

**MPA**

**Metropolitan Police Authority**

**Race  
Equality  
Scheme**

**2005 to 2008**

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2005**

# Contents

	Page
<b>Acknowledgements</b>	5
<b>Part A Arrangements for meeting the general duty 2005 to 2008</b>	7
Background <b>The Metropolitan Police Authority</b>	9
<b>The Race Relations (Amendment) Act 2000</b>	12
Section 1 <b>Organisational arrangements</b>	14
Section 2 <b>Key measures of success</b>	19
Section 3 <b>Impact assessments</b>	20
Section 4 <b>Arrangements for publishing and monitoring the impact assessment results</b>	22
Section 5 <b>Arrangements to ensure public access to information and services</b>	23
Section 6 <b>Arrangements for training staff and MPA members</b>	26
Section 7 <b>Meeting the employment duty</b>	27
Appendix 1 <b>MPA Equal Opportunities Statement</b>	29
Appendix 2 <b>MPA Equal Opportunities and Diversity Board</b>	30
Appendix 3 <b>MPA Equality Impact Assessment Initial Screening &amp; Full Assessment</b>	31
<b>Glossary</b>	37
<b>Abbreviations</b>	40
<b>Part B Action Plans 2005 to 2008</b>	42
<b>Introduction</b>	43
<b>The functions of the MPA</b>	44
<b>The policies of the MPA</b>	45
<b>Determining relevance</b>	47
<b>MPA Race Equality Scheme 2002 – 2005 Review</b>	49
<b>Race Equality Scheme Action Plan 2005-2008</b>	58
<b>Functions and Policy impact assessment programme</b>	61
<b>MPA's Equal Opportunities and Diversity Work Programme</b>	84



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# **Race Equality Scheme**

Part A

Arrangements for meeting the general duty

2005 to 2008

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# Background

## The Metropolitan Police Authority

### What is the Metropolitan Police Authority?

The Metropolitan Police Authority (MPA) was established on 3 July 2000, to assume the Home Secretary's role of overseeing the Metropolitan Police Service (MPS). Its principal function is to secure and maintain an efficient, effective and fair police service for the capital.

The MPA is an independent statutory body. It has 23 members - four are magistrates, seven are independent members, and twelve are drawn from the Greater London Assembly.

### What is the Metropolitan Police Service?

The functions of the MPS are to:

- prevent and detect crime;
- bring offenders to justice;
- protect persons and property.

The MPS comprises of 31,175 police officers, 13,451 police staff, 426 traffic wardens and 2,144 Police Community Support Officers (as of March 2005). The MPS serves the whole of the Greater London area, which covers approximately 620 square miles and has a population of about 7.2 million people.

### What does the MPA do?

The MPA is required to:

- set objectives for the policing of London;
- issue a local policing plan, including details of objectives, targets, performance and actions;
- produce an annual report;
- bring improvements to policing by meeting a duty to provide best value;

- consult those who live and work in London on matters concerning policing in their areas;
- co-operate with each London borough, the Commissioner of the MPS, and other agencies in crime and disorder reduction partnerships;
- promote equality of opportunity for all persons irrespective of their race, sex, disability, age, sexual orientation or religion; eliminate unlawful discrimination; and promote good relations between people of different racial groups, religious beliefs and sexual orientation;
- operate an independent custody visiting scheme (formerly known as 'lay visiting') to check the treatment and conditions of people held in custody in London's police stations.

The MPA also has responsibilities with regard to financial and budgetary matters. Principally, it is required to:

- stand accountable for the management of the monies it receives for the policing of London;
- keep a police fund and accounts;
- make proper arrangements for the administration of the financial affairs of the MPS;
- assume ownership of all police property in London;
- act as the contracting party for the purposes of agreeing contracts and services;
- conduct audits of the MPS.

With regard to the staff under the command and control of the Commissioner, the MPA is responsible for:

- overseeing the operation of the statutory complaints and discipline process for the MPS and dealing directly with complaints and disciplinary proceedings against senior police officers of Association of Chief Police Officers (ACPO) rank;
- overseeing employment issues involving police staff;
- appointing ACPO rank officers (Commissioner, Deputy Commissioner, Assistant Commissioners, Deputy Assistant Commissioners and Commanders).

### **The MPA and the MPS**

The MPA and the MPS are separate bodies, yet the MPA has powers to influence and lead the MPS. For example:

- The MPA may ask the Commissioner to submit a report on matters connected with the policing of London;
- The MPA determines the priorities and performance targets of the MPS;
- The Commissioner is required to submit a general report to the MPA each year;
- The MPA is responsible for delivering best value work carried out by the MPS;
- The MPA makes arrangements for consultation, which helps the MPS provide more effective policing.

In general, the MPA has the same functions and responsibilities as the 41 other police authorities in England and Wales. Any differences take account of circumstances particular to London such as the existence of the Greater London Authority, and the importance of the MPS in terms of its size and its national and international policing responsibilities.

These responsibilities include the protection of prominent persons and their residences, national security, and counter-terrorism.

### **The MPA and the Greater London Authority**

Although the MPA is one of four functional bodies (MPA, London Development Agency, London Fire and Emergency Planning Authority and Transport for London) of the Greater London Authority (GLA), it is a separate legal entity from the GLA. The Mayor of London must consult the MPA before preparing a draft budget and when preparing statutory strategies for London.

### **The MPA and the Home Secretary**

Both the MPA and the Home Secretary have a role to play in ensuring that the MPS discharges its national and international duties efficiently and effectively. These duties are set out in the Greater London Authority (GLA) Act 1999.

In addition the MPA has to comply with, or take into account, various directions and targets on policing matters given by the Home Secretary.

The Authority also has to comply with any direction the Home Secretary makes following a report about the MPS by Her Majesty's Inspectorate of Constabulary (HMIC).

### **MPA support structure**

The MPA currently employs approximately 95 staff, 59 employed in the secretariat and 36 employed in internal audit .

The Chief Executive & Clerk to the Authority, who is head of the paid service, has specific responsibility for corporate leadership, relations with the MPS and other key external partners and agencies.

The Deputy Chief Executive & Deputy Clerk and Solicitor to the Authority is responsible to the Chief Executive for all MPA Secretariat operations on a day to day

basis and is the monitoring officer, warning of illegality or maladministration.

The Treasurer is responsible for the proper administration of the financial affairs of the MPA and has a supervisory role over the entire police budget.

### **Finding out more about the MPA**

Further information about the MPA can be obtained from its website

**[www.mpa.gov.uk](http://www.mpa.gov.uk)** or by writing to:

Metropolitan Police Authority  
10 Dean Farrar Street  
London  
SW1H 0NY

# Background

## The Race Relations (Amendment) Act 2000

### The Stephen Lawrence Inquiry

The Stephen Lawrence Inquiry exposed institutional racism in the MPS and other public organisations. With regard to the MPS, the inquiry highlighted the following:

- stereotyping of minority ethnic people;
- colour and cultural blindness;
- poor policy implementation;
- absence of sustained leadership;
- loss of faith in the system by communities;
- a need for public services to rebuild trust;
- a need for public services to demonstrate fairness.

### The duties of the Race Relations (Amendment) Act 2000

The Race Relations (Amendment) Act 2000 is the legislative response to the Stephen Lawrence Inquiry. Its policy intention is to incorporate race equality considerations into public services and to build on work already in place in many public sector organisations. Its agenda concentrates on both cultural change and practical delivery.

#### General Duty

The general duty under the Race Relations (Amendment) Act 2000 says a public authority must “have due regard to the need” to:

- tackle racial discrimination;
- promote equality of opportunity;
- promote good race relations.

In practice, this means making sure that the duty is central to the way in which any function is carried out where race equality is relevant.

#### Specific Duty

Under the specific duty all public authorities to whom the Act applies must prepare and publish a race equality scheme. The scheme should set out how they plan to meet the general and specific duties.

#### Benefits

By requiring public authorities to develop race equality schemes, the Race Relations (Amendment) Act 2000 is striving to ensure that authorities like the MPA and the MPS secure the following improvements:

- better targeted policies;
- more minority ethnic staff at all levels;
- improved service user perceptions and satisfaction;
- improved residents’ perceptions, confidence levels and reassurance;
- reduced gaps in service outcomes;
- better resident and user consultation and involvement;
- better targeted information on public services;
- enhanced access to public services;
- improved organisational mainstreaming and integration of race equality considerations in all aspects of public authority structures, processes and service delivery.

#### Policing and race equality

The MPS is separately required under the Act to meet the general and specific duties and to produce its own race equality scheme.

The MPA has worked with the MPS to ensure each other’s schemes, and the arrangements within these, work together.

Given how important policing is to London's diverse communities, the MPA has a crucial role to play in ensuring that the MPS continues to make improvements to the policing service it delivers.

Where appropriate, the MPA will work in partnership with key stakeholders and partners, such as the Commission for Racial Equality (CRE) and the GLA, to bring about these continuous improvements.

# Section 1

## Organisational arrangements

### Key objective of the MPA's Race Equality Scheme

The key objective of the MPA's Race Equality Scheme is to demonstrate the MPA's commitment to race equality. The scheme will achieve this objective in the following ways:

- By setting out arrangements that will ensure everyone perceives his or her experiences with the MPA to be fair and non-discriminatory;
- By demonstrating how the MPA will promote race equality in the MPS;
- By showing how the MPA will work with and influence other partners to promote race equality.

### Commitment

The MPA has set out its commitment to equal opportunity and diversity in its Equal Opportunities Statement. This is a living document and, as such, will be constantly evolving (See Appendix 1).

### The roles of members and committees

All MPA members must be aware of their duties set out in equalities related legislation, including the Race Relations (Amendment) Act 2000. All members will be fully briefed on their responsibilities.

All members have signed the MPA's Code of Conduct. This code sets out the standards members must meet when undertaking public duties on behalf of the MPA.

To meet its duties under the Race Relations (Amendment) Act 2000, the MPA will continue to mainstream responsibility for the equalities agenda through each of its committees and executive decision-making processes.

The following is a summary of the committee arrangements as of 1 January 2005, covering each committee's responsibilities for equalities and diversity matters.

Each committee, in exercising its responsibilities, must have due regard to equal opportunities generally, the general duty of the Race Relations (Amendment) Act 2000 and the requirements of any other equalities legislation.

- Full Authority
- Community Engagement Committee
- Co-ordination and Policing Committee
- Corporate Governance Committee
- Equal Opportunities and Diversity Board
- Finance Committee
- Human Resources Committee
- Planning, Performance and Review Committee
- Professional Standards and Complaints Committee
- Standards Committee

The **Full Authority** is the main decision-making body. It has overall responsibility for the work of all other committees. The role of the Full Authority with respect to equalities is to ensure that the development and scrutiny of equalities and diversity work is effectively managed and financed.

In May 2004 the Consultation Committee (established in July 2002) was renamed the **Community Engagement Committee** to lead on all matters relating to the MPA and MPS community engagement strategies and processes and ensures that where consultation is carried out, it engages with, and reflects the views of, London's diverse communities.

The Committee also considers all matters relating to the Authority's communications and public relations strategies and systems.

In July 2002 the Chair's Co-ordination and Urgency Committee was renamed the **Co-ordination and Policing Committee**. The committee's role is to co-ordinate the business of the Authority with the aim of ensuring that key issues are addressed by the relevant committee and to deal with urgent business on which a decision is needed before the next meeting of the appropriate body.

It also has a responsibility to consider policy and other issues relating to operational policing as well as issues relating to crime and disorder reduction and the Authority's relationships with crime and disorder reduction partnerships.

The **Corporate Governance Committee** was formed in June 2004 by the merger of the Audit Panel and Health and Safety Committee. The Corporate Governance Committee looks to achieve value for money in all areas of spend, including diversity initiatives. It must ensure that the MPA's priorities concerning equalities and diversity are reflected in the annual programme of audits.

The **Equal Opportunities and Diversity Board** was established in July 2002 (formerly there was a Consultation, Diversity and Outreach Committee). The Board leads on all issues relating to equal opportunities and diversity within the MPA and the MPS.

The Board has responsibility to ensure that the MPA meets its statutory responsibilities under all relevant anti-discrimination legislation including the implementation, monitoring and review of the Race Equality Scheme and to monitor the MPS's response to this legislation. For the Board's terms of reference, see Appendix 2.

In July 2002 the Finance, Planning and Best Value Committee was renamed the **Finance Committee**. The Finance

Committee advises on financial matters as required by the Authority's financial regulations. The committee must also ensure that financial criteria used for monitoring spend and measuring performance strike an appropriate balance with equalities criteria. It has specific responsibilities in respect of procurement, in which equalities considerations are an important aspect.

The **Human Resources Committee** advises on equality and diversity in all matters relating to the employment and training of staff, both for the MPA and the MPS. This committee has two Sub-committees, the Remuneration Sub-Committee and the Police Pensions Sub-committee.

In the restructure of the committees in July 2002 the Professional Standards and Performance Management Committee was split into the Planning, Performance and Review Committee and the Professional Standards and Complaints Committee.

The **Planning, Performance and Review Committee** monitors performance against the Policing Plan targets and any performance indicators set locally or by external organisations and advises on the setting of relevant performance indicators and targets in annual plans and corporate strategies. This includes specific equality and diversity performance measures. It also has responsibility to discharge the Authority's responsibilities as a best value authority.

The **Professional Standards and Complaints Committee** monitors MPS complaints and discipline procedures and considers high profile and sensitive cases in line with the MPA/MPS protocol. The Committee keeps the strategies of the MPS Directorate of Professional Standards under review and ensures that equality and diversity principles are met. This committee has a sub-committee: the Senior Officers Conduct Sub-committee (formerly the ACPO Conduct Sub-committee, renamed in May 2004).

The **Standards Committee** sets the standards of conduct, including those concerning equality principles, which members of the MPA are expected to meet when carrying out public duties. The committee monitors the operation of the MPA's Code of Conduct and promotes training to support members in carrying out their duties.

### **Designated staff roles**

An objective of the MPA is to mainstream equalities into the work of its staff. All staff are required to support the Equal Opportunities Statement. The statement is issued as part of recruitment packs, including the new starters' induction pack. Objectives relating to the statement will be discussed with staff at their six monthly probationary interviews and at subsequent performance appraisal reviews.

In addition, the officers and units mentioned below will have the following relevant responsibilities:

The *Chief Executive & Clerk to the Authority* will be ultimately accountable for equal opportunities in the MPA and its compliance with the general and specific duties of the Race Relations (Amendment) Act 2000.

