



Freedom of Information Act Publication Scheme	
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Title	Minutes of the Race Relations (Amendment) Act Steering Committee (RRAASC) Meeting 14 November 2006 at 10 a.m. in Room 1442, Empress State Building
Summary	Proceedings/actions arising from the meeting
Branch / OCU	Diversity & Citizen Focus Directorate (DCFD)
Date created/Version	14 November 2006
Review date	15 November 2008

MEMBERS PRESENT

Glen Allison (Chair)	MPS – Head of Diversity Strategy Co-ordination Unit, DCFD
Vivienne Aiyela	MPS IAG – Race strand
Sandra Burrows	MPS – Directorate of Legal Services
Brett Dalby	MPS – Strategy Unit, DCC2
Margaret Ejikeme	MPS - Procurement Services – DoR
Val Harris	MET-TUS (PCS/FDA)
Margaret Kelly	MPS – Employment Tribunal Unit, Human Resources Directorate (HRD)
Shaun Kennedy	MPS – Learning and Development Branch, DCFD
Doug Lewins	MPA – Race and Diversity Unit
Lauren Marsland	MPS – HRD – Policy and Performance Unit
Gillian McDonald	Greater London Authority (GLA)
Georgina Paul	MPS – Performance and Communication Unit, Directorate of Resources (DoR)
Subodh Rathod	MPS – LGBT AG
George Rhoden	MPS – Black Police Association
Colin White	MPS - Diversity Strategy Co-ordination Unit - DCFD
Izzat Muneyb (Minutes)	MPS – Business Support Unit, DCFD

1. WELCOME AND APOLOGIES

Apologies were received from Daphne Allen (DoR), represented by Georgina Paul, Dave Grant (TPHQ) and George Clarke and Rob Ritchie, who was represented by Val Harris.

2. MINUTES OF THE LAST MEETING

As the last meeting was adjourned, there were no Minutes arising from the last meeting.

The Minutes of the July meeting were read for accuracy and approved.

3. MATTERS ARISING

3.1 *Shaun Kennedy to check whether CENTREX would provide training around impact assessment*

Shaun Kennedy stated that we were running our own impact assessment training programme. Colin White added that two seminars had been held to date, a training course was planned for December for diversity trainers, who would deliver courses during January – April 2007.

Shaun Kennedy further stated that Training Management Board was happy with the cascading approach to training. It was noted that the DCFD would be building up a resource of trainers and whether Impact Assessment training would sit in the DCFD, was a matter of longer-term resilience. **Action discharged**

3.2 *Reviewing the Race module at Empress State Building*

Shaun Kennedy apologised to Vivian Aiyela that her request for viewing the Race module had not been dealt with, but the module was awaiting its completion by CENTREX.

Glen Allison stated that Members should put the viewing on hold until the Race module was available in its final form. **Action ongoing**

3.3 *Colin White to liaise with Penny St Martin to contact DPS regarding the revision of the Fairness at Work policy and communication*

This had been done. **Action discharged**

3.4 *Update report from Procurement Services (Directorate of Resources)*

Update had been received from Procurement Services and circulated to members prior to the meeting. **Action discharged**

3.5 *Colin White to amend the Race Equality Scheme Update (p.4.) re "leaflets prepared for Christian and Catholic communities".*

The RES Update had been amended and Doug Lewins had received the leaflets from Penny St Martin. **Action discharged**

4. UPDATES ON:

4.1 RR(A)A Training

Shaun Kennedy provided the background to the Race Awareness E-Learning module, the delays encountered with CENTREX, which was updating the module, and which should be available by the end of the year. He also highlighted the issues in the area of training, and the Performance Needs Analysis (PNA), which recommends the prioritisation of training by role and function. The Training Management Board of January 2007 would make the final decision, about how the training would be cascaded down through the organisation during the 2007-2008 training cycle.

In the discussion, which followed, the following issues were raised:

- Monitoring the quality of training
- Whether complimentary training should be provided (It was noted that facilitative training, to deal with issues, was envisaged).
- Protected learning time should be made available, but this did not always happen.
- How the learning would be contextualised.
- What the time frame was for delivering training. (It was envisaged that training would be delivered to around 3,000 people, by the end of next financial year.)
- Spirit of the law needed to be observed.
- The extent to which technical problems had delayed the training.
- Bureaucracy in the organisation.
- Lack of understanding about diversity in relation to performance and processes.
- Difficulty of identifying covert racism.
- Need for impact assessment of all functions (and not just corporate policies).
- Need for a statistical baseline, against which to measure progress.

