



Metropolitan Police Authority

Equality Impact Assessment Form

Part 1 – Initial Screening

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

Senior HR Manager

2. Name of the policy, strategy or project:

Human Resources Service Level Agreement (HRSLA)

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

The document will define the relationship between the HR team and its service users; it will provide an agreed framework for parties. The framework allows HR to monitor what works well and what does not through regular reviews with service users.

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

All MPA staff

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

All team leaders have been approached about how this document might assist with their day-to-day work/activities. Comments/feedback have been received from the managers and staff to assist with the development of this document.

6. Have you consulted on this policy?

The policy has been fully consulted with the trade union and its members, and Heads of Units. Staff were offered the opportunity to comment on the policy and provide feedback where applicable.

The policy has also been discussed at the Partnership meeting which meet on a monthly basis to discuss HR and employee relations issues this includes policies and procedures.

The Partnership meeting is made up of management and PCS representatives and it is based on developing and maintaining productive working relationships.

During the consultation process period, staff identified some shortfalls, these were discussed and the areas of concern were amended accordingly.

The views captured by staff have shaped the development of 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		N/a	N/a	N/a	The policy has a positive impact on all the equality areas or strands. It provides a level playing field for all staff and it does not have an adverse impact on any relationships between groups or individuals. It will also ensure that good practice is reinforced across the board so that a fair and consistent approach is applied.
Women		N/a	N/a	N/a	See above
Asian or Asian British people		N/a	N/a	N/a	See above
Black or Black British people		N/a	N/a	N/a	See above
White people (including Irish people)		N/a	N/a	N/a	See above
Chinese people		N/a	N/a	N/a	See above
Other racial/ethnic group (please specify)		N/a	N/a	N/a	See previous note
Mixed Race		N/a	N/a	N/a	See previous note

Equality Target Group	(a)	Positive Impact	(b)	Negative Impact	Reason/Comment
Disabled people		N/a	N/a	N/a	See previous note
Gay, Lesbian and Bisexual people		N/a	N/a	N/a	See previous note
Transgender people		N/a	N/a	N/a	See previous note
Older people (50+)		N/a	N/a	N/a	See previous note
Younger people (17-25) and children		N/a	N/a	N/a	See previous note
Faith groups (please specify)		N/a	N/a	N/a	See previous note

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

This policy will improve the working relationship between HR and team leaders on a day-to-day basis in a courteous and professional manner. It will ensure that all staff apply a fair and consistent approach to all equality groups – not to pre-judge people and to listen to what is being asked.

This policy promotes equality by clarifying processes. It demonstrates equality and transparency about treating members of staff in a fair and consistent approach.

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

N/a

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?

N/a

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?

N/a

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

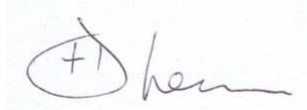
The policy will be officially signed off by SMT and all staff will be informed that the policy has been implemented through the MPA staff meeting. An email will be circulated to all staff with a hyperlink to the MPA Intranet web link.

Full Assessment necessary: Yes
 No

Date completed: 10/01/2006

Signed by Line Manager: A. Sharma

Signed by Race & Diversity Unit:



Approved by SMT: Catherine Crawford

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