The *Head of Race and Diversity* is the lead adviser to the MPA on equality and diversity issues, as well as the point of liaison with regard to such issues for the MPS, the GLA, other bodies and the community. This officer also coordinates the monitoring and implementation of recommendations relating to equalities work, including HMIC inspections, "The Stephen Lawrence Inquiry Report", and other reports, such as the "Viridi Inquiry Report", the "Morris Inquiry Report", "The CRE Formal Investigation of the Police Service of England and Wales", "The Taylor Report - Review of Police Disciplinary Arrangements", AC Ghaffur's "Thematic Review of Race and Diversity in the Metropolitan Police Service", the GLA's "Equalities for All Review" and the "Equality Standard for Local Government (ESLG)".

The *Race & Diversity Unit* will develop and support the annual MPA Equalities and Diversity Work Programme. The Head of Race and Diversity is also the lead support officer to the MPA's Equal Opportunities and Diversity Board.

The *Head of Human Resources* is the key adviser to the MPA with regard to staff employment, equality and training issues. This officer is also responsible for advising and monitoring the MPS on similar employment matters.

The *Treasurer* is responsible for making proper arrangements for the administration of the financial affairs of the MPA. This includes offering advice and guidance on the expenditure of the MPA and the MPS diversity budgets, and advising how the MPA can secure best value and promote its equal opportunity policies. The Treasurer will also promote the application of equalities criteria and objectives with regard to the procurement of services.

The *Head of Planning and Performance* and the Planning and Performance Analyst advise the MPA on performance management and monitoring systems with regard to equality and diversity issues and are responsible for the development of the annual plan. These officers ensure that the annual planning process address equality & diversity considerations.

The *Head of Scrutiny and Review* is responsible for service improvement reviews and the scrutiny of MPS initiatives. This officer ensures that the best value process addresses equality considerations amongst other relevant criteria.

The *Internal Audit Directorate* plays a lead role in periodically auditing the performances of the MPA and the MPS against the diversity policies and procedures contained in their respective schemes. The Internal Audit Directorate will give due consideration to race and other equality issues when conducting its review of MPA and MPS systems. In some circumstances, the Internal Audit



Directorate may be required to work particularly closely with the CRE.

The *Director of Communications* and the *Communications Unit* are centrally placed to promote and publicise the MPA's Race Equality Scheme. The Race & Diversity Unit is responsible for advising the Communications Unit on how best to communicate with minority ethnic communities. The Communications Unit manages the MPA's website and will provide advice on maximising the potential of e-consultation.

The *Head of Secretariat* is responsible for promoting the accessibility of committees to the public.

The *Community Engagement Unit* is responsible for advising the MPA in ensuring that the MPS is accountable in its provision of effective ways for Londoners to understand and to be able to influence the policy decisions and policies that effect them. The *Head of Community Engagement* will ensure that an inclusive approach is taken when consulting on priorities and needs. The Unit will also ensure that Community and Police Consultative Groups (CPCGs) and independent custody visitors (ICVs) are aware of the MPA's Equal Opportunities Statement and support its objectives.

The *Policing Policy & Partnership Unit* is responsible for working in partnership with Crime and Disorder Reduction Partnerships (CDRPs) on crime and community safety matters.

### **Equalities and Diversity Work Programme**

The MPA will prepare, agree and publish an annual equalities and diversity work programme, which will cover the wider equalities agenda.

### **Organisation culture**

Race equality, equal opportunities and diversity work will be mainstreamed through the organisation by means of the

performance appraisal system. Performance appraisal will identify each staff member's individual objectives towards equality and diversity matters as well as their training and awareness requirements.

The MPA's senior management team is responsible for ensuring the mainstreaming of race and equalities in all aspects of the MPA's management decisions, including resource allocation. It is the responsibility of the Chief Executive & Clerk to the Authority to ensure that MPA team leaders are consistently applying the diversity component of the performance appraisal.

MPA team leader and staff meetings will include equality and diversity as standing items on their agendas.

### **Updating the Race Equality Scheme**

The Head of Race and Diversity is responsible for updating the MPA's Race Equality Scheme, reporting on the progress of the Action Plan, and keeping the MPA informed about the overall progress of the MPS's scheme.

The Scheme will be updated annually and the MPA will review its list of functions, policies and proposed policies every 3 years with the next review scheduled to take place in 2008.

### **Holding the MPS to account**

The MPS has set out its arrangements for meeting the general and specific duties of the Race Relations (Amendment) Act 2000 in its own Race Equality Scheme. The MPA has developed links between the Equal Opportunities and Diversity Board and the MPS's Diversity Strategy Board.

The MPA commissions the MPS to produce committee reports, briefings and other papers, including reviews, about areas it wishes to scrutinise.

The MPA will agree performance measures, targets and timescales for undertaking and completing certain

activities, including ministerial targets and those arising from HMIC inspections, “The Stephen Lawrence Inquiry Report”, and other reports, such as “The Viridi Inquiry Report”, “The Morris Inquiry Report”, the GLA’s “Equalities for All Review and the “Equality Standard for Local government (ESLG), and others.

The MPA Equalities and Diversity Work Programme will identify the key areas of policy that the MPA intends to scrutinise annually (see Part B).

The MPA will seek member/officer representation, as relevant, at board and working group meetings co-ordinated by the MPS Diversity Directorate, and other directorates, for example, human resources, training and territorial policing that are identified in the scheme for progressing specific policy actions.

The MPA will seek to support the development of MPS diversity strategies through relevant campaigns and events hosted by the MPS.

### **Partnership**

The MPA will aim to support joint race equality project work with relevant agencies by actively participating in, and contributing to, cross agency equality and diversity initiatives.

### **The Mayor’s Office/Greater London Authority**

The MPA has developed and will continue to build a working relationship with the GLA’s Equalities Budget Group. The MPA’s Equal Opportunities and Diversity Board has also appointed co-opted members to the Board including the Policy Director of Equalities and Policing from the Mayor’s Office/GLA.

The MPA continues to seek to fulfil its obligations and commitments arising from the recommendations in the GLA’s “Equalities for All Review”.

The MPA will support the development of GLA group-wide equality and diversity related standards and objectives.

### **Community and Police Consultative Groups and Independent Custody Visitors**

The MPA will help CPCGs and ICV Panels (ICVPs) promote race equality, eliminate unlawful race discrimination and foster good relations in their work with local communities. CPCGs and ICVPs will be expected to be mindful of the MPA’s Equal Opportunities Statement. So too will all bodies receiving MPA funding.

The MPA will support CPCGs and ICVPs in broadening their representation and will encourage them to engage as fully as possible with all sections of the community. The MPA will encourage CPCGs and ICVPs to inform it of local concerns in relation to MPS equalities issues and the implementation of the MPS scheme at a borough level.

### **Crime and Disorder Reduction Partnerships**

The MPA will work with CDRPs across London to promote the consideration of race equality impacts in the development and implementation of local community safety strategies.

### **Contractors**

The MPA’s Equal Opportunities Statement will be issued to all bodies receiving funding from the MPA. It will also be issued to contractors with contract documents or commissioning briefs.

## Section 2

### Key measures of success

#### Key measures of success for the MPA

The MPA is confident that its Race Equality Scheme will make a difference. The scheme's success can be measured by how well it has achieved the following targets:

- Staff feel that they are being fairly treated by MPA members, managers and colleagues in terms of race and equal opportunities;
  - Management structures and processes are in place to give staff the confidence to make complaints and voice grievances;
  - London's minority ethnic communities have greater trust and confidence in their police service;
  - The MPA is working with organisations on issues of race equality;
  - Mechanisms for consulting and engaging with young people in particular are established by the MPA.
- The greater effectiveness of diversity training provided to all MPS staff;
  - 'Fair Practice' measurement is implemented across all borough and operational command units (BOCU and OCU) and is used to keep the MPA link members and committees informed about local equality issues in service delivery and to ensure it is being measured effectively;
  - Management structures and processes are in place to give staff the confidence to make complaints and voice grievances;
  - A proportionate reduction in the number of race related employment tribunal cases.

The public lifting of the label 'institutionally racist', placed upon the MPS by the Stephen Lawrence Inquiry Report, is seen as a significant indicator as to whether the MPA has been successful in directing and influencing the MPS with respect to race equality.

#### The MPA's indicators for the MPS

The MPA will also set indicators to measure whether it has successfully directed and influenced the MPS with respect to race equality. These indicators are:

- The MPS workforce is representative of London's diverse communities at all levels;
- The alleviation of the public's perception that there is unjust racial disproportionality in sensitive areas, such as deaths in custody and 'stop and search';

#### Monitoring

The Equal Opportunities and Diversity Board will ensure regular monitoring of these issues. The results will be reported annually to the Full Authority and published in the policing plan/annual report.

# Section 3

## Impact assessments

### What is an Equality Impact Assessment?

Equality Impact Assessments (EIAs) originate from the Race Relations (Amendment) Act 2000 as well as the Equality Standard for Local Government (ESLG), both of which place obligations on local authorities and public sector organisations to carry out impact assessments.

The purpose of an EIA is to improve the work of the MPA by making sure it does not discriminate and that, where possible, it promotes equality. It is a way to make sure individuals and teams think carefully about the likely impact of their work on equality target groups and take action to improve services, policies, strategies and projects.

It involves anticipating the consequences of policies and projects on the target groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

The MPA, as part of the GLA Group, defines equality target groups as: women; black and minority ethnic people; young people and children; older people; disabled people; lesbians; gay men; bisexual people; trans people and people from different faith groups.

The equality areas, or strands as they are commonly called, are gender, race, disability, age, religion or faith and sexual orientation. The strands are inclusive of all people.

The EIA consists of two parts:

- The initial screening process
- The more thorough full assessment if the initial screening has identified an adverse / negative impact.

### When should an EIA be carried out?

An impact assessment should be carried out when:

- Developing a new policy, strategy or project;
- Reviewing existing policies;
- Policies, strategies or projects have been identified by relevant Committees or by SMT as specifically requiring an EIA.

### Determining relevance

Full impact assessments may not be necessary in all cases. Not every policy, strategy, or project will have relevance to the Race Relations (Amendment) Act 2000. However, the MPA will seek to establish a transparent and systematic process by which to show that relevance has been considered.

### Structure and process for policy review impact assessment

Several processes have been identified to determine relevance and the need to carry out an impact assessment.

The MPA will draw up a current list of all the policy/strategy /project work being undertaken. When a policy/strategy /project is added to the list, the lead officer should consider its relevance to race equality and the wider equalities agenda, and record whether the policy/strategy /project warrants an impact assessment.

With regards to commissioned work, such as a committee report, the extent of its relevance to race equality should be identified by the lead officer at the commissioning stage. The same early consideration should be given when objectives are set for projects, for example, project initiation documents, terms of reference and project appraisals.

This early analysis will determine whether the work warrants an impact assessment.

Authors of committee reports will outline the equality implications of their reports. The standard pro-forma for reports include a section for outlining the equal opportunities implications. This will be used to note the relevance of the report to equalities (including race equality) and whether an impact assessment has been carried out. All MPA and MPS best value reviews and evidential scrutinies must include an equalities impact assessment.

The Head of Secretariat will be responsible for preparing a list of all decisions arising from committee reports.

The Head of the Race and Diversity Unit will be responsible for reviewing recommendations and decisions that are likely to have significant relevance to the general duty.

### **Who is responsible for carrying out EIAs?**

Each policy lead and unit as a team will take responsibility for identifying which policies, strategies or projects will need to be assessed. It is helpful to include into the team responsible for completing the Initial Screening Form a diverse range of individuals. At least one person in the team should have attended EIA training. On joint projects and initiatives with other organisations, officers should raise the issue of the need to carry out an EIA. The lead organisation in the group project has the responsibility to initiate an EIA.

### **Ensuring consistent quality standards in impact assessment**

Consideration will be given to establishing a joint MPA/MPS quality assurance process for the scrutiny of impact assessments. At the very least, the Head of Race and Diversity will be sent copies of all assessments.

Training, support and guidance will be given to staff carrying out relevance tests

and impact assessments. Training, support and guidance will also be given to members and others who may need to use and refer to impact assessments.

To help develop standards and check that they are maintained, the Race and Diversity Unit will carry out sample monitoring of relevance testing and impact assessments.

The MPA's guidance and EIA initial screening and full assessment forms (see Appendix 3) can be found on the MPA website and are also available to MPA staff and Members on the MPA Intranet. The Race & Diversity Unit is available to staff and Members to provide advice and support to those carrying out EIAs. A resources section on the MPA intranet is also being developed to assist staff in carrying out EIAs.

The overall effectiveness of these processes will be reviewed in April 2006.

## Section 4

### Arrangements for publishing and monitoring the impact assessment results

#### **Publishing assessment results**

A list of assessments carried out and the impact assessment will be available on request, and online at the MPA website.

Impact assessments carried out through best value reviews or as part of the committee reporting process will appear in the relevant published reports.

Part of the MPA performance plan will be used to report on the development of the Race Equality Scheme. This section will highlight the main issues and achievements arising from the impact assessments and the Action Plan.

#### **Monitoring arrangements**

The Equal Opportunities and Diversity Board will receive half-yearly reports on the overall progress of the implementation of the MPA and the MPS schemes.

#### **The MPS's 'fair practice' monitoring**

The MPA will use the information from systems developed by the MPS to monitor the impact and fairness of the MPS's service delivery to different ethnic groups. The MPA will encourage the MPS to implement these systems in every borough across London.

The MPA will work with the MPS to develop local and London-wide analysis of the results reported by each borough.

#### **Local scrutiny**

The MPA will invite local community organisations and agencies to monitor and offer advice about their borough services with regard to race equality. The MPA will discuss drawing up a brief for establishing local monitoring arrangements with the CRE and London's racial equality councils.

These arrangements will seek to utilise the knowledge and interest of forums that already deal closely with the police service in many boroughs. These forums include racial equality councils, local authority racial harassment units, victim support services, independent advisory groups (IAGs), ICVs, CPCGs and other community groups. The new arrangements will be set up to scrutinise the delivery of local services in terms of race equality; to inform the MPA of concerns and successes; and to advise upon/co-ordinate local action.

The MPA will work with CDRPs to embed equalities and diversity in the work and objectives of each partnership.

#### **Internal scrutiny**

The MPA will also invite trade unions and staff associations to help it develop a framework for monitoring the implementation of the scheme and its intended outcomes within the service.

#### **GLA support**

The MPA recognises the important role the GLA will play in the Authority's monitoring of the MPS. In particular, the GLA's Equalities Budget Group will play a key part in establishing the link between, and scrutiny of, budgets and performance.

