



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:

Work-life balance Policy and Procedure

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

The policy strives, wherever practicable, to make provisions for flexibility for staff who need to adjust the balance between work and their life outside. The policy offers flexible working arrangements which cover reduced hours, job sharing, staggered or compressed hours or career breaks. The policy also sets out provisions for annual leave, flexitime, special leave for public duties and other special leave for adoption, parental leave, paternity leave, fertility treatment and trade union duties.

A review date of October 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. It does not apply to contractors or agency staff.

Maternity leave is covered by a separate policy.

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?

Drafts of the policy were discussed with the PCS at minuted meetings on 24 September, 11 November and 27 November 2008.
 The policy was agreed & signed off by MPA SMT on 2 April 2009.
 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				<p>This policy takes account of the Health and Safety at Work Act 1974, Sex Discrimination Act 1975, Local Government and Housing Act 1989, Health and Safety (Display Screen Equipment) Regulations 1992, Trade Union and Labour Relations (Consolidation) Act 1992, Disability Discrimination Act 1995, Employment Rights Act 1996, Working Time Regulations 1998, National Minimum Wage Act 1998, Management of Health and Safety at Work Regulations 1999, Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Employment Act 2002, Flexible Working Regulations 2002, National Minimum Wage Regulations 1999 (Amendment) Regulations 2006, Work and Families Act 2006, Health Act 2006, Smoke-free Regulations 2006 & 2007, Working Time (Amendment) Regulations 2007 and Flexible Working (Eligibility, Complaints and Remedies) (Amendment) Regulations 2009.</p> <p>The policy provides guidance for staff who are undergoing IVF treatment or whose partner is undergoing such treatment.</p>
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					
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?

No negative impact identified.

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?

Not applicable

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 ***** & *****.
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: X Yes
 √ No

Date completed: 2 April 2009

Signed by HR Unit: _____ 2 April 2009

Approved by SMT: 2 April 2009