



Metropolitan Police Authority

Equality Impact Assessment Form – HR Policy Review

Part 1 – Initial Screening

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

Michael Shurety, HR Consultant and project leader.
MPA HR Unit

2. Name of the policy:

Performance Improvement Policy and Procedure

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

The policy promotes fairness and consistency in the treatment of individuals where there is a perceived under performance against required standards. It encourages performance improvement and early managerial intervention to prevent matters escalating. Where unsatisfactory performance cannot be addressed informally the policy sets out the three formal and appeal stages of the process. Appendices include advice to line managers and template letters. The policy emphasises the need to maintain proper records at every stage.

A review date of May 2010 is built into the policy.

4. Who will be the beneficiaries of the policy?

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.

MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist.

The policy applies to all employees of the Authority whether permanent or fixed term. The procedure does not apply to probationers, to whom a different procedure exists as set out in the Recruitment Policy and Procedure.

The policy relates solely to poor performance and misconduct issues are dealt with through the Discipline Policy and Procedure. Where poor performance is linked to significant medical problems the Sickness Absence Management Policy is used.

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

An HR policy launch and a number of introductory workshops have been planned.

Each member of staff will be issued with a personal A-Z guide which will include details of this policy. The A-Z guide will be issued to all new starters. Full details of the policy will be available on the MPA intranet. A workshop will be held with managers to explain this policy in detail. Other staff may attend if they so wish. Details of the training implications are contained in Section 12 of this assessment.

6. Have you consulted on this policy?

1. Drafts of the policy were discussed with the PCS at minuted meetings on 9 December 2008.
2. The policy was agreed by MPA SMT on 2 April 2009.
3. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached as an Appendix.

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

- (a) The policy 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 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 policy takes account of the Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Employment Act (Dispute Resolution) Regulations 2004, the Disability Discrimination Act 1995 and the ACAS Codes of Practice 2009.
Women		X			As above.
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		X			<p>The policy takes account of the provisions of the Disability Discrimination Act 1995.</p> <p>Where poor performance is linked partly or wholly to a qualifying disability under the Disability Discrimination Act reasonable adjustments to the workplace or job will be taken into account.</p>
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?

This policy follows HR best practice and is legislatively compliant. It can be applied to all groups and prevents any groups from being treated differently.

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