#### **Crime & Disorder Reduction Partnerships**

Each CDRP has a variety of policies aimed at reducing crime and disorder on a local level. The MPA, as a CDRP partner, overviews CDRP policies to ensure that every policy has an equal impact on all groups and adheres to ethical and legal frameworks, including compliance with the Human Rights Act (HRA) and Race Relations (Amendment) Act 2000.

## Section 5

### Arrangements to ensure public access to information and service

#### The role of the MPA in consultation

When it comes to consultation, the MPA's key function is to enable the people of London to voice their views about the MPS. To be truly effective, the MPA needs to gain the confidence of all sections of the community. Together, the Community Engagement Unit and the Communications Unit will be responsible for promoting the MPA to London's diverse communities.

#### Access to information and services

Members of the public can access information and services via the MPA's Full Authority meetings and committee meetings, which are open to all. To increase awareness of these meetings and make the public feel welcome at them, the MPA aims to:

- Publicise the meetings in a variety of ways - on the MPA website, in press releases, in local media and on email circulation lists;
- Ensure committee agendas are available five working days in advance of a meeting and are published on the MPA website;
- Where possible, meet requests to provide translators and interpreters;
- If practical, try to notify an individual community of forthcoming committee discussions that will be of particular relevance to that community;
- Set standards that will encourage report writers to adopt a clear, straightforward style of presentation, which can be understood by all;
- Consider adopting a system that will enable the public to ask questions and submit petitions at any committee meeting. At present, the MPA allows the

public to raise points at its Full Authority meeting and at the meeting of the Equal Opportunities and Diversity Board;

- Consider and seek to meet the needs of disabled people who wish to attend meetings.

Occasionally the MPA holds other meetings to which members of the public are invited. Every effort will be made to achieve the standards set out above for these meetings, too.

#### MPA communications

The MPA has its own website, which is used to provide the public with information/access to services. The Communications & Press Unit ensures that information and supporting documents can be provided in various community languages and are accessible in a variety of formats. The MPA recognises that the internet, like most channels of communication, has a limited reach. So, in order to widen the Authority's communications base, consideration will be given to a more effective use of broadcasting and print media.

#### Customer service

The MPA understands the importance of good customer service when it comes to providing access to information and services. To help promote high customer service standards, the MPA will aim to:

- support and train staff to meet the highest customer service standards;
- investigate any complaints of racist behaviour and attitudes shown towards members of the public;
- investigate any staff complaints of racist and other discriminatory behaviour from members of the public.

The MPA has produced a complaints policy and procedure, which is publicised on the MPA website.

### **Priority groups**

The following groups of people are among those identified by the MPA that generally face barriers or lack access to information, services and consultation in society:

- young people;
- minority ethnic communities;
- disabled people;
- older people;
- people without permanent homes, i.e. the homeless or gypsies and travellers;
- gay, lesbian and bisexual people;
- transgender people;
- refugees and asylum seekers;
- faith groups.

The MPA will make it a priority to address the particular access needs of these groups. To enable it to do so, it will aim to:

- be innovative;
- adopt a variety of channels of access;
- go out to groups;
- seek advice from relevant organisations;
- support the use of advocates and third parties;
- work with small representative groups where necessary;
- plan how information can best be presented to meet specific needs, for example, the needs of young people;
- take a sensitive approach;
- work in partnership;
- exploit new technology;
- train and raise the awareness of staff.

### **Access to the MPS - the MPA's role**

The MPA will direct and encourage the MPS to adopt the Authority's priorities and share its own 'best practice' with regard to access to information and services.

The MPA will be particularly concerned with promoting:

- engagement between the MPS and traditionally marginalised communities;
- access to jobs within the MPS. If the service can attract, and meet the needs of, a diverse and representative workforce, its service delivery will better reflect the population it serves.

### **Consultation**

The MPA will work jointly with the GLA group and other public bodies to:

- reduce duplication with regard to when, where and with whom it consults;
- implement the recommendations arising from the Best Value Review of Equalities, the Best Value Review of Consultation, and other forthcoming reviews as relevant;
- identify and agree common standards, including achieving level 5 of the Equality Standard for Local Government (ESLG);
- develop shared resources on issues of translation and interpretation.

### **Arrangements for consultation**

#### **Aims**

The MPA wants to ensure that the consultation it carries out reaches all sections of London society; that it engages with disaffected and under-represented groups; and that community relations and local crime problem solving are improved through consultation.

The MPA intends to make the entire consultation process representative of London's diverse population - from the people who participate in and respond to the consultation through to those who undertake and manage it.



## Arrangements

An appropriate method of consultation will be determined for each functional and policy impact assessment review.

The Community Engagement Unit has also developed a Community Engagement Strategy. The strategy aims to provide effective ways for Londoners to understand and to be able to influence the policing decisions and policies that affect them, and to hold the MPS to account for the service at local level.

It details how the MPA will strengthen Londoners' own voices in directly shaping the nature of policing by allowing the MPA to speak on their behalf with a legitimate and informed voice. It will also provide a framework for a strong local democratic process over policing in London.

The Community Engagement Committee will receive reports on the findings of all consultation activity.

## Arrangements for consulting with the MPS

A key objective of the community engagement strategy will be to ensure consultation is fully inclusive, regardless of whether the Authority carries out the consultation itself, or simply supports it, e.g. through funding Community and Police Consultative Groups.

The Community Engagement Unit will support the work arising from the Community Engagement Committee. The head of the Unit will be responsible for ensuring the proper administration and funding of borough consultative arrangements. The Unit will work closely with the lead officer on consultation at the MPS.

## Collaboration

The MPA will continue to establish good partnerships with a range of pan-London organisations, as well as local organisations, to help it to meet its consultation duties.

In addition, it funds Community and Police Consultative Groups to engage with communities, and uses other qualitative and quantitative research to identify policing priorities.

The MPA and the MPS will work closely with the GLA group to develop its community consultation. The MPA will make use of the GLA's stakeholder networks such as the London Civic Forum.

## Section 6

### Arrangements for training staff and MPA members

#### MPA arrangements

The MPA will seek to ensure that its staff and members are trained to meet the duties of the Race Relations (Amendment) Act 2000. Each year planned briefing sessions will be held with all members, team leaders and staff to outline new and changing requirements relating to equal opportunities legislation and the MPA's objectives and policies.

Where appropriate, specific training will be devised to support staff and members in carrying out and analysing impact assessments. Guidelines for assessments will be developed over the lifetime of the scheme.

The need to provide further training to team leaders on how to set and monitor equality objectives in performance appraisals will be considered.

To raise and maintain awareness of cultural understanding, and equalities and diversity issues, further equal opportunities and diversity training will be given to all staff on a regular basis. The training will be followed up to help staff use their raised awareness in a positive way. All diversity training will be fully evaluated, and a report will be submitted to the Equal Opportunities and Diversity Board.

The MPA will seek to ensure that training opportunities are offered equitably throughout the Authority. An annual corporate training needs analysis will form the basis upon which training priorities will be set.

Members will be briefed on their duties and obligations as outlined in the Code of Conduct.

#### Priority training issues for the MPS

These are the MPA's priority training proposals with respect to the MPS:

- to review and evaluate the MPS's existing Diversity Training Programme and other diversity specific training;
- to review how MPS training provisions can effectively achieve a better representation of minority ethnic officers at higher levels in the service.

#### Working with others

There is scope for the MPA to develop positive action training and initiatives and career development programmes in partnership with other bodies, such as the GLA, APA, MPS, and others. As part of its commitment to work collaboratively, the Equal Opportunities and Diversity Board will consider the scope and options for joint positive action initiatives.

## Section 7

### Meeting the employment duty

#### Employment specific duties

The MPA currently employs about 95 to 100 staff. Employment matters concerning police staff, traffic wardens and other non-police officer staff are the formal responsibility of the Authority, but these staff members are under the command and control of the Commissioner. That said, the MPA will comply with the full requirements of the employment duty, (although there is no obligation for it to do so given that the number of staff in its employ is below the level at which certain sections of the employment duty apply). The MPS will compile monitoring data relating to these staff, such as recruitment, training and dismissal data.

The Head of Human Resources (HR) will be responsible for ensuring the MPA complies with the employment duty under the Race Relations (Amendment) Act 2000.

#### Monitoring arrangements

In order to comply with the employment duty, the MPA monitors, with reference to racial groups, the numbers of:

- staff in post;
- staff who receive training;
- staff who benefit or suffer as a result of the MPA's performance assessment procedures;
- staff who are involved in grievance procedures or who are the subject of disciplinary procedures;
- staff who cease employment;
- applicants for employment, training and promotion.

The MPA has adopted the Home Office classification of ethnic groups, referred to as the '16+1' categories. It may use additional groupings but for purposes of

comparison and consistency with other work (e.g. the census), the '16+1' system will be the common standard.

The MPA monitors according to the standards set out in the CRE Code of Practice, and will refer to monitoring and analysis techniques mentioned in the code. In this context, monitoring means comparing employment patterns to see if there are any marked differences. Where differences occur, further analysis may be needed.

The MPA will compare its monitoring data with relevant organisations, the economically active population of London, labour force surveys, and data supplied by the Office of National Statistics.

#### Reporting arrangements

The MPA already compiles reports on job applicants and staff, which record ethnic group, gender and disability. The monitoring reports are submitted to the Human Resources Committee and the Equal Opportunities and Diversity Board.

The data and results presented to committees will be published at the same time as the MPA's annual report of progress on the scheme.

#### Monitoring the MPS

The Human Resources Committee is responsible for scrutinising the MPS data as monitored in line with the employment duty, and as set out in the MPS scheme. The committee will also measure achievement against its own and Home Office targets of minority ethnic recruitment.

The MPA will continue to receive monitoring reports on a regular basis.

The key success measures outlined in this scheme include improving the representation of minority ethnic staff at all levels in the MPS, so that it becomes more representative of the communities being served.

The MPA will seek to strengthen its relationships with trade unions and staff associations within the MPS, to support its monitoring processes and to develop its understanding of fairness issues pertinent to staff.

### **Working with others and target setting**

As part of the GLA's "Equalities for All Review", the GLA group agreed to adopt race, gender, disability, faith, sexual orientation and age classification categories for all high level planning, delivery and monitoring purposes.

The GLA group also agreed to:

- commit to achieving Level 5 of the Equalities Standard for Local Government;
- review its recruitment targets and measure achievement against them;
- establish challenging targets to ensure that its workforces are representative of London's diverse population.

# Appendix 1

## MPA Equal Opportunities Statement

### Vision

The Metropolitan Police Authority will work towards:

- **promoting equality of opportunity for all persons irrespective of their race, gender, disability, age, sexual orientation or religion;**
- **eliminating unlawful discrimination;**
- **promoting good relations between persons of different genders, racial groups, disabilities, ages, religious beliefs and sexual orientation.**

The vision is to promote through all our actions and activities the cultural diversity of London. We will recognise and value the cultural, emotional, moral, physical, sexual, social and spiritual needs of the people of London and of our staff.

### Mission

The Metropolitan Police Authority's main function is to secure an effective and efficient police service for London. To discharge this duty we will work towards:

- **demonstrating responsibility towards all London's communities;**
- **being an equal opportunities organisation and a respected employer;**
- **encouraging and valuing our employees;**
- **creating a climate in which a diverse and competitive business community can compete fairly to provide goods and services.**

### Values

The Metropolitan Police Authority's activities will reflect our values, which are:

- **to work with, and on behalf of, the people of London to achieve our aims;**
- **to be an anti-discriminatory organisation;**
- **to treat everyone with dignity and respect, recognising the worth of every individual;**
- **to encourage our staff to uphold our mission and vision and to challenge inappropriate attitudes or behaviour.**

Members, senior officers and all staff will lead by example and treat others with respect.

*The Metropolitan Police Authority is an equal opportunities organisation which is required by statute - most directly, S.404 of the Greater London Act 1999 - to promote equality of opportunity and to comply with other relevant equalities legislation.*

This is intended as a living and dynamic statement that will be reviewed, amended and changed as the need arises.

## Appendix 2

### MPA Equal Opportunities and Diversity Board

#### Equal Opportunities & Diversity Board Members

**Chair:** Kirsten Hearn

**Deputy Chair:** John Roberts

Cindy Butts

Damian Hockney

Peter Herbert

Aneeta Prem

#### Terms of reference

1. To lead on the scrutiny of all issues relating to equal opportunities and the six equality strands within the MPA and the MPS. This includes: age, disability, gender, race, religion or belief and sexual orientation.
2. To ensure that the MPA meets its statutory responsibilities under all relevant anti-discrimination legislation; and to monitor the MPS's response to this legislation.
3. To monitor the implementation of the MPA's race equality action plan and corporate equality plan.
4. To approve the MPA's annual equal opportunities and diversity work programme.
5. To consider and advise on the equalities and diversity implications of major policy proposals and initiatives.
6. To keep under review the Authority's equal opportunities statement and strategies which put this statement into practice
7. To review and interrogate MPS performance data on diversity issues in relation to both service delivery and employment practice, including trends and performance against policing plan objectives
8. To develop performance indicators and target setting in areas of diversity issues.
9. To co-ordinate the scrutiny of action being taken on issues arising from the recommendations in final reports of relevant scrutinies and official inquiries.
10. To advise other MPA committees on equalities and diversity issues of relevance to their responsibilities
11. To propose to the Co-ordination & Policing Committee at least one review of the MPS diversity strategy or other relevant issues annually, depending on the staffing resources available. These reviews could range from a formal scrutiny to one or more themed meeting on a particular subject
12. To monitor and review the MPA and MPS annual budget and equalities submissions to monitor spend against performance and to respond to the budget requirements of the Mayor's Office.

# Appendix 3

## Equality Impact Assessment Form

### Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

2. Name of the policy, strategy or project:

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

4. Who will be the beneficiaries of the policy/strategy/project?

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

6. Have you consulted on this policy?

7. Please completed 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					
Women					
Asian or Asian British people					
Black or Black British people					
White people (including Irish people)					
Chinese people					
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?**

**9. If there is a negative impact on any equality target group, is the impact intended or legal?**

*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/strategy/project to minimise the low negative impact?**

**11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?**

**12. How will the policy, strategy or project be implemented including any necessary training?**

**Full Assessment necessary:**     Yes  
    No

**Date completed:**

**Signed by Line Manager:**

Please return a copy to the Race & Diversity Unit once completed. A signed hard copy & electronic copy should be kept within your unit for audit purposes.

