff Associations Meeting Up Regularly and Interacting")
- Consultation with the Police/Staff Federations
- Advice from DFCD - Savi Bhrama
- Advice from HR CO1 - Richard Callegari
- Consultation ongoing with affected staff (On former CCRU database)
- Consultation with HMCS (Her Majesty's Court Service)
- Consultation with CPS (Crown Prosecution Service)
- Consultation with LCJP (London Criminal Justice Partnership)
- Consultation with former signatories to CCRU
- Consultation with HR Director - Martin Tiplady

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3. Screening Process for relevance to Diversity and Equality issues – see step 3 of guidance http://intranet.aware.mps/TP/DCF/index.htm

Does this proposal have any relevance to:

a)	Age	Yes	☒	No	☐
b)	Disability	Yes	☒	No	☐
c)	Faith	Yes	☒	No	☐
d)	Gender	Yes	☒	No	☐
e)	Race	Yes	☒	No	☐
f)	Sexual Orientation	Yes	☒	No	☐
g)	Other Issues	Yes	☐	No	☐

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4. From the answers supplied, you must decide if the proposal impacts upon diversity or equality issues. If yes, a full impact assessment is required.
http://intranet.aware.mps/TP/DCF/index.htm

Full Impact Assessment Required?	Yes	☐	No	☐

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5. Consultation / Involvement – see step 5 of the guidance
http://intranet.aware.mps/TP/DCF/index.htm

Who was consulted?

S.A.M.U.R.A.I ("Staff Associations Meeting Up Regularly and Interacting")
   o Consultation with the Police/Staff Federations
   o Advice from DFCD - Savi Bhamra
   o Advice from HR CO1 - Richard Callegari
   o Consultation ongoing with affected staff (On former CCRU database)
   o Consultation with HMCS (Her Majesty's Court Service)
   o Consultation with CPS (Crown Prosecution Service)
   o Consultation with LCJP (London Criminal Justice Partnership)
   o Consultation with former signatories to CCRU
   o Consultation with HR Director - Martin Tiplady
• Management Board
• HR2 & HR4
• Union representatives/ S.A M.U.R.A.I/Federation
• M.P.A
• HMCS
• CPS
• DLS (Department of Legal Services)
• Repeat customers/users of the database

Date and method of consultation
Targeted consultation to existing users of the former CCRU database • Meetings (High level, and practitioners) • Bulletin Boards • Floor meetings • Trade union/Police Federation meetings • E Mails • News Letters • Posters and leaflets • Notice Boards • Intranet Statements • Own Staff Recruitment events • Programme Briefings to TP and Specialist practitioners

Where are the consultation records stored?
Meeting notes recorded

Give a brief summary of the results of the consultation / involvement? How have these affected the proposal?
• Original signatories consulted (Bill Griffiths (Former DAC), AC Cressida Dick) regarding proposed changes to the "ethos" of the Own Staff concept, and importantly the rationale and need for an enhanced service to meet the changing needs of the organisation and wider communities.

6. Full Impact Assessment – see step 6 of the guidance http://intranet.aware.mps/TP/DCF/index.htm Explain the potential impact (whether intended or unintended, positive or negative) of

the proposal on individuals or groups on account of:

Age
The criterion for becoming a member of the database does not preclude any individual(s) by reason of age. In practical terms consideration MUST always be given to the type and nature of deployment proposed and the suitability of the candidate to perform the particular assignment. Age MUST always be taken in to consideration during this risk assessment in addition to other factors. It is accepted that the database positively benefits from having a wide age range, which often brings a breadth and depth of experience in all categories of life skills.

Disability
The Own staff database does not currently have details any volunteers from the Deaf Community. There are a number of hearing individuals that have highlighted their knowledge and skills in British Sign Language (BSL) and Deaf culture. The Deaf Community don't consider that the loss of/or having been born Deaf to be a "Disability". The LP has recognised the skills gap that exists and has formed a bespoke BSL users group with Deaf staff members. This group examine all aspects of LP business to determine the positive and potentially negative ramifications of decision making on their community. Deaf members of staff will fully briefed on the LP, and canvassed through the Deaf Staff Association for interest on becoming own staff volunteers. The LP presented to the National Safeguarding Deaf Children's Group in March 2010. The presentation included a full briefing on the use of appropriately qualified BSL staff to assist with Deaf issues, and the intention to recruit Deaf staff to the database. An own staff database analysis is being conducted, if it is discovered that there are volunteers who are disabled and are being denied the opportunity of utilising their skills, then consideration will be given to allow for any necessary reasonable adjustments with regards to disabilities in line with DDA and Met policy.

Religion and Belief
The database has a specific list for Knowledge of Culture/Religious/Belief. The current list of religions covers those that are considered to be more orthodox than others. The database will need to be more reflective of some of the other less well known religions..

Gender
The current own staff database contains over 1050 volunteers, there has been no recent analysis completed on the male/female profiles held. It is intended to develop a gender profile of the skills held to ensure an even representation.

Race
The database has a specific lists for staff who are skilled in working with specific communities The database will need to be more reflective of staff with skills these skills

Sexual Orientation
As with the other target groups above The database will need to be more reflective of and if required canvass staff with skill relevant to working with the LGBT community across London

Other issues

7. Monitoring – see step 7 of the guidance http://intranet.aware.mps/TP/DCF/index.htm
a) How will the implementation of the proposal be monitored and by whom?
The MPS Language Programme SMT is responsible for the direct implementation of this element of the programme. Therefore responsible for monitoring and reviewing actions arising out of this EIA on regular basis with a full update on progress provided on an annual basis As this is a new initiative monitoring and review of its impact on target groups has been identified as a priority within the project plan. Consultation has been ongoing with key stakeholders and any issues relating to adverse impact have been addressed by modifying the service provided. However we are not complacent and understand that the service needs to be responsive to ever changing communities of London. Further consultation is planned with community groups and stakeholders as the initiative gains momentum
b) How will the results of monitoring be used to develop this proposal and its practices?
See above
c) What is the timetable for monitoring, with dates?
See above

8. Public Availability of reports / result – see step 8 of guidance http://intranet.aware.mps/TP/DCF/index.htm What are the arrangements of publishing, where and by whom?
In keeping with current MPS guidance details of this EIA will be published on the intranet and internet alongside a commitment to provide a full impact assessment on request

MP 686/09