Shaun Kennedy stated that the MPS needed to be pragmatic, given the size of the organisation, the fact that training would be multiplied by training in the six diversity strands, the level of emphasis given to diversity and the fact that the TMB need to fund and manage different kinds of training.

Glen Allison stated that diversity was often seen as an adjunct and that we needed to support Shaun Kennedy, by asking questions and exerting pressure and influencing people in the appropriate fora.

4.2 **Human Resources**

Lauren Marsland asked members if the present report was helpful, or whether an Exception Report would be more relevant. Colin White stated that a revised section of the RES would be published within the MPS Equalities Scheme in May 2007, which would bring forward those actions still relevant together with new ones.

Following discussion, Lauren Marsland stated that it was important to be careful about numbers and understand their context.

Val Harris voiced her concern at the considerable changes taking place in HR, which seemed to be cost-driven, with potential impact on gender and ethnicity. Where impact assessment had been done, it was only with senior managers and not the actual people doing the work. Information had been provided, rather than meaningful consultation undertaken.

Colin White to discuss further with Val Harris and take forward with Claire Hunt.

Action: Colin White

With regard to George Rhoden's question about the "adverse impact" mentioned in Section 9 on Promotion, Lauren Marsland stated that there were two issues to be noted: firstly, that promotion processes for police officers were monitored at an individual level and that there was no apparent disproportionality, but small numbers made it difficult to draw robust conclusions. Secondly, the Black and Minority Ethnic (BME) applicant pool had historically been very small, with numbers remaining almost stable. However, post-2000, this situation had changed and progression was beginning to be seen in police officer progression. The information regarding the progression of police staff, post-Hays, is more complicated to unpick; detailed analysis is underway (For further details please contact Dominic QUINN).

With the Members' request for a statistical report, Lauren Marsland stated that she compiled the Duty and Employment Report (annual and corporate-wide, quantitative and qualitative). Other monthly reports include the Headline Scorecard (corporate-wide, quantitative and commentary-compiled by Vanessa CHRISTIAN) and the Workforce Data Report (corporate-wide quantitative diversity data disaggregated to a B/OCU level, complemented with some historical quantitative information).

See Appendix Five, for how to access pertinent statistical information on the MPS and HR websites.

Action discharged

4.3 Procurement

Margaret Ejikeme took the Members through her report, which had been previously circulated. The following issues were raised in the ensuing discussion:

With regard to the question of how Black and Minority Ethnic Small and medium Enterprises (BME SMEs) were contacted, Margaret Ejikeme stated that, in the first instance, through advertisement in the Voice in 2005 and other Afro-Caribbean networks, through events such as 'Meet the Buyer' and following up on them. Further suggestions were that information might be circulated via voluntary bodies and asking the attendees at the events about further contacts that they had.

Glen Allison stated that added focus had been given to this area, because of the Olympics and that the GLA was also very focused on this. Doug Lewins stated that procurement as an area was also monitored by the MPA's Equal Opportunity and Diversity Board (EODB).

Margaret Ejikeme to make a presentation to the next meeting of the RR(A)ASC on procurement around RR(A)A in the following areas:

- Data on BME suppliers vis a vis other suppliers, and
- How they were reached.

Action: Margaret Ejikeme/Procurement

Members were asked to feed in their requests for any additional aspects of procurement on which they needed understanding to Izzat Munejb, to be passed on to Margaret Ejikeme.

Action: ALL/ Izzat Munejb

Doug Lewins added a cautionary note that we should not replace one disproportionality with another.

4.4 Monitoring of Corporate Policies

Brett Dalby stated that there were only four policies, where monitoring was a concern, where the issues were not easy to address, but that the business groups in question were working towards their resolution.

In response to Brett Dalby's question, Glen Allison stated that the present report was to be continued.

Brett Dalby, in future, to provide greater detail for policies, where there was disproportionality, as for example, in the area of mental health.

Action: Brett Dalby

Brett Dalby voiced his concern around the issue of "hidden" policies, which were published as "guidance" by HR and, therefore, not impact assessed.

Lauren Marsland stated that there were a large number of policies in HR, which were not effective. HR was working on this and by the end of January, greater clarification would be available regarding policies and Standard Operating Procedures.

Colin White had contacted HR regarding policies and procedures which had not been impact assessed. Further policies would be brought to HR's attention when they arose on AWARE.