# Equality Impact Assessment Form

## Part 2 – Full Assessment

**1. Officer(s) & Unit responsible for completing the assessment:**

**2. Name of policy/strategy/project:**

**3. In part 1 (initial screening), which equality target groups were identified as being disadvantaged by the policy, strategy or project:**

- Age
- Disability
- Faith or Religion
- Gender / Transgender
- Race
- Sexual Orientation

**4. Summarise the negative impacts for each group:**

**5. What previous consultation has taken place or will take place with each equality target group either externally or internally? Give details:**

***Question 6 must only be completed once consultation and research has been carried out.***

**6. Who was consulted and/or what research material was obtained? Please list:**

**7. What does the consultation indicate about the negative impact of the policy, strategy or project?**

**8. What changes do you propose to make to the policy, strategy or project as a result of research and/or consultation?**

**9. Will the planned changes to the policy/strategy/project:**

- Lower the negative impact? **or**
- Ensure that the negative impact is legal under anti-discriminatory law?
  
- Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups? i.e. a positive impact

**10. What equality monitoring/evaluation/review systems have been set up to carry out regular checks on the effects of the policy/strategy/project? Give details:**

**11. When will the policy be reviewed?**

**Date completed:**

**Signed by Line Manager:**

Please return a copy to the Race & Diversity Unit once completed. A signed hard copy & electronic copy should be kept within your unit for audit purposes.

## Equality Impact Assessment Improvement Plan

Area of negative impact	Changes proposed	Lead Officer	Timescale	Resource implication	Comments

# Glossary

Definitions are taken from the CRE Code of Practice on the Duty to Promote Race Equality where possible.

## **Access**

The methods by which people with a range of needs, such as disabled people, people with children and those whose first language is not English, find and use services and information. For disabled people, access in London means the freedom to participate in the economy, planning, and social and cultural life of the capital.

## **Best Value**

A government programme designed to produce continuous improvement in service quality, i.e. the way in which authorities exercise their duties and powers.

## **Black and Minority Ethnic communities or people**

This is used as a generic descriptor and is widely accepted currently as appropriate ethnicity terminology across public service including the GLA Group to describe communities and individuals who belong to an ethnic group that is smaller in number than the U.K.'s predominant white group. 'Black' is an inclusive term that refers to all ethnic groups who experience discrimination because of the colour of their skin.

## **Citizenship**

In general, the rights, duties and responsibilities of a good citizen, of any state.

## **Disability**

Disabled people's organisations define 'disability' as: "The loss or limitation of opportunities that prevent people who have impairments from taking part in the life of the community on an equal level with others due to physical and social barriers."

This definition has been adopted for the purposes of this scheme.

## **Disabled person**

Someone who has an impairment and, as a result, experiences externally imposed barriers.

## **Diversity**

The difference in the values, attitudes, cultural perspective, beliefs, ethnic background, sexual orientation, skills, knowledge and life experiences of each individual in any group of people. Diversity in the work place is an understanding that there are differences among employees, acceptance of these differences so that each person is treated and valued as a unique individual and recognising that these differences can be an asset to work being done more efficiently and effectively. The term does not mean the same as 'equal opportunities' as it seeks to avoid reference to discrimination and the impact that power imbalances may have on different communities.

## **Ethnic group**

Defined by the House of Lords as a group that regards itself or is regarded by others as a distinct community by virtue of certain characteristics. These characteristics include a long shared history; a cultural tradition of its own; a common geographical origin, or descent from a small number of common ancestors; a common language, literature or religion and being a minority or being an oppressed or a dominant group within a larger community.

## **Equalities**

A short hand term to refer to all work addressing issues of discrimination and disadvantage, particularly relating to race, disability, gender, sexual orientation, faith and age.

## **Equal opportunities**

The provision of equal rights and development of practices that promote the possibility of fair and equal chances for all people to develop their full potential, and the removal of barriers of discrimination and oppression experienced by certain groups.

### **Functions**

The full range of a public authority's duties and powers.

### **Gender**

A concept that refers to the social differences between women and men that have been learnt, are changeable over time and have wide variations both within and between cultures.

### **General Duty**

Under the Race Relations (Amendment) Act 2000, the general duty says a public authority must "have due regard to the need" to:

- tackle racial discrimination;
- promote equality of opportunity;
- promote good race relations.

### **GLA Family**

A group made up of the core Greater London Authority (GLA), the London Development Agency (LDA), the London Fire and Emergency Planning Authority (LFEPA), the Metropolitan Police Authority (MPA), Metropolitan Police Service (MPS) and Transport for London (TfL).

### **Greater London Authority (GLA)**

The organisations responsible for carrying out the functions set out in the Greater London Authority Act 1999, including the Mayor, the London Assembly and the GLA Group. There is a clear separation of powers within the core GLA between the Mayor - who has an executive role, making decisions on behalf of the GLA - and the London Assembly, which has a scrutinising role.

## **Institutional racism**

"The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes or behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and racist stereotyping which disadvantage minority ethnic people" (The Stephen Lawrence Inquiry - The McPherson Report, 1999).

### **London Assembly**

Part of the Greater London Authority. It comprises 25 members, elected by voters in London, whose primary role is to scrutinise the Mayor's activities.

### **Mainstreaming**

A word used to describe the integration of equalities into policy development, implementation, evaluation and review.

### **Metropolitan Police Authority**

The independent statutory body established on 3 July 2000 to secure and maintain an efficient and effective police service for the Greater London area.

### **Nationality**

An aspect of a person's identity (see 'citizenship'), conveying rights and duties, and defined by a specific legal relationship between an individual and a state, through birth or naturalisation, which is recognised by that state. Article 2 of the European Convention on Nationality defines 'nationality' as 'the legal bond between a person and a state' which 'does not indicate the person's ethnic origin'.

### **National origins**

Defined by the Scottish Court of Session as 'identifiable elements, both historically and geographically, which at least at some point in time reveals the existence of a nation'. National origins are not limited to

'nationality' in the legal sense of citizenship of a nation state, which an individual acquires at birth or through naturalisation. For example, English, Scottish and Welsh people are racial groups, defined by reference to their national origins. National origins may include origins in a nation that no longer exists (Czechoslovakia, for example), or in a 'nation' that was never a nation state in the modern sense, such as 'the Basque nation'.

### **Policies**

The formal and informal decisions taken by an authority on how it carries out its duties and uses its powers.

### **Positive action**

Action permitted by the Race Relations Act 1976 that allows employers and others to provide training and encouragement to people of a particular racial group, if they have been under-represented in particular work during the previous 12 months (sections 37 and 38).

### **Positive discrimination**

Positive discrimination occurs when someone is selected to do a job purely on the basis of their race, not on their ability to do the job. This is illegal under the Race Relations Act.

### **Race**

The Race Relations Act uses 'race' both to describe the catch-all class that receives protection under the Act, that is, 'racial group', and as one of five sub-classes that fall within it (race, colour, nationality, ethnic or national origin).

### **Race equality**

Equality between all individuals and groups regardless of race, colour, nationality, ethnic or national origin.

### **Social inclusion**

A form of inclusion that allows a person to access and benefit from the full range of opportunities available to members of society. It aims to remove barriers for people and areas that experience a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime rates, poor health and family breakdown.

### **Specific Duty**

Under the Race Relations (Amendment) Act 2000, the specific duty says that a public authority to whom the Act applies must prepare and publish a race equality scheme. The scheme should set out how the authority plans to meet its general and other specific duties to promote race equality.

# Abbreviations

ACPO	Association of Chief Police Officers
APA	Association of Police Authorities
BOCU	Borough Operational Command Unit
CDRP	Crime and Disorder Reduction Partnership
CPCG	Community and Police Consultative Group
CRE	Commission for Racial Equality
EIA	Equality Impact Assessment
GLA	Greater London Authority
HMIC	Her Majesty's Inspectorate of Constabulary
HR	Human Resources
ICVP	Independent Custody Visiting Panel
LDA	London Development Agency
LFEPA	London Fire & Emergency Planning Authority
MPA	Metropolitan Police Authority
MPS	Metropolitan Police Service
OCU	Operational Command Unit
RDU	Race & Diversity Unit
TfL	Transport for London





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# **Race Equality Scheme**

Part B

Action Plans

2005 to 2008

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# Introduction

In order to ensure due regard is paid to race equality, the Authority needs to identify its functions and policies, determine which of these are relevant to the general duty, prioritise these and then set out a programme for carrying out an impact assessment of each of these priorities.

Part B of the MPA scheme outlines:

1. The functions and policies of the MPA;
2. The process used to place the relevant functions and policies in priority order for review;
3. Action Plan review for 2002 – 2005 Race Equality Scheme;
4. The Race Equality Scheme Action Plan 2005-2008;
5. A Functions and Policy impact assessment programme;
6. The MPA's Equal Opportunities and Diversity Work Programme.

Part B also includes the MPA's policy assessment priorities for the MPS.

The **Race Equality Scheme Action Plan** specifies the actions referred to in the scheme that need to be carried out in order to ensure the Authority establishes the arrangements set out.

The **Functions and Policy Assessment Programme** outlines the range of the Authority's duties and responsibilities, relevant to race equality, that are to be reviewed to ensure there is due regard to the duty under the Race Relations (Amendment) Act 2000.

The MPA's **Equal Opportunities and Diversity Work Programme** identifies a number of ongoing areas and pieces of work, for which the Equal Opportunities and Diversity Board (EODB) has responsibility, that will need to be progressed to assist the MPA to achieve its organisational equal opportunities and diversity objectives.

# The functions of the MPA

The general overarching function of the MPA is to secure the maintenance of an efficient and effective police force for London.

In carrying out this function the MPA has to fulfil the following responsibilities:

- To set objectives for the policing of the Metropolitan Police District, consistent with Ministerial priorities and in consultation with the Commissioner and Londoners;
- To prepare and publish a policing plan - to be drafted by the Commissioner - and to include detailed objectives, performance targets and actions proposed by the MPA;
- To produce an annual report;
- To require the Commissioner to submit reports on matters connected with the policing of London;
- To secure continuous improvement in the provision of a policing service in London;
- To assess the MPA and MPS performance against each of the Best Value Performance Indicators to ensure that standards are met;
- To consult with people who live and work in London on policing matters and in consultation with the Commissioner;
- To work in partnership with local Crime and Disorder Reduction Partnerships;
- To operate an Independent Custody Visiting scheme;
- To provide advice and assistance to national and international institutions on policing issues, subject to the consent of the Home Secretary;
- To ensure the proper financial administration of the policing budget;
- To carry out the processes for appointing and dismissing senior police officers;
- To consider complaints and disciplinary proceedings against senior police officers;
- To demonstrate commitment to equalities and diversity.

# The policies of the MPA

## What is a policy?

CRE definition:

“The formal and informal decisions about how a public authority carries out its duties and uses its powers.”

## MPA specific

The following have been identified as the MPA's relevant internal policy issues:

- To set clear and practical performance measures and targets for monitoring race equality and equal opportunities performance;
- To secure an equalities budget for the Authority in order to meet internal and statutory requirements;
- To develop an internal equal opportunities and diversity policy and to promote race equality values and diversity principles and practices;
- To implement the recommendations arising from the GLA group Best Value Equalities for All review;
- To recruit, retain and promote a workforce that reflects the diverse communities of London;
- To oversee employment issues of all MPS police staff who are under the command and control of the Commissioner;
- To develop processes and decision-making structures to monitor the mainstreaming of race equality, equal opportunities and diversity principles in all aspects of the business of the Authority;
- To enable members of the public to feel confident in bringing sensitive and vexing policing issues to the attention of the Authority;

- To develop a complaints procedure and monitor this for accessibility to those who wish to pursue specific issues and complaints;
- To work in partnership with the Mayor's office, GLA, APA, Home Office and other key stakeholders and partners in working towards the elimination of discrimination, and the promotion of equal opportunities and good relations between different groups in matters relating to policing.

## MPS policy priorities for policing diverse communities

The following have been identified as the key issues affecting the MPS that the MPA deems as relevant to race equality. The MPA will use its powers of direction and influence to promote policy development on these issues as a priority.

1. Employment, recruitment, retention and progression of police officers and police staff.
  - Improving fairness, in terms of race equality, with respect to complaints, grievances and Employment Tribunals against minority ethnic staff.
  - Implementation of recommendations from the 'Virdi Inquiry Report', the 'Morris Inquiry Report' and the 'Taylor Review of Police Disciplinary Arrangements Report' recommendations.
  - Improving the representation of minority ethnic staff at all grades and ranks within the service and achieving significant progress towards Home Office employment targets.

- Monitoring those training courses that lead to advancement of officers.
  - Strengthening relationships with all staff associations.
  - Organisational performance, management and culture.
  - Tackling institutional racism. Monitoring the continued implementation of the Stephen Lawrence Inquiry Report.
  - Rooting out racial harassment, bullying and discrimination within the service, particularly at local level.
  - Ensuring an appropriate minimum level of training in equalities and diversity issues for all new recruits and a familiarisation programme for induction to new communities.
  - Monitoring the effectiveness of the Diversity Training (CRR) programme and its impact on the policing service corporately as well as at BOCU and OCU levels.
2. Operational policing, community education, engagement, trust and confidence.
- Building trust and confidence in local communities by capacity building of agencies and organisations. Using Racial Equality Councils (RECs), for example, that already have good community contact and interface to promote trust and confidence issues.
  - Developing consultation which reaches disaffected communities and increases community confidence.
  - Measuring for and tackling disproportionality in service delivery on issues of high community concern e.g. stop and search, deaths in custody.
- Reducing levels of hate crime. Setting up structures for working with local agencies through multi-agency groups and arrangements in consultation with local borough community safety units.
  - Promoting service delivery to ensure that all the people of London can expect the same standard of policing across all boroughs.
  - Progressing HMIC's report recommendations dealing with diversity.
  - Improving access to information and front counter services.
  - Involving communities and parents in addressing crime and helping them to help themselves.
  - Supporting schools in tackling racial harassment, social exclusion and bullying between pupils.
3. Financial and budgetary accountability and decision-making and their impact on policing a diverse community.
- Continued monitoring of diversity budgets at BOCU and OCU levels and mainstreaming of race equality beyond the Diversity Directorate, particularly in boroughs.
  - Reviewing the role and objectives of the MPS Diversity Board.
  - Strengthening working relationships through the MPA and other agencies to improve race equality and community safety.
  - Demonstrating greater accountability in the management of the Diversity Directorate budget.
  - Promoting competition and consideration of equalities contract compliance and (e)quality assurance measures in all areas of procurement.

# Determining Relevance

## Functions and policies relevant to the general duty

Section 71(1) of the Race Relations (Amendment) Act [RR(A)A] requires public authorities to have “due regard” to the general statutory duty in carrying out their functions.

There are three parts to the general duty:

- Eliminate unlawful discrimination
- Promote equality of opportunity and
- Promote good race relations

Appropriate weight must be given to each part when carrying out functions and implementing policies.

