

Equality Impact Assessment Form

Part 1 – Initial Screening

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

Kerry McClelland – ICV Team, Community Engagement Unit

2. Name of the policy, strategy or project:

Independent Custody Visitors – Complaints and Grievance Procedure

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

The purpose of the policy is to clearly set out the procedures that the MPA will use in handling grievances against Custody Visitors (ICVs), MPA staff and MPA Members, so that ICVs are made aware of what they can expect if involved in a grievance, either as instigator or recipient.

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

ICVs will benefit, as will any other parties involved in the process.

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

All ICVs should have received a copy of the grievance policy via their Panel. In April, all ICVs will be given a copy directly, as part of the ICV Scheme Handbook. Officers that ICVs may take a grievance out against (ie: the ICV team) have seen and had opportunity to comment on the policy. The MPA Lead Member has also seen and had opportunity to comment on the policy. Additionally, the policy has been agreed by SMT (subject to Equality Impact Assessment).

6. Have you consulted on this policy?

Yes. ICVs were consulted via the ICV Programme Board representatives. Comments were received on the policy and changes were made to the policy as a result. Officers from Emerald Custody Directorate and the Lead Member for Custody Visiting also sit on the ICV Programme Board and were consulted as part of this process.

7. Please complete 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	X				The impact on all groups listed will be positive. It will be helpful for all ICVs to be aware of what processes the MPA will go through in the case of a grievance and to have a clear and transparent process laid out. By having a published policy, ICVs can hold the MPA to account and the MPA can ensure that it has processes in place to treat everyone in a fair and equitable way when dealing with issues of this kind.
Women	X				As above
Asian or Asian British people	X				As above
Black or Black British people	X				As above
White people (including Irish people)	X				As above
Chinese people	X				As above
Other racial/ethnic group (please specify)	X				As above
Mixed Race	X				As above
Disabled people	X				As above
Gay, Lesbian and Bisexual people	X				As above

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Transgender people	X		As above
Older people (50+)	X		As above
Younger people (17-25) and children	X		As above, however young people under the age of 18 are not eligible to become ICVs.
Faith groups (please specify)	X		As above

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 promotes equality through having a clear, fair and transparent published process for dealing with grievances, putting in place a structure to ensure that everyone is treated in the same way. The policy will be sent directly to all ICVs as part of the London ICV Handbook from April 2007, giving all ICVs the opportunity to understand what a grievance is and how grievances will be dealt with by the MPA.

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 is already in use, but subject to further revision if necessary as a result of the EIA & changes to the administrative arrangements for the ICV Scheme from April 2007. The policy will be re-issued to all ICVs in April 07, as part of the ICV Handbook.

Full Assessment necessary: Yes
 No

Date completed: 25/1/07

Signed by Line Manager: K. McClelland

Signed by Race & Diversity Unit: D. Lewins

Approved by SMT: C. 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.