Action: Colin White

HR to provide an update on the "hidden policies" at the next meeting.

Action: HR Directorate

5. ANY OTHER BUSINESS

5.1 RR(A)ASC and Governance

Gillian McDonald stated that the Terms of Reference for the present Committee needed to be revisited and that there was a case for strengthening its remit.

Glen Allison stated that despite the work that would arise for different strand groups from the implementation of the MPS Equalities Scheme, there was still need for the RR(A)ASC to continue. He would be calling a small group together to discuss the issues.

Action: Glen Allison

5.2 **Leaving:** Margaret Ejikeme informed Members that she was leaving the MPS. Chris Gibson would provide a point of communication for the present Group.

5.3 Conference around Diversity (Dates?)

George Rhoden informed the meeting about the Conference and he stated that there was need for a Community Engagement Policy.

Brett Dalby to follow up.

Action: Brett Dalby

5.4 Former Chair of MPS Black Association

(G R to supply information.)

Glen Allison thanked George Rhoden for the effort that he has put in the past and will do in the future.

6. DATE OF NEXT MEETING

Thursday 10.00 – 12.00 hrs in room 1340, Empress State Building

Appendices

Appendix One: Report on Race Relations (Amendment) Act 2000 Training

Appendix Two: Race Equality Scheme Action Plan – HR Directorate

Appendix Three: Procurement Report for RR(A)ASC meeting

Appendix Four: MPS Quarterly Standards: Update by Exception – November 2006

Appendix Five: Locating HR information

**APPENDIX ONE:
REPORT ON RACE RELATIONS (AMENDMENT) ACT 2000 TRAINING**

Race Awareness E-Learning Module

1. The Race Awareness E-Learning module and accompanying material was published by CENTREX¹ in April 06. In May colleagues from Diversity Learning and Development Branch met with the Commission for Racial Equality to ascertain whether the CRE felt that the delivery of the programme would meet the requirement to provide training on the RRAA. The CRE's view was that subject to some minor amendment including the provision of additional case studies the package would be an effective learning resource.
2. CENTREX will be updating the race and diversity learning and development resources in October 06 (for completion by the end of November 06). It has been agreed that the MPS will have the national lead for the revision of the race and disability learning resources and the CRE will be included in the consultation process.
3. The current module is designed to provide police officers and staff with an understanding of the promotion of race equality (to support the general duty of the RRAA 2000). The module includes the following elements:
 - **Race awareness**
 - Definition of race
 - Institutional racism
 - Multi-racial Britain
 - 2001 Census data
 - Race Relations Act 1976 (Amendment) Regulations 2003
 - RRAA 2000
 - Race Equality Schemes
 - Role of the Commission for Racial Equality
 - CRE Recommendations
 - **Responding to a racist incident**
 - Definition of a racist incident
 - Racially aggravated offences
 - Reporting a racist incident
 - Who should record it
 - Impact of recording a racist incident
 - How can victims record a racist incident
 - Support for victims and their families
 - Victim Charter
 - Repeated racist attacks and harassment
 - Reducing racist incidents

¹ CENTREX, formerly National Police Training

- **Disproportionality**
What does the law say
Working with hard to reach groups
- **Working together**
Liaison with the family
Racist murder
Institutional racism
The impact of ethnocentricity in the police service
Canteen culture
Recruiting and Retaining BME Staff
Increasing trust and confidence in policing
- **Supervisors: Identifying and tackling racism in a team**
Tackling inappropriate behaviour in a team
Why it is important to consider race and community issues when planning a local operation
Your team and the community
Race Equality Schemes
Race Impact Assessments
Ethnic Monitoring

4. The Race Awareness E-Learning Module is supported by a comprehensive workbook which will be available to staff via Training Managers.

MPS-wide delivery

5. A bid to include the delivery of the programme in the 06/07 Annual Training Plan was submitted to Training Management Board in April 06. At the June TMB, it was felt that more work needed to be undertaken to identify which priority groups in the MPS should receive the package and this is being progressed as part of a performance needs analysis with findings and recommendations reporting to TMB on 31 October 06. Further it was felt that until CENTREX had incorporated the CRE recommendations the programme should not be delivered MPS-wide.

Author: Shaun Kennedy
Head of Diversity Learning and Development
Diversity and Citizen Focus Directorate

APPENDIX TWO - RACE EQUALITY SCHEME ACTION PLAN – HUMAN RESOURCES DIRECTORATE

The purpose of this paper is to provide the RR(A)A Steering Committee an overview of the actions that have been taken to implement and progress the 26 actions applicable to the HR Race Equality Scheme Action Plan (RES).