An assessment of the relevance of each function and policy issue has been carried out by officers working for the MPA.

To assess the relevance of a function to the general duty, the following questions were asked:

1. Is the function or policy relevant to all or most parts of the general duty?
2. Is there substantial evidence or some evidence that some racial groups are (or could be) differently affected by the function or policy?
3. Is there substantial or some public concern about the function or policy?

Each function and policy was scored high or medium against each of the questions to determine their relevance.

All other functions and policies that can be assessed as having very little relevance to the general duty to eliminate unlawful discrimination, promote equality of opportunity and promote good race relations were scored as low.

## Consultation

A consultation with a wide range of organisations took place in order to assess the relevance of the MPA’s functions and policies for the 2005 review of the Race Equality Scheme (RES). The following organisations were consulted:

- 1990 Trust
- Action Group for Irish Youth
- Age Concern England
- AMICUS
- Association of London Government
- Association of Muslim Police
- Association of Police Authorities (APA)
- Association of Senior Women Officers
- Black Londoners Forum
- Black Police Association
- Board of Deputies of British Jews
- Borough CPCGs
- British Association for Women in Policing
- Catholic Police Guild
- Christian Police Association
- City of London Police
- Colebrook Social, Cultural & Welfare Association
- Commission for Racial Equality (CRE)
- Ealing Refugee Forum
- Emerald Society
- First Division Association
- Forum Against Islamophobia and Racism (FAIR)
- Gay Police Association
- Gypsy & Traveller IAG
- Haringey Peace Alliance
- Home Office Independent Custody Visiting Panel (ICVP) Unit

- Islamic Human Rights Commission
- Jewish Police Association
- Lambeth Law Centre
- Lesbian and Gay Coalition Against Racism
- LGBT Independent Advisory Group
- Local Race Equality Councils
- London Assembly Against Racism
- London Civic Forum
- London PCCG Forum
- Metropolitan Police Hindu Association
- Metropolitan Police Sikh Association
- Metropolitan Police Turkish and Turkish Cypriot Association
- MIND
- Minet
- MPS & MPA Employees
- MPS Chinese and South East Asian Staff Association
- MPS Disabled Staff Association
- MPS Greek Staff Association
- MPS Youth Independent Advisory Group
- Muslim Council of Great Britain
- Muslim Safety Forum
- National Civil Rights Movement
- Operation Black Vote
- Police Anglo-Italian Staff Association
- Policy & Partnerships Unit, Lewisham Council
- PROSPECT
- Public and Commercial Union
- Race & Diversity Independent Advisory Group
- Race on the Agenda
- RR(A)A Steering Committee members
- SANE
- The GLA Group Race Equality Scheme Working Group (RESWG) members
- The Independent Police Complaints Commission
- The Islamic Cultural Centre (ICC)
- The Police Federation
- The Refugee Council
- Trade Unions Congress
- Victim Support London

#### Determining priorities

Once the functions and policies have been graded as having high, medium or low relevance to the general duty, they are then prioritised into a programme for carrying out impact assessments in order to ensure that due regard is paid to race equality.

The MPA's priorities for impact assessments are set out in the Policy Action Plans according to relevance.



# MPA Race Equality Scheme 2002-2005 Review

This section details the work completed by the MPA with regard to the Clerk's draft Action Plan 2002-2005.

Some of the Actions have been completed and are no longer included in the current Action Plan 2005-2008 but there is still some on-going work in some areas. Those actions included below, where work is continuing, are included in the current Action Plan again.

Some of the wording may have been amended since the previous Action Plan but the focus of the work has remained the same.

The Authority is committed to eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of all groups.

## **Reach an agreement on a set of equality principles and objectives for the MPA**

The MPA has developed a comprehensive equality & diversity policy that commits it to achieving equality across the six equality strands of race, gender, disability, age, sexual orientation and religion or belief. The EODB recommended its acceptance by the Authority as a corporate MPA policy.

The policy was presented to the Full Authority on 25th November 2004 and was approved and accepted. The Authority publicly reaffirmed its commitment and that of its staff to the principles contained in it.

The Authority is finalising its Corporate Equality Plan (CEP), which will include detailed equalities targets to be achieved by each department in the MPA as well as by individuals as part of the Personal Development Reviews (PDR's).

An internal equalities staff forum was established to ensure organisational progress on all aspects of the scheme and to secure the embedding of equalities principles in all aspects of the MPA's performance as well as in its overview of the policies and practices of the MPS.

## **Establish a system of issuing the MPA Equal Opportunities Statement to existing and new staff**

The Equal Opportunities Statement is contained in the Staff Handbook, which is issued to all new staff in their induction pack. It is also available on the MPA website and the MPA intranet.

## **Brief members on equalities legislation**

Members have been kept informed, via papers to Full Authority, the Human Resources Committee and the Equal Opportunities & Diversity Board, of the requirements of equal opportunities legislation.

Written briefing papers on equalities legislation and the requirements of the Race Equality Scheme have been issued and members have attended a briefing session on the Local Government Equality Standard, which included a section on equalities legislation.

From June 2004, all new Members to the Authority will receive training on the RR(A)A 2000 as part of their induction. Detailed oral and written briefings will also be provided.

MPA Members had not previously received specific training on the RR(A)A 2000 but training for both staff and members will take place between April and June 2005, specifically, an e-learning foundation course on the RR(A)A 2000 followed by a half day training session on EIAs

### **Transfer existing committee remit for equalities to new governance structure**

In July 2002 the MPA restructured its committees with further minor changes in May 2004. Terms of reference for new structures incorporating all equality remits from existing committees were to be in place within 1 year of the initial restructuring.

This action was completed within the 1-year timescale, with new structures to overview the equalities performance and consideration of each committee. All MPA committees have equalities in their terms of reference. Reports on the equalities implications of all reports considered by all MPA committees are regularly considered by the EODB.

### **Consider members' accountability to equal opportunities in the Code of Conduct**

The Standards Committee regularly reviews the Code of Conduct. In March 2004 the Authority agreed a protocol governing relations between members and staff, which focussed heavily on the need for mutual respect and dignity and one of the guiding principles of this protocol is to ensure equality of treatment and access to all members and staff.

The Members Code of Conduct contains, in Part 1, General Obligations:

2. A member must –
  - a) Promote equality by not discriminating unlawfully against any person;
  - b) Treat others with respect;

### **Monitoring the extent to which equalities considerations are mainstreamed into the committee reports process**

Every committee report contains a paragraph that addresses race and equality impact. The EODB receives a report at each meeting on issues

considered by other committees with equalities implications. The Head of Race and Diversity receives all committee reports in draft to enable assessment of the adequacy of the race and equalities implications in the report.

Performance monitoring is a core requirement of the Equality Standard for Local Government (ESLG) and developments are underway to see that this is embedded into each policy review and impact assessments. The MPA recognises the need to progress beyond the current process of merely recording equality impact assessment in its committee papers, to actively monitoring how the matters that have been identified are being continuously monitored and reviewed by all committees.

The ESLG will require the MPA to develop IT systems and processes that are capable of monitoring actions and targets electronically. This will have a positive impact on the committee process.

### **Set up an Equal Opportunities and Diversity Board and incorporate it into the new governance structure**

Terms of reference and membership structure were agreed and invitations sent out within 1 year. This action was completed with establishment of the EODB in July 2002.

The Board leads on all issues relating to equal opportunities and diversity within the MPA and the MPS. The Board has responsibility to ensure that the MPA meets its statutory responsibilities under all relevant anti-discrimination legislation including the implementation, monitoring and review of the Race Equality Scheme and to monitor the MPS's response to this legislation.

### **Develop diversity work programme and secure funding for it**

A work programme was to be published annually and the programme implementation monitored on an on-going basis. This action was completed with £280,000 permanently transferred from the MPS budget to meet MPA specific requirements.

The EODB approved the three-year race, equal opportunities & diversity objectives and work programme for the Authority in 2003.

To assist the MPA to achieve its organisational equal opportunities and diversity, a number of ongoing areas and pieces of work, for which EODB has responsibility, are identified in the annual MPA Equalities and Diversity Work Programme. The work programme is also available on the MPA website under the EODB Committee section.

The Authority's Equalities Budget Submission, incorporating the MPS' assessment, was completed to timescale and presented to the GLA. The MPA's budget submission incorporated an additional £50,000 ongoing specific revenue budget growth in 2004/2005 for equalities purposes. The submission was scrutinised by the GLA and is outlined in the Mayors' Annual Equalities Report.

### **Develop links between the MPS Diversity decision-making, co-ordination and monitoring structure and the MPA's structures**

The Authority's EODB workplan has been discussed with the MPS and agreed in advance. There is a better understanding of mutual policy development and good officer & Member involvement in MPS activities, for example the MPA attendance at and membership of the MPS Diversity Strategy Board.

### **Develop links between the GLA diversity decision-making, co-ordination and monitoring processes and the MPA's structures**

There is improved co-ordination and a constructive approach towards the Equalities Budget Submission and regular meetings with key GLA personnel every 6 weeks. The MPA is also a member of the GLA Equalities Network and the GLA Group Race Equality Scheme Working Group (RESWG).

### **Outcome of impact assessment and monitoring arrangements for MPS procurement policy**

The MPS Procurement Policy is a 3rd tier practical document sitting below the MPA Contract Regulations and MPA Procurement Strategy. The detailed operational Procurement Policy has been completed by the MPS. The Head of Race & Diversity and Deputy Treasurer met with the MPS Director of Procurement a number of times to progress a detailed understanding of how equalities issues are to be progressed in a practical way within the MPS which will assist in agreed monitoring arrangements and targets to be developed.

MPS Procurement Services recognises that it has a duty to promote equality through its procurement function and monitors promotion of diversity whilst recognising that there is still more work to be done to promote diversity and to embed a consistent approach across the MPS.

An MPA/MPS Officers Group has been established to monitor the implementation of phase 1 & 2 of the diversity programme plan that MPS Procurement Services is currently working through. Meetings are held every two months.

### **Develop system for issuing Equal Opportunities Statement with contract documents**

This action was completed and a report was considered and agreed by the EODB on 1 May 2003 proposing a new Equalities and Diversity Statement be included within the Authority's contract regulations referring to the Authority's equalities objectives and the framework with respect to its application when initiating contract action.

The Statement reflected recent guidance from the CRE and was agreed by Full Authority as part of overall Standing Orders on 26 June 2003. An internal group was set up to prepare detailed operational guidance notes which are now in operation (Procurement Policy).

### **Develop the link between equalities objective setting and performance appraisals**

All staff within the MPA have been trained in the performance management process, including the importance of demonstrating a personal and professional commitment to equalities and diversity.

Reporting officers regularly review the jobholders' performance against:

- The jobholder's equal opportunities developmental objectives; and
- The MPA's equal opportunities statement and policies

All staff are expected to have an equal opportunities developmental objective. Reporting officers take account of how the jobholder has demonstrated the required standards of behaviour when assessing their performance regarding equal opportunities.

Examples of this are:

- Treat all colleagues with respect, listening to what they have to say and taking action if you are made aware of unacceptable behaviour;

- Respect colleagues' commitments beyond work

Examples would include accepting responsibility for their own behaviour and agreeing to act in accordance with the dignity and respect policy; accepting responsibility to challenge any member of staff who does not act in accordance with the dignity and respect policy either towards themselves or another member of staff; or accepting that personal behaviour will be challenged if others perceive they have not acted in accordance with the dignity and respect policy.

When making the overall assessment and awarding the overall performance category, reporting officers currently assess the demonstration of competences. In doing this, they take account of the jobholder's performance regarding equal opportunities. It is not expected that jobholders should be awarded the higher performance categories where it is clear that they have behaved in ways that contravene the MPA's values, equal opportunities policies or standards of behaviour.

### **Identify equalities training requirements and set up programme to meet these**

Several opportunities relating to equalities training have been offered to staff & members, including:

- The Head of the CRE Quality Assurance Unit carried out three training and briefing sessions for approximately 45 MPA staff and MPS staff from the Policy Clearing House & Diversity Directorate in October 2003.
- A Members' briefing regarding the Race Relations (Amendment) Act 2000 was also carried out in July 2004.

- Human Resources & Race & Diversity Unit colleagues attended an introductory training course on anti-discrimination law in December 2004, with a view to extending the training to staff and Members.
- An introduction to Islam and the Muslim Culture course was also attended by Community Engagement and Race & Diversity staff in December 2004.
- Equality and diversity guidance to support the MPA Equality & Diversity Policy is to be placed on the intranet in early 2005 giving staff and Members information regarding the equality target groups (legal background, useful terminology & publications, good practice, further resources, etc.)
- Training and briefing sessions on the RR(A)A 2000, general & specific duties and specific training on the revised EIA process is currently being carried out (April – June 2005).
- The Head of HR will be discussing a proposal with the view to a half-day seminar on setting and monitoring equality objectives in performance appraisals for June 2005.
- An annual training needs analysis form was completed by members and staff in early 2005 and is now being actioned.

**Progress update and performance monitoring of the MPA complaints procedure and the outcome of the equality impact assessment**

The Complaints and Compliments Procedure has been in place for a year. A review is underway of how it is being operated. An EIA will be produced in due course.

**Progress in meeting the employment duty of the Race Relations (Amendment) Act**

The report “Monitoring of Metropolitan Police Authority (MPA) staffing and recruitment” has been considered by the Human Resources Committee every year. This year the report provides data and analysis on the Human Resources activities within the Authority for the period 2003/4. This level of monitoring exceeds the requirements of the Race Relations (Amendment) Act 2000.

**Progress and monitoring of the ‘Arrangements for training’ of MPA staff and members**

The MPA has discussed, with other Heads of HR within the GLA group the possibility of developing some positive action training and initiatives and career development programmes. In terms of positive action training and career development programmes, the difficulty for the MPA is there are no clear career progression pathways within the organisation. The limited opportunities that do exist within the Internal Audit Directorate are advertised through fair and open competition.

Whilst there is a need for staff employed by the MPA to work flexibly, there is equally recognition of the differences between the GLA, MPS and MPA in terms of their roles and responsibilities. Nevertheless there have been opportunities offered to staff for lateral career development, with secondments to organisations such as the GLA, MPS, and Home Office. One member of staff is currently seconded to the Home Office; three members of the MPS are currently seconded to the MPA.

As part of the induction process for new members in July 2004, all Members were offered diversity awareness training. The intention is that this will be mandatory for all members in the future.

## **Progress and impact assess the development of borough and pan London community scrutiny and consultation on race issues**

Throughout 2003/04 the MPA established a number of borough based community initiatives to seek the views of the public on race and diversity matters. The Authority was recently featured in Home Office publications, highlighting good practice in community engagement and consultation.

