



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:

Smoking at Work Policy and Procedure

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

The policy states that all employees have the right to work in a smoke free environment and that smoking is prohibited throughout the entire workplace with no exceptions. It points out that every member of staff with managerial responsibilities has a responsibility to monitor and enforce compliance and initiate appropriate action in cases of non-compliance. Guidance is provided for managers in an appendix.

A review date of April 2011 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 a well defined smoking at work policy exists.

The policy covers anyone who is acting under any form of contract to carry out work for the Authority, e.g. any permanent or temporary directly employed persons, anyone seconded into or attached to the organisation, any consultants or contractors etc. as well as Members, providers of goods and services and visitors.

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.
 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 20 August and 11 September 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			X	The policy takes account of the Health Act 2006 and the Smoke-free Regulations 2006 & 2007. It is also a contractual term of employment that employees will comply with the policy. The policy will have a positive impact for all staff by creating a healthy smoke free environment. Smokers (both men and women) may perceive a negative impact but a smoke free environment is important for all staff and the policy is legislatively compliant.
Women	X			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					
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?

A slight negative impact for male and female smokers has been identified but it is intended and the policy is fully compliant with current legislation.

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 to minimise the low negative impact?

None, as the policy conforms to legislative requirements.

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

Not applicable

12. How will the policy be implemented including any necessary training?

The new HR policy framework will be launched at events planned to take place on 22 & 24 April 2009. The Chief Executive will introduce each event. All MPA staff will be invited to attend.

Workshops for line managers will be held to explain in detail the dispute resolution, discipline, performance improvement, recruitment and sickness management policies

HR surgeries will be scheduled to deal with individual staff queries.

The full text of all HR policies will be available to all staff on the MPA intranet.

A staff handbook containing an A-Z guide and a summary of key policies will be issued to all staff and included with induction material for new starters. Replacement pages will be issued when policies are amended or updated.

Full Assessment necessary: Yes
 No

Date completed: 2 April 2009

Signed by HR Unit: 2 April 2009

Approved by SMT: 2 April 2009

