



Metropolitan Police Authority

## Equality Impact Assessment Form

### Part 1 – Initial Screening

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

HR and Diversity Officer  
HR Unit

**2. Name of the decision policy, or project:**

Allowances policy

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

To pay staff reasonable and warranted allowances related to the work that they do. The policy also sets out the role of line managers and provides rules about the allowances that can be claimed. The policy lays out a clear method for staff to claim allowances providing documentation and guidance for completion.

A review date of December 2014 is built into the policy.

## Commentary – Initial Screening

***Write here how you arrived at your conclusions during initial screening, the evidence you considered and anything that you discounted. Say how you determined relevance of the decision, policy or project to equalities and the various equality target groups. Describe the information you have gathered, who you have consulted.***

An equality impact assessment (EIA) group was established with three members one from each of the HR and OD department, the Engagement and Partnerships Unit and the Policing, Policy, Scrutiny and Oversight unit. The group met on 24 February 2010.

The group examined the aims of the policy and agreed that the policy had relevance for equalities across all groups as all employees were affected; this being the case, an EIA was required.

The group examined each element of the proposed policy and agreed where there was a potential for each element to have an impact as follows:

Age:	Length of service awards
Disability:	Overtime
Gender:	Overtime
Religion and belief:	Overtime

Each identified policy element was then examined further for relevant content and a set of actions agreed as follows:

Length of service awards: the potential that staff turnover of younger (or older) staff prevented them from receiving this benefit was discussed. Some simple research would show whether this is the case.

Overtime: The potential for this part of the policy having a disproportionate impact on people with domestic responsibilities or with certain beliefs was discussed. It was agreed that this would be monitored once the policy had been applied.

## Result of EIA Screening stage:

Please complete the following table and give reasons/comments for where:

- (a) There is no relevance to the equality target group
- (b) The decision, policy or 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.
- (c) The decision, policy or project could have a negative impact on any of the equality target groups, i.e. disadvantages them in any way.
- (d) There is neutral impact on any equality target group

Equality Target Group	Relevance of policy to equality target group	(a) Positive Impact		(b) Negative Impact		Neutral Impact	Reason/Comment
		High	Low	High	Low		
	Y/N						
Men	Y					√	
Women	Y					√	
Asian or Asian British people	Y					√	
Black or Black British people	Y					√	
White people (including Irish people)	Y					√	
Chinese people	Y					√	
Other racial/ethnic group (please specify)	Y					√	
Mixed Race	Y					√	

Equality Target Group	Relevance of policy to equality target group	(a) Positive Impact		(b) Negative Impact		Neutral Impact	Reason/Comment
		High	Low	High	Low		
	Y/N						
Disabled people	Y					√	
Gay, Lesbian and Bisexual people	Y					√	
Transgender people	Y					√	
Older people (50+)	Y					√	
Younger people (17-25) and children	Y					√	
Faith groups (please specify)	Y					√	

**4. Please give a brief description of how this decision, project or policy benefits the equality target groups identified in the above table, i.e. promotes equality?**

This policy will have neutral impacts

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

This policy will have neutral impacts

**6. What actions could be taken to amend the decision, project or policy to minimise the low negative impact?**

The policy will be reviewed together with this EIA when data concerning its application will be considered. This will take place in December 2014

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

EIA group found no opportunities to promote equalities in the draft policy.

**8. Use the action plan form to describe the next steps in the equality impact assessment process. If the decision is to implement and review then describe what will happen. Describe actions to rectify any minor negative impacts and what actions partners should take (including conducting full equality impact assessments). Say when this EIA will be reviewed.**

Full Assessment necessary:  Yes  
 No

*If any negative impacts are either: not intended, are discriminatory and/or are high in impact, a full assessment will be needed.*

Date completed: 4 March 2010

Signed by Line Manager:

Approved by Chief Executive:

Please return a hard copy and electronic copy to the Head of Equalities and Engagement once completed. The original signed hard copy & an electronic copy should be kept within your unit for audit purposes.