The 1990 Trust carried out an action research across eight London boroughs to find out the reasons why members of black and minority ethnic communities do not complain to the police and/or anyone else about their treatment when stopped and stopped & searched by the MPS.

The MPA held a public meeting in Brixton to seek the views of the residents about the police power to stop & search individuals. The event was well attended and some extremely useful comments were made which inform the Authority's scrutiny of MPS stop & search practice.

Progress towards setting up a borough based monitoring arrangement have been slower than anticipated, in part because not all boroughs have a Racial Equality Council and the groups that have traditionally had access to policing information are largely not representative of their communities.

The MPA is in the process of undertaking a piece of research in this area to identify the kind of structures that are needed to make this objective happen.

Plans are also underway to establish a pan-London forum of statutory and voluntary organisations and groups to monitor the implementation of Recommendation 61 in all boroughs in London by June 2005. This group may

also be a suitable forum to scrutinise the performance and practice of the MPS stop & search practices.

The MPA has carried out a scrutiny of MPS stop & search practice in London and invited a range of individuals & organisations to give evidence to the Scrutiny Panel.

The Authority conducted a public information campaign in the local minority ethnic press in February 2004. The level of interest was very high.

## **Funding for Community and Police Consultative Groups (CPCG)**

Nationally, CPCGs have been assessed as unrepresentative and their poor performance has been the subject of many reports both MPA & external (including the Home Office). A revised funding application form has been developed. This form includes an explicit equalities requirement against which applications are assessed. The MPA has developed clear equalities performance indicators, in its Equalities Service Improvement Plan, to assess the equalities performance of CPCGs.

## **Equality Impact Assessment of the MPA implementation of Independent Custody Visiting (ICV) scheme**

A comprehensive review of the MPA's management and delivery of the ICV scheme was undertaken in 2004/5 by an external consultant and incorporated an equality impact assessment. Implementation of the reform programme will enhance the MPA's ability to monitor the equalities performance of ICVPs.

## **Implement Impact Assessment programme and procedures**

The Race and Diversity Unit has developed proformas and guidance to assist policy leads carrying out equality impact assessments and also

established a quality assurance process whereby individuals external to the MPA contributed to quality assuring the completed EIAs.

The operation of the impact assessment process was suspended and reviewed in line with current best practice in the area following feedback from both staff and external individuals.

The GLA Group progress on impact assessments in particular has been used to revise a more user-friendly guidance and proformas. The process is aimed at assessing the impact of policies, strategies or projects across the six equality groups: race, gender/transgender, disability, age, religion or faith and sexual orientation.

The revised EIA guidance and proformas have been distributed to MPA staff and critical friends for a short consultation period and are now in use by MPA staff. The guidance and proforma have been used to develop a training programme, facilitated by an external diversity consultant, for staff and members to embed the process into MPA procedures. The training for MPA staff was carried out during April 2005.

Further training programmes relating to the general and specific duties of the Race Relations (Amendment) Act 2000 have also been provided as an online / e-learning process. Other anti-discrimination legislation awareness training and guidance is being planned for staff and members during 2005.

The EIA process will enable the Authority to make improvements in organisational and decision-making ability across the six equalities areas. The process will allow the Authority to meet the general duty of the Race Relations (Amendment) Act 2000 by eliminating unlawful racial discrimination, promoting equality of opportunity and promoting good relations

between people of different racial groups.

### **Publishing of impact assessment reviews and results**

Impact assessments completed by MPA staff before the suspension and review of the EIA process in late 2004 have been published on the internet in the Equality & Diversity section of the MPA website. EIAs completed following the review of the EIA process will continue to be published on the MPA website.

### **Arrangements for communication in community languages and ability of community to access MPA information in different language formats**

The MPA aims to make this website accessible to as wide a range of users as possible.

#### ***Multiple versions***

Documents on the website can be provided in various community languages including Bengali, Chinese, Greek, Gujarati, Hindi, Punjabi, Turkish and Urdu on request. The website is available in three formats:

*Graphical format:* This is the default version and is suitable for sighted users accessing the website with a later version of a graphical browser, such as: Internet Explorer 5 and above; Netscape Navigator 6 and above; Opera 5 and above.

*Accessible format:* This is a simplified version of the website and is modelled on the successful EasyAccess version of the UKonline, the Government portal. It is suitable for users who may have difficulty with the Graphical version. This includes:

- Users who find it difficult accessing information in presented graphically;
- Users with older graphical browsers.
- Users with text-only browsers;
- Users who need to make use of assistive access technology;

*Print format:* This is a version of the website that is suitable for printing.

The Accessible and Print versions of a page are available from links in the right-hand bar of the Graphical every version page. Similarly, Graphical and Print versions are available from links at the top and bottom of every Accessible version page.

### **Access keys**

Access keys are designed to help users who may have difficulty in using pointing devices.

### **Guideline conformance**

Every effort has been made to make this website compliant with the Guidelines for UK Government Websites, published by the Office of the e-Envoy. In particular, we have taken care to ensure that the website meets or exceeds technical targets set by the Guidelines.

*HTML conformance:* All pages should validate as specification-compliant HTML. There are links at the bottom of all Graphical and Accessible version pages that allow the user to check the page against the World Wide Web Consortium (W3C) specification.

*Accessibility conformance:* The Guidelines require that pages meet W3C WCAG Priority A accessibility standards as laid out in the Web Content Accessibility Guidelines 1.0. In most cases all Accessible version pages on this site will validate to the much higher WCAG Priority AAA standards. There are a few pages containing legacy content from previous versions of the site that may only validate to the intermediate WCAG Priority AA standard.

*Bobby rating:* Conformance to WCAG Standards by using the Bobby tool provided by Watchfire, a US commercial organisation. There are

links at the bottom of all Accessible version pages that allow the user to check the page against Bobby. Most should pass WCAG Priority AAA.

We also offer **translation services** in a variety of languages for the annual reports and policing plans, as well as document summaries on our website.

### **Equality Standard for Local Government (ESLG)**

The ESLG provides a systematic framework for the mainstreaming of equality, will assist the MPA in integrating equality policies and objectives with Best Value, and provides a generic framework through which the MPA can address its obligations under anti - discriminatory law. The MPA has self-assessed at level 2 and is working towards level 3.





## Race Equality Scheme (RES) Action Plan 2005 - 2008

RES Action	Timescale	Actions required	Responsible Committee & Lead Officer
Reach an agreement on a set of equality principles and objectives for the MPA	1 year	Finalise work on CEP and PDR's; Approval and implementation	Equal Opportunities & Diversity Board / Full Authority / Head of Race & Diversity
Consider members' accountability to equal opportunities in the Code of Conduct	1 year	Review	Standards Committee / Chief Executive & Clerk to the Authority
Develop the link between equalities objective setting and performance appraisals	1 year	Equality objectives set for all staff through performance appraisal; Review and refresher training	Head of Human Resources
Develop links between the MPS diversity decision-making, co-ordination and monitoring structure and the MPA's structures	On-going	Synergy between MPA and MPS structures established	Chief Executive & Clerk to the Authority / Head of Race & Diversity
Identify and agree MPA involvement in cross-agency equality initiatives	On-going	List and identify MPA representation in cross agency diversity initiatives	Head of Race & Diversity
Develop links between the GLA diversity decision-making, co-ordination and monitoring processes and the MPA's structures	On-going	Synergy between MPA and GLA structures established	Chief Executive & Clerk to the Authority / Head of Race & Diversity
Progress MPA commitment to GLA Group 'Equalities for All' review	On-going	MPA actions in review agreed and implementation monitored	Head of Race & Diversity

RES Action	Timescale	Actions required	Responsible Committee & Lead Officer
Funding for Community and Police Consultative Groups (CPCG) to include an explicit equalities requirement	On-going	Monitoring and review	Community Engagement Committee / Head of Community Engagement
Equality Impact Assessment (EIA) of the MPA implementation of reform programme of the Independent Custody Visiting (ICV) scheme	On-going	Implementation of the reform programme	Community Engagement Committee / Head of Community Engagement
Outcome of Impact Assessment and monitoring arrangements for MPS procurement policy	On-going	Implementation of phase 1 and 2 of MPS Procurement Services diversity programme plan	Equal Opportunities & Diversity Board / Head of Race & Diversity / Deputy Treasurer
Establish baseline and monitoring systems for key success factors	1 year	Measurement of all performance indicators in progress	Head of Planning & Performance
Progress and EIA the development of borough and pan-London community scrutiny and consultation on race issues	On-going	Quarterly conferences on stop and search local monitoring groups	Equal Opportunities & Diversity Board / Head of Race & Diversity
Implement impact assessment programme and procedures	On-going	Introduce quality assurance systems; review EIA process in April 2006	Head of Race & Diversity
Evaluation of the success of the monitoring of the extent to which equalities considerations are mainstreamed into the committee reports process	On-going	Evaluation	Equal Opportunities & Diversity Board / Full Authority / Head of Race & Diversity / Head of Secretariate

RES Action	Timescale	Actions required	Responsible Committee & Lead Officer
Publish impact assessment reviews and results	On-going	Completed EIAs published as an appendix to committee reports on the MPA website;	Head of Secretariat / Director of Communications
Development and monitoring of the effectiveness of the MPA Community Engagement Strategy	On-going	Draft strategy approved by Community Engagement Committee & Full Authority, June 2005; monitoring of strategy	Head of Community Engagement
Consider access and signing requirements and arrangements in MPA premises	1 year	Review of requirements completed and development plan prepared and costed	Head of Administration
Progress update and performance monitoring of the MPA complaints procedure and the outcome of the equality impact assessment	On-going	Review and EIA	Head of Member Services
Identify equalities training requirements and set up programme to meet these	On-going	Programme identified and resourced, training completed and follow up arranged for all training	Head of Human Resources
Progress in meeting the Employment Duty of the Race Relations Act	On-going	Human Resources Committee Annual Review	Head of Human Resources
Progress and monitoring of the 'arrangements for training' of MPA staff and members	On-going	Training and Monitoring	Head of Human Resources
Carry out training needs analysis	On-going	Organisational training needs identified and prioritized	Head of Human Resources

# Functions and Policy Impact Assessment Programme

## Functions of the Metropolitan Police Authority

Function	Relevance to the General Duty	Lead Officer
To set objectives for the policing of the Metropolitan Police District, consistent with the Ministerial priorities and in consultation with the Commissioner and Londoners	H	Head of Performance
To prepare and publish a policing plan - to be drafted by the Commissioner - and to include detailed objectives, performance targets and actions proposed by the MPA	H	Head of Performance
To produce an annual report	H	Head of Communications
To require the Commissioner to submit reports on matters connected with the policing of London	H	Chief Executive & Clerk to the Authority
To secure continuous improvement in the provision of a policing service in London	H	Head of Performance
To assess the MPA and MPS performance against each of the Best Value Performance Indicators to ensure that standards are met	H	Head of Race & Diversity Head of Scrutiny & Review

Function	Relevance to the General Duty	Lead Officer
To carry out the processes for appointing senior police officers	H	Head of Human Resources
To consider complaints and disciplinary proceedings against senior police officers	H	Deputy Chief Executive & Deputy Clerk
To demonstrate commitment to equalities and diversity	H	Head of Race & Diversity
To ensure a consistent and effective custody visiting service in London	H	Head of Community Engagement

## High relevance to the general duty

Policy	Description	Lead	Progress to date and actions still required
Association of Chief Police Officers (ACPO) Benefits Policy	This policy sets out the consideration and agreement of the pay, terms and conditions of ACPO officers within the MPS, including the operation of incentive schemes agreed nationally for ACPO ranks by the Police Negotiating Board (PNB).	Human Resources	Terms and conditions reviewed in February 2005. Seminars held and supporting documentation produced for ACPO ranks about incentive schemes in March/April 2005. Next review of benefits policy in April 2006.
Alternative work patterns and career breaks	This policy seeks to assist staff in balancing work and home life by being flexible with hours of work, encouraging the use of part-time working and job-share unless there are business reasons for preventing such arrangements and considering career breaks.	Human Resources	This policy will be reviewed and revised by December 2005 in the light of recent changes to associated policies to 'incorporate' these policies into a single document.
Appointments Policy	Part of the MPA recruitment policy to recruit, retain and promote its workforce.	Human Resources	This policy has recently been revised (November 2004) to make fair and open competition more explicit. Review in November 2006. See also recruitment and selection.
Appraisal / Performance Development Review (PDR)	This policy sets out details of an annual review staff should receive with their manager where developmental and equality objectives will be set. Throughout the year development opportunities will be provided, performance assessed and feedback given.	Human Resources	This policy is currently being reviewed in the light of identified training needs. The revisions will make explicit the process and the roles of the reporting and countersigning officers.

Policy	Description	Lead	Progress to date and actions still required
Attendance	This policy sets out the rights and responsibilities of all staff and managers and gives clear guidance relating to hours of work and attendance.	Human Resources	This policy will be revised shortly, incorporating the MPA policy on sickness. Review to be completed by September 2005.
Authority's Code of Conduct (Part D of Standing Orders)	This sets out the standard of conduct that Members of the Authority must abide by.	Committee Liaison And Members Services (CLAMS)	Statutory provision; The Standards Board for England is carrying out a national review with the consultation due to end in June 2005. The MPA will amend its Code of Conduct in June 2005, before the results of the review are made public but will incorporate any changes once the results of the review are published.
Capability	This policy seeks to ensure that incapability arising from severe personal or domestic problems or genuine sickness, will be dealt with sympathetically and supportively and incapability arising from changed working practices, promotions, transfers or performance whilst under probation, will be met with appropriate training, support and managerial guidance.	Human Resources	This policy will be revised shortly, together with the MPA policy on misconduct, to produce a single discipline policy. Review to be completed by September 2005
Crime & Disorder Reduction Partnership (CDRP) Good Practice Structures	Encouragement of wider community and key voluntary organisation representation. This policy will encourage CDRPs to adopt structures that allow for improved representation by Black & Minority Ethnic (BME) communities, who may be affected by crime and disorder in different ways.	Policing Policy & Partnership	CDRPs are an integral part of delivering success. The MPA is currently reviewing organisational arrangements and resources allocations in order to support and strengthen CDRPs response. This review is expected to be completed in April 2006. Where there is no CPCG, the MPA is piloting Community Safety Boards, currently in two boroughs (including representatives from Safer Neighbourhoods).