Activity - Employment Duty	Target dates	Actions 2005/06
Recruitment		
<p>1. Integrate employment market research within campaign management model for all corporate recruitment processes. Prior to the commencement of each campaign cycle, target communities within the London population to be identified; this in turn to determine the deployment of marketing team and positive action team resources. Outcomes to be reviewed following each campaign; formal quarterly review to be conducted.</p>	<p>Implemented process: 1 April 2005</p>	<p>HR Recruitment The Campaign Management Model for police, PCSO and specials continues with progress measured through management information systems and regular action plan meetings. Mechanisms are in place to calculate enquirer and applicant requirements. The lack of officers at sergeant level during 2005/06 has prompted a further emphasis on graduate recruitment with events at various universities (such as Westminster) as well as a campaign specifically based on graduates.</p>
<p>2. Evaluation of responses to all corporate recruitment campaigns to identify gap between the proportions of respondents against the appropriate populations as a measure of the MPS' marketing success (i.e. are we getting our message across to the appropriate people). Outcomes to be reviewed following each campaign; formal quarterly review to be conducted.</p>	<p>Implemented process: 1 April 2005</p>	<p>HR Recruitment Ongoing with marketing. A monthly report monitors responses (including details of gender and specific ethnicities) by campaign and advertising source.</p>
<p>3. Refine arrangements already in place for evaluation of all corporate recruitment processes, to identify groups shown statistically to be failing disproportionately.</p>	<p>1 April 2005</p>	<p>HR Recruitment Me+ Support is periodically evaluated and revised to ensure it remains relevant, fresh and innovative. It now includes online and CD-Rom based support. The Police Officer disproportionality in day 1 pass rates is reducing rapidly - Whereas the white pass rate has increased by just one percent since January, BME pass rate has increased to 42% from</p>

			35%.
4. Develop concept of becoming an “employer of choice” by improving the brand image of the MPS to increase the quality of the people attracted across all roles, particularly graduates. (Research has shown that a notable disincentive for some BME groups to work within the MPS is the low status of the police profession; by developing the concept of the “employer of choice” we aim to address this perception and attract high calibre applicants)	Detail of activity and delivery dates to be advised.		HR Recruitment Work is progressing as per previous update.
5. Develop concept of becoming an “employer of choice” by providing applicants and jobseekers with information on careers and opportunities in the MPS. (By providing an effective careers advisory service we will be able to improve accessibility to and communication with individuals from BME groups. As a result of the campaign management model, recruitment operations are focused on specific BME communities, and the advice function will be invaluable in gaining commitment and understanding from these groups).	30 June 2005		HR Recruitment Work is progressing as per previous update with MetCo careers office and the candidate clinic.
6. Provide support to local recruiters to ensure consistency in recruitment processes and methods. (As above, the campaign management model means that in practice this will focus on specific BME communities).	30 June 2005		HR Recruitment Work is progressing as per previous update with use of the bus, borough partnerships and volunteers.
Develop an online application facility to allow the MPS to compete with other quality employers and provide jobseekers with an alternative way of applying for jobs. (The contribution to race equality here is about becoming more accessible; the	30 September 2005		HR Recruitment Online applications are available for police, PCSO, and MSC processes. The current total average percentage of online applications is 72%, which is

<p>internet is becoming the main recruitment method across industries; by maximising the use of the internet and providing online facilities the MPS can reach a larger and more diverse market; research shows that particular BME communities prefer to use the internet for job search than more traditional methods).</p>		<p>comfortably above the 60% target originally set.</p>
<p>7. Implement the diversity excellence model within HR Recruitment.</p>	<p>31 March 2006</p>	<p>HR Recruitment Using the NIM model, decided to implement the Investors in People model, which although similar to the DEM, is more suitable for the MPs and is recognised as being to a higher standard than the DEM. It was put in place 31 March 2006, monitoring and analysis are ongoing.</p>
<p>8. Integrate language ability, knowledge of communities and other life skills within the selection process. Outcome will be that those individuals recruited to public-facing roles will have qualities that improve their interaction within minority communities.</p>	<p>31 March 2006</p>	<p>HR Recruitment</p> <ul style="list-style-type: none"> • The MPS has discussed the admissions criteria with the CRE and EOC and received positive feedback. • The consultation process is now complete and the feedback is being collated.
<p>Promotion</p>		