Policy	Description	Lead	Progress to date and actions still required
Community Engagement Strategy	This strategy aims to provide effective ways for Londoners to understand and to be able to influence the policing decisions and policies that affect them, and to hold the MPS to account for the service at local level. It details how the MPA will strengthen Londoners' own voice in directly shaping the nature of policing such that it will allow the MPA in speaking on behalf of Londoners with a legitimate, informed voice and provides a framework for a strong local democratic process over policing in London.	Community Engagement	The draft strategy is to be put before the Community Engagement Committee in June 2005 and will be put before Full Authority later that same month. The MPS has also been advised to put forward a revised MPS Community Engagement Strategy which will recognise diversity as a strength in London to building community capacity.
Concerns outside employment outside of working hours	This policy seeks to clarify the expectations of staff outside work, while recognising the right to respect for private and family life, as such actions may bring the MPA into disrepute and result in disciplinary and, in some cases, criminal proceedings being instituted. This includes undertaking additional employment that may bring the Authority into disrepute.	Human Resources	This policy will be reviewed in the light of the Human Rights Act (Article 6) in October 2005 and will incorporate the responsibilities of office policy.
Contract Regulations  (Part F of Standing Orders)	These regulations lay down the minimum requirements for purchasing goods or services or ordering building work or purchasing or disposing of land and property. They promote good purchasing practice, public accountability and deter corruption. The regulations include the MPA Anti Fraud and Corruption Policy.	Treasury	Reviewed every 3 years

Policy	Description	Lead	Progress to date and actions still required
Corporate Equality Plan (CEP)	This plan sets out how the Authority proposes to fulfil its statutory and legislative duties according to all anti-discrimination legislation as well as the requirements of the Equality Standard for Local Government.	Race & Diversity	The CEP has been drafted following consultation and with the assistance of the Deputy Chief Executive and Deputy Clerk. The final draft will need approval by the MPA Senior Management Team (SMT) and the Full Authority. The CEP will be reviewed after the first year and then every three years thereafter.
Corporate Strategy	The MPA's key aim is to influence the MPS to improve policing for Londoners. This corporate strategy sets out the priorities that the MPA intends to achieve over the next three years (2004 – 2007).	Planning & Performance	The Authority's current three-year strategy plan 'Towards the Safest City' will be reviewed in 2005, along with the Crime and Disorder Reduction Strategies of each London borough. The MPA also has a number of key Mayoral priorities. Those that are not specifically mentioned in this corporate strategy are integrated into authority business plans. The MPA's priorities will be reviewed in line with this timescale to ensure that all the priorities are linked. Beginning in 2005, the corporate strategy targets will be reviewed each year to ensure that the MPA is able to respond to emerging issues within the context of a medium term plan. The first review is scheduled for September 2005.
CPCG Development and Reform Programme	This policy direction supports local community engagement becoming an integral part of local partnership activity, with CPCGs capable of playing a part in driving local plans and priorities, and enhancing the arrangements to hold all local partners, not just police, to account for their plans and delivery.	Community Engagement	Options regarding development and reform of the arrangements for delivering decisions and funding at a local level, in order to respond to local delivery of needs, is to be put to Members in June 2005. A second report setting out an implementation process will be put to Members in September 2005 where a final decision is expected. The roll-out of the programme is expected in April 2006.

Policy	Description	Lead	Progress to date and actions still required
Dignity and respect at work	This policy sets out the rights and responsibilities of staff, managers, members and the MPA in creating a climate free from intimidating, humiliating or hostile treatment and in which all staff are treated with fairness, dignity and respect whilst at work.	Human Resources	This policy will be reviewed following the MPA staff awayday and may incorporate some form of individual commitment to challenge inappropriate behaviour.
Disciplinary (formerly misconduct)	This policy has been drawn up to reflect the requirements under employment law, specifically the Employment Relations Act 1999 and good practice laid out in the Advisory Conciliation and Arbitration Service Code of Practice and will ensure that all allegations of misconduct are properly investigated & managed and the rights of all staff are respected.	Human Resources	This policy will be revised shortly, together with the MPA policy on capability, to produce a single discipline policy. Review to be completed by September 2005
Dispute Resolution Procedure (in consultation, formerly Grievances policy)	This policy sets out the procedure to ensure that staff have access to a fair, equitable and effective process for raising and resolving disputes by operating a procedure which meets the Authority's statutory obligations and the guidance set out in the ACAS Code of Practice - Disciplinary and Dispute Procedures. It also sets out the roles and responsibilities of managers and staff representatives in the implementation of the procedure and ensures they are trained to carry out their roles and responsibilities effectively.	Human Resources	This policy has just been re-written to replace the grievance procedure and to bring it into line with the ACAS Code of Practice.

Policy	Description	Lead	Progress to date and actions still required
Employee relations	This policy sets out the responsibilities of all staff to promote good employee relations through consultation and communication carried out formally and informally.	Human Resources	This policy will be reviewed in June 2005 to reflect the partnership agreement.
Equality & Diversity Policy	This policy sets out how the MPA intends to meet its commitment to provide equality of opportunity by aiming to ensure that its practices and procedures follow and exceed legal requirements and good practice in eliminating unlawful discrimination based on gender, race or culture, disability, age, marital status, religious beliefs and sexual orientation.	Race & Diversity	The MPA developed a comprehensive equality & diversity policy that commits it to achieving equality across the six equality strands of race, gender, disability, age, sexual orientation and religion or belief. The policy was approved and accepted by Full Authority on 25th November 2004. The policy will be revised on an ongoing basis to reflect any changes to anti-discrimination law.
Exit Survey Policy	Part of the retirement, resignation and redundancy policy and is the process intended to help deal with ending of a person's employment.	Human Resources	This policy will be revised shortly, together with the MPA policy on retirement, resignation and redundancy, to produce a single 'exit' policy. Review September 2005.
Flexible working	This policy provides guidance notes for employees with children under the age of six or disabled children under the age of 18 on their rights to request for flexible working arrangements. This is a statutory right under the Employment Act 2002.	Human Resources	This policy will be reviewed and revised by December 2005 in the light of recent changes to associated policies to 'incorporate' these policies into a single document (see policy on alternate working patterns).

Policy	Description	Lead	Progress to date and actions still required
Home-working	The home working / hot desking policy is part of the MPA's alternative working patterns policy. It applies to those workers who spend part of their time working away from the office and is designed to provide consistency and fairness when dealing with requests and implementing arrangements to work from home.	Human Resources	This policy will be reviewed and revised by December 2005 in the light of recent changes to associated policies to 'incorporate' these policies into a single document (see policy on alternate working patterns).
Induction Policy	This policy details the support and training all new staff receive during their first six months of employment.	Human Resources	This will be incorporated into the revised recruitment and selection policy in January 2006.
Leadership	This policy identifies nine competency indicators for effective leadership. These will be progressed by integrating the indicators into recruitment, appraisal and selection policies, relating them to activities of staff (i.e. role specific), training provision and communicating internally and externally.	Human Resources	This policy will be reviewed by October 2005 as part of a wider review of 'effective management'.
Management Information & Workforce data	This enables the MPA to monitor the effectiveness of its equal opportunity policy and carry out regular analyses of the workforce and job applicants.	Human Resources	This is a new requirement for SMT that is currently being developed.

Policy	Description	Lead	Progress to date and actions still required
Media & Communications Strategy	<p>Promote the work of the Authority and raise awareness of, and support for, its statutory role and communicate to a wide and diverse audience how the MPA carries out its key functions, its responsibility of holding the Metropolitan Police to account, and how we work in partnership to achieve our mission, vision and values. Internal communication is also covered by this strategy and aims to provide timely advice and regular information to MPA staff to keep them fully informed and updated on all relevant media news and developments and aspects of the communications strategy and have an informed and engaged staff who feel they are part of a cohesive, corporate structure, working together to achieve and promote the mission, vision and values of the MPA.</p>	Press & Communications	<p>Annual review.</p> <p>This policy is currently being reviewed (expected Oct 2005) and will include more detailed explanations of internal communication, sponsorship arrangements, style guides and marketing and advertising advice for all staff.</p>
MPS Use of Less Lethal Weapons	<p>This policy encourages and supports the use of technology (baton rounds and TASER) that is less lethal than firearms and to ensure that the police use of firearms is appropriate to the circumstances of the incident.</p>	Policing Policy & Partnership	<p>Ongoing; The MPA is monitoring the use and impact of Taser on different communities. Regular statistics on the use of Taser go to the Co-ordination and Policing Committee every 6 months. The data is broken down according to ethnicity, age, mental health issues, etc.</p>

Oversight of MPS National & International Functions	The GLA Act 1999 amended section 96 of the Police Act 1996 and placed on the MPA a statutory duty to secure an efficient and effective service by the MPS in relation to the delivery of national and international functions, i.e. protection of prominent persons and premises, national security, counter terrorism and a service for any other national or international purposes.	Planning & Performance	The Planning, Performance and Review Committee monitors the MPS Specialist Operations policing services and is regularly reviewed every 4 months. The MPS is to equality impact assess all their control strategies by June 2006.
Oversight of MPS Police Community Support Officer (PCSO) programme	This policy aims to broaden the range of the police family by supporting and enabling the introduction of police community support officers and to improve the availability and accessibility of the MPS to local communities, through an extended policing.	Planning & Performance	The use of PCSOs is monitored through the PCSO Programme Board. The main roll out of PCSOs is through Safer Neighbourhoods. The PCSO Programme board monitors ethnicity and gender of PCSOs. Work has also been carried out to further develop the selection and training of PCSOs to ensure that there the improvements to the processes did not result in any ethnicity bias.
Oversight of the Performance of the MPS	This policy details the consideration and monitoring of performance of the MPS against targets and any performance indicators set locally or by external organisations; consideration of performance of the MPS at both corporate and borough level in order to identify best practice and advising on setting of relevant performance indicators and targets in annual plans and corporate strategies.	Planning & Performance	12-18 monthly reviews and continuous monitoring of policy through the Planning, Performance and Review Committee. The MPS is to equality impact assess the process.

Oversight of the Policing Plan Production Process	This policy is designed to produce a policing plan to meet statutory requirements whilst taking into consideration the need of operational policing and community priorities.	Planning & Performance	Annual review and continuous monitoring of policy through the Planning, Performance and Review Committee. The MPS is to equality impact assess the process.
Pay and overtime	This policy sets out the rights and responsibilities of staff, management and HR to ensure that staff are paid in accordance with their respective terms and conditions and are rewarded for continuous improvement in performance and additional effort.	Human Resources	This is currently under review.
Probation Policy	This policy ensures new staff receive the appropriate advice, support and training to competently undertake the duties of their post during a reasonable period (usually six months) following regular performance assessments.	Human Resources	The appointments policy has recently been revised (November 2004) to make fair and open competition more explicit. The appointments policy, induction policy, probation policy, promotion policy and secondments policy will be incorporated into a single recruitment and selection policy. Review in November 2006
Procurement Policy	This policy outlines the practical steps to be taken when procuring goods and services. It highlights that proper regard must be taken of equalities and diversity in the procurement process and sets out guidelines that promote good purchasing practice and public accountability and deters corruption.	Administration	December 2005 Review; to be reviewed annually



Promotion	This policy sets out the rights and responsibilities of all staff to be appropriately rewarded for the duties they perform. This policy includes deputising and temporary promotion.	Human Resources	The appointments policy has recently been revised (November 2004) to make fair and open competition more explicit. The appointments policy, induction policy, probation policy, promotion policy and secondments policy will be incorporated into a single recruitment and selection policy. Review in November 2006
Protocol on Member / Officer relations	This protocol gives guidance on the relationship between MPA members and officers and sets out respective roles and expectations. It is part of the MPA's ethical and corporate governance framework. It sits alongside the Members' Code of Conduct, the requirements placed on staff in the Staff Handbook, and the Anti Fraud and Corruption Policy.	Committee Liaison And Members Services (CLAMS)	Reviewed every 3 years; the protocol was agreed in March 2004 and is due for review by March 2007
London-wide Race Hate Crime Forum Policy	This policy came into being as a result of identifying the need for agencies to develop multi-agency working in response to the Crime and Disorder Act, which places a requirement on local authorities, the police and other key agencies, together with local communities, to develop, implement and monitor strategies for reducing crime and disorder. The focus of this particular policy is on race hate crimes.	London-wide Race Hate Crime Forum (LWRHCF) / Race & Diversity	The policy and protocol document was completed in July 2004. This will, for the time being, guide the work of the Forum. As progress of the Forum's work continues, the protocol will be reviewed to ensure current good practice principles are incorporated. The time frame for review will be November 2006.

Recruitment and selection procedures	This policy sets out the MPA's responsibilities under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Acts 1995 and 1998, the Employment Relations Act 1999 and the Race Relations (Amendment) Act 2000 to ensure that it has correct procedures in place for the fair recruitment and selection of its staff, including secondments, fixed term appointments and agency staff.	Human Resources	The appointments policy has recently been revised (November 2004) to make fair and open competition more explicit. The appointments policy, promotion and secondments policy will be incorporated into a single recruitment and selection policy. Review in November 2006
Responsibilities of office	This policy sets out the expectations of staff and management so that there is no scope for misunderstanding and action that may be taken if the highest standards of honesty and integrity are not observed.	Human Resources	This policy will be reviewed in the light of the Human Rights Act (Article 6) in October 2005 and will incorporate the 'outside interests' policy.
Retirement, resignation, redundancy	This policy sets out the rights and responsibilities of all staff and managers regarding retirement, resignation and redundancy. This policy reminds all staff of their obligations of the Official Secrets Act.	Human Resources	This policy will be revised shortly, together with the MPA policy on exit surveys, to produce a single 'exit' policy. Review September 2005.

<p>Safer London Panel</p>	<p>This initiative includes 3,000 residents who have been recruited specifically to represent and reflect the diversity of the population of Greater London to give their views on a wide range of issues about how London is policed. The panel reflects London's population - people from age 16 upwards are represented, along with different ethnic groups, employed and unemployed people, those with disabilities and people who live in all types of accommodation.</p>	<p>Community Engagement</p>	<p>The results of the first Safer London Panel survey were collated in December 2004 and presented to the MPA Community Engagement Committee in February 2005.</p> <p>The survey focused on a number of key crime, disorder and policing issues, including the following:</p> <ul style="list-style-type: none"> <li>▪ satisfaction with aspects of the police service;</li> <li>▪ reporting crime and anti social behaviour;</li> <li>▪ policing in local areas; and</li> <li>▪ individual involvement in policing practice.</li> </ul> <p>The Safer London Panel has now been asked to respond to a second survey (April 2005) and the findings are expected to be published at the beginning of June.</p> <p>This second survey will look at the following issues:</p> <ul style="list-style-type: none"> <li>▪ police and Police Community Support Officer visibility;</li> <li>▪ local and London wide policing priorities;</li> <li>▪ perceptions of the police; and</li> <li>▪ involvement in local organisations.</li> </ul> <p>The Panel will be used regarding the Implementation of Recommendation 61 and research will be completed in Autumn 2005.</p>
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Oversight of Individual CDRP Policies	The MPA is a statutory member of each of the 32 CDRPs across London. Each CDRP has a variety of policies aimed at reducing crime and disorder. The MPA, as a CDRP partner, oversees CDRP policies to ensure that every policy has an equal impact on all groups and adheres to ethical and legal frameworks, including compliance with the Human Rights Act (HRA) and Race Relations (Amendment) Act 2000.	Policing Policy & Partnership	The MPA agrees CDRP policies provided they comply with the Race Relations (Amendment) Act 2000
Secondments Policy	Part of the MPA recruitment policy to recruit, retain and promote its workforce. This includes external secondees.	Human Resources	The appointments policy has recently been revised (November 2004) to make fair and open competition more explicit. The appointments policy, promotion and secondments policy will be incorporated into a single recruitment and selection policy. Review in November 2006
Security Policy (being re-drafted)	This sets out the MPA policy on security relating to the MPA's premises, and personnel. This includes the policy on access rights to MPA Internal Audit Directorate Accommodation and the policy on personnel security clearance (vetting) for all staff in the MPA and the Internal Audit.	Deputy Chief Executive & Deputy Clerk	The policy is being reviewed and an EIA is to be completed by June 2005.
Special leave	This policy seeks to recognise the legal requirement of the Employment Relations Act 1999 in respect of time-off provisions to assist staff and the MPA to balance the demands of home and work at times when staff may need to take time away from work to deal with emergencies and domestic, personal or family reasons.	Human Resources	This policy will be reviewed and revised by December 2005 in the light of recent changes to associated policies to 'incorporate' these policies into a single document (see maternity provisions)

Statutory Staff Code of Conduct	This Statutory Staff Code of Conduct is to sit along side the Members Code of Conduct	Committee Liaison And Members Services (CLAMS) / Human Resources	Likely to be introduced towards the end of 2005 by the Office of the Deputy Prime Minister (ODPM)
Training and development	This policy ensures that all staff receive the necessary training and development opportunities to carry out their duties effectively.	Human Resources	This policy has just been updated. It will be incorporated into the revised training and development policy in January 2006 (see further education)
Treasury Management Strategy	This strategy sets out the objectives underpinning the Authority's treasury management activities and the policies for the investment of Authority funds and for borrowing. The strategy also includes treasury management indicators set by the Authority as required under the Prudential Code.	Treasury	Annual review; last reviewed in April 2005

## Medium relevance to the general duty

Policy	Description	Lead	Progress to date and actions still required
Annual leave, public and privilege holidays	This policy sets out the rights and responsibilities of all staff and management to have reasonable time away from work and to seek a balance between needs of the MPA and the personal circumstances and wishes of staff.	Human Resources	This policy reviewed annually. Next review September 2005
Complaints Procedure	This complaints procedure sets out the process for investigating complaints made by members of the public about the MPA or its staff. Section 4.3 of the Staff Handbook (Complaints) addresses how to ensure that staff are treated fairly throughout the process.	Committee Liaison And Members Services (CLAMS) & Human Resources	The internal policy on procedures and standards when dealing with complaints from members of the public will be incorporated into this policy. This work should be finished in May 2005 (HR). A review of the public complaints policy will be undertaken in April 2006 to ensure effectiveness of the policy for members of the public (CLAMS)
Contracts of employment	This policy sets out the details of the contractual process, rights and responsibilities of staff and managers, legal requirements and details of the types of contracts offered by the MPA.	Human Resources	Contracts of employment are continually being reviewed to ensure they remain current and compliant with changes in employment law

Funding Policy for ICVP	The Police Reform Act 2002 places a statutory duty on the MPA to have in place an efficient Independent Custody Visiting (ICV) scheme which includes responsibility for organising the infrastructure of the ICV scheme (ICV Panels in every borough); recruitment and conditions of service of administrators as well as volunteers delivering the service; training of administrators and visitors and overseeing the quality of the service.	Community Engagement	In November 2003, the MPA's Community Engagement Committee adopted the recommendation to appoint a consultant to undertake a fundamental review of the operation of the Scheme. The results of the review were presented to the Committee in February 2005. It provided an analysis of the demographic representation of ICVs. It will also enhance the MPA's ability to monitor the equalities performance of ICV Panels. Evaluation of the reform programme will impact on activities and is expected to be completed by April 2007.
Further Education policy	This policy encourages staff development and sets out clearly advice of applicants for funding and/or time off.	Human Resources	This policy has just been updated. It will be incorporated into the revised training and development policy in January 2006
Internal Audit Strategy	The policy set out how the MPA will discharge its responsibility to provide an efficient and effective internal audit service to support the MPA and MPS achieve their aims and objectives.	Internal Audit	Approximately June 2006 Review

Major incident communications strategy	This strategy aims to maximise public confidence in police response, public safety and security issues through timely, accurate and widely accessible information; to liaise with relevant agencies, specifically the MPS, Home Office, Mayor's Office and News Co-ordination Centre to ensure that a unified message is conveyed to the public and media and to ensure that the MPA are perceived by the public and media as a vital element of the emergency services/government integrated response to the threat/strike.	Press & Communications	Reviewed approximately every 3 months
Maternity provisions	This policy seeks to ensure that all pregnant and nursing mothers are treated in accordance with their rights under the Employment Relations Act 1999, the Health and Safety at Work Act 1974 and European Directives on pregnant workers.	Human Resources	This policy will be reviewed and revised by December 2005 in the light of recent changes to associated policies to 'incorporate' these policies into a single document on special leave
Sick leave and injury at work	This policy seeks to encourage managers and staff to work together in managing sickness and to establish practices and procedures for dealing with sickness absence based on a fair assessment of all the relevant facts, taking into account personal and job-related circumstances.	Human Resources	This policy will be revised shortly, incorporating the MPA policy on attendance. Review to be completed by September 2005
Use of email and the Internet whilst at work	This policy gives guidelines on the use of the Internet, MPA intranet and an e-mail facility in order to enable both the MPA and its staff to gain maximum benefit from the use of such facilities to provide an effective delivery of its service and inform all staff about how they may and may not use the computer facilities.	Human Resources / Information Systems & Information Technology (ISIT)	This policy is being jointly reviewed by Human Resources and the ISIT team.



## Low relevance to the General Duty

Policy	Description	Lead	Progress to date & actions still required
Terms of reference of the Metropolitan Police Authority, its committees and sub-committees (Part B of standing orders)	This sets out the role of the MPA, the powers and duties it has delegated to committees and those further delegated by committees to sub-committees. These functions and duties are supplementary to and do not override any duties imposed by the MPA's Standing Orders.	Committee Liaison And Members Services (CLAMS)	Annual Review linked to the MPA annual general meeting
Allowances and Expenses	This policy sets out the conditions to ensure that staff are appropriately compensated for additional expenses, reasonably incurred, in accordance with the terms and conditions of appointment.	Human Resources	This policy reviewed annually and normally increased in line with inflation. Next review September 2005
Authority's procedural Standing Orders (Part A of Standing Orders)	The purpose of these Standing Orders is to regulate the conduct of the Authority's business to ensure fair and accountable decision-making. They also provide for the delegation of Authority functions and decision-making to committees, sub-committees, panels and officers.	Committee Liaison And Members Services (CLAMS)	Reviewed every 3 years; The current procedural Standing Orders were agreed when the Authority came into existence in July 2000. A review was undertaken in May 2003, to correct some omissions and to update in the light of experience. At the Authority meeting in April 2004, members requested that officers review the process for dealing with 'urgent matters' and develop further the procedure for 'calling in' decisions made by committees. A review of the other elements of the Authority's Standing Orders, such as Financial Regulations and Contract Regulations is currently ongoing and will be reported to a future meeting of the Authority

Policy	Description	Lead	Progress to date & actions still required
Financial Guidance Policy	Financial guidance for policy officers who are budget holders on the monitoring and planning of finances.	Treasury	Reviewed every 2 years and the next review will take place in April 2006.
Financial Regulations (Part E of standing orders)	Financial Regulations are a key element in the financial control framework within which the financial management of the MPA and the MPS takes place and sets out arrangements for the proper administration of the MPA's financial affairs.	Treasury	Reviewed every 3 years; to be reviewed next in July 2006
Health and Safety plan	The health and safety policy sets out the overarching approach and systems that the authority has adopted, while the purpose of the health and safety plan is to outline the progressive aims of the Authority and to specify the objectives, actions, means and dates by which its aims will be delivered.	Administration	December 2005 Review; to be reviewed annually
Health and Safety policy	This policy outlines the overall health & safety management system, including organisational structure, responsibilities, systems and procedures in place, to enable the MPA to comply with the relevant legislation and guidance.	Administration	December 2005 Review; to be reviewed annually

Policy	Description	Lead	Progress to date & actions still required
Members' Allowances and Expenses Scheme	<p>The schemes set out the basis for the payment of Members' allowances and expenses.</p> <p>'Member' means an independent or magistrate member of the MPA. Greater London Assembly members appointed to the MPA are disbarred from claiming an allowance in respect of their membership of the MPA. They can, however, claim travel and subsistence expenses. Independent and magistrate members can claim both an allowance and travel and subsistence expenses.</p>	Committee Liaison And Members Services (CLAMS)	The Allowances scheme was reviewed in May 2005 and the Expenses scheme is reviewed on an on-going basis
Records Management Policy	The records management policy establishes a framework for the creation, maintenance, storage, use and disposal of MPA records. It supports the Authority's corporate governance and in particular aims to assist MPA compliance with the Freedom of Information Act 2000 (FOIA).	Committee Liaison And Members Services (CLAMS)	This policy is to be reviewed in 2007
Scheme of delegation of powers to the officer (Part C of Standing Orders)	This scheme sets out those functions and decisions for which the Authority has given the MPA officers delegated and the Commissioner of the Metropolitan Police Service authority to act. It includes the protocol on high profile and sensitive compensation cases.	Committee Liaison And Members Services (CLAMS)	This policy is to be reviewed in 2007

# Equal Opportunities and Diversity Work Programme

## Key Work Responsibilities

To assist the MPA to achieve its organisational equal opportunities and diversity, a number of ongoing areas and pieces of work, for which the Equal Opportunities and Diversity Board (EODB) has responsibility, will need to be progressed. The timescale should be within the 2004/05 work programme or could be identified for up to two or three years ahead. The work programme will be subject to the consideration of urgent emerging issues.

Ongoing work areas:

- **MPA and MPS Race Equality Schemes** – review progress against all arrangements outlined in the Race Equality Schemes and the progress of the 2005 review of the schemes.
- **Equalities Standard for Local Government** – aim to achieve Level 5 by the end of 2005.
- **Stop and search scrutiny implementation sub group and Recommendation 61 implementation** - to continue to oversee the implementation of the Stop and Search Scrutiny recommendations and the proposed MPS implementation of Recommendation 61 of the Stephen Lawrence Inquiry Report.
- **Disability** – carrying forward recommendations from the MPA conference on 7 October 2004 including continuing oversight of both employment issues in the MPS and “policing and disabled people”.
- **Mental Health Scrutiny** – the Chair of EODB is a member of the Scrutiny Panel and will be the conduit for issues from the scrutiny for which the Board has an interest.
- **New MPS Diversity Strategy** – a progress report is expected during the 2<sup>nd</sup> quarter of 2005.
- **London-wide Race Hate Crime Forum** – to continue to report to the EODB. The Chair of the Board will explore ways of widening the remit to include other hate crimes.
- **Gender issues** – ongoing work by the MPS looking at both internal and external issues, particularly in relation to women

There are some important issues that are current or emerging. They will need to be part of the 2004/05 workplan. They are:

- **Morris Inquiry** – the MPA has developed a detailed work programme for several committees, including EODB, to ensure that the Morris recommendations are addressed.
- **CRE formal investigation of the police service of England and Wales** – race and equality issues are fundamental to the recommendations of the formal investigation. The MPA Steering Group set up to progress action on the recommendations of the Morris Inquiry will also consider the implications of the CRE findings (and the Taylor report).

The Steering Group will report, as appropriate, to the Full Authority or relevant committees, including EODB.

- **Equality impact of policing of terrorism** – at this time this is primarily about the policing of Muslim and other Asian communities and should relate to more than stop and search.
- **Forced marriages** – Aneeta Prem, a member of EODB, is involved in this area of work and the outcomes of the MPS conference in January 2005 will be incorporated into the EODB workplan.
- **Joint working with other Committees** - having a joint meeting with another committee – especially Human Resources – will be pursued. A meeting with representatives of the Staff Associations and relevant Independent Advisory Groups would be held within the next 6 months.

The following work areas would be appropriate for the Board have on its agenda in years two and three. They are:

- **Hendon** - a visit and consideration of outstanding diversity issues, possibly in conjunction with Human Resources Committee.
- **Specialist Operations and other Operational Command Units** – to build on and expand on the initial work done some time ago on the staff profiles of Operational Command Units by possibly following a rolling programme of mini-scrutinies into particular Operational Command Units.

- **Borough Operational Command Units** – race and diversity issues
- **Work of particular MPS functions** – e.g. forensic services to look at diversity aspects of DNA in the light of Operation Minstead (Operation Minstead is an Intelligence led investigation of a DNA linked series of serious sexual assaults. The suspect targets lone elderly women across South London and Surrey. The operation is concentrating on 36 offences up to 07/09/2004).
- **Crimes against children** – possible joint working with National Society for the Prevention of Cruelty to Children to start in the autumn of 2005. Possible joint working with Planning Performance and Review Committee.
- **Procurement** – possibly in year three.
- **Age discrimination** – work will be needed to ensure that arrangements are made to meet the forthcoming statutory obligations from December 2006. This will need to begin when the regulatory obligations are known.

## Contact details

If you would like to comment on the Metropolitan Police Authority's Race Equality Scheme, or you would like more information about the scheme, please contact the MPA at:

Metropolitan Police Authority  
10 Dean Farrar Street  
London  
SW1H 0NY  
Tel: 020 7202 0202  
Fax: 020 7202 0200  
Email: [randd@mpa.gov.uk](mailto:randd@mpa.gov.uk)  
Website: [www.mpa.gov.uk](http://www.mpa.gov.uk)

If you would like information about the Metropolitan Police Service's Race Equality Scheme, please contact:

Diversity Strategy Development Team  
16th Floor Empress State Building  
Empress Approach  
Lillie Road  
Earls Court  
SW6 1TR  
Website: [www.met.police.uk](http://www.met.police.uk)