<p>9. After each process, review Progression and Selection policy and processes to ensure there is no adverse impact on any particular group and that the policy supports the aim of improving the diversity of the workforce.</p>	<p>Commenced 31 March 2005</p>		<p>Career Management Unit – Head of Progression & Selection</p> <ul style="list-style-type: none"> • Ongoing and progressing. All areas are monitored and there is no evidence of adverse impact against any underrepresented groups in MPS managed processes.
<p>After each process, review the impact of instructions and guidance provided for police promotion processes to ensure that, in practice, processes are fair, valid, reliable and cause no adverse impact on particular racial groups and that, in doing so, practice supports the aim of improving the diversity of the workforce.</p>	<p>Commenced 31 March 2005</p>		<p>Career Management Unit – Head of Progression & Selection</p> <ul style="list-style-type: none"> • Ongoing and progressing. As above, all areas are monitored and there is no evidence of adverse impact against any underrepresented groups in MPS managed processes.
<p>10. Implement improvements to the statistical analysis of MPS police officer promotion processes in order that any adverse impact, trends or issues of concern are identified and addressed.</p>	<p>1 January 2006</p>		<p>Career Management Unit – Head of Progression & Selection</p> <ul style="list-style-type: none"> • Improvements for statistical analysis of any adverse impact in police officer promotion processes were put in place 1 January 2006. Currently each process is individually analysed for disproportionality. More thorough statistics are now available which show wider information. Such statistics show for example, that in the recent inspector to chief inspector process, a greater proportion than the source population applied. It has, however, been noted that disproportionality in the OSPRE1 exam is occurring; currently there is ongoing analysis being undertaken with CENTREX, to identify reasons for this happening.

Performance Development Reviews

<p>11. Put in place arrangements to ensure that management information on PDRs, including newly available additional data on appeals and development objectives set, is used to ensure that any adverse impact, trends or issues of concern are identified and addressed.</p>	<p>31 July 2005</p>	<p>Career Management Unit.</p> <ul style="list-style-type: none"> • There have been problems with reviewing the data but this is now solved. As yet, they do not appear to be any disproportionality issues.
<p>12. Enhance monitoring arrangements already in place by further improving the functionality of MetHR in relation to PDRs.</p>	<p>March 2006 (pending decisions on changes to PDR system)</p>	<p>MetHR The mechanism to record ethnicity/gender for PDRs is now in place. However, the timing of the (MetHR) Enhancement rollout, which was due in September 2005, has been postponed as DOI has delayed the funding for implementation. This has had an impact on the provisional implementation of e-PDRs, the deferment in agreeing funding dates means that the initial inception of e-PDRs may not occur until spring of 2007.</p>
<p>Leavers and Exit Interviews</p>		
<p>13. Ensure thorough monitoring arrangements are in place for those leaving the MPS at each stage, as well as a system for the Career Management Unit to contact appropriate departments and/or persons where any issues arise from the data.</p>	<p>30 September 2005</p>	<p>Head of Career Management Unit An exit strategy that has targets attached to it is outlined in the new performance mechanism for the business plan. Targets are:</p> <ul style="list-style-type: none"> • Number and % of targeted, contactable premature leavers provided with the opportunity to take part in the exit process - 80% • Number and % of targeted, contactable premature leavers taking part in the exit process - 65% • Number and % of targeted, contactable retiring personnel provided with the opportunity to take part in the exit process - 80%

			<ul style="list-style-type: none"> Number and % of targeted, contactable retiring personnel taking part in the exit process - 65% <p>Ongoing discussions of refining and honing presentation of analysis in HR scorecard are underway. The EXIT process itself has shown that statistically, there are no issues of disproportionality.</p>
Training and Development			
14. Further improve monitoring arrangements by implementing an IT-based system to monitor training applications, to replace the paper-based system currently in place.	30 September 2006		<p>MetHR</p> <p>This element of the MetHR Functional Enhancement project was de-scoped as it did not represent improvement to the existing paper-based process which already meets the legal requirements and alternative methods of improving the process are being explored.</p>
15. Put in place arrangements to review ethnic monitoring data on training applications as a standing item at the quarterly meetings of the MPS Training Management Board (chaired by Director of HR) as part of the review of our training plan. Papers and minutes of Training Management Board are published through the MPS Publications Scheme.	First report June 2005		<p>Director of Training and Development</p> <p>In place but because of the workload associated with a non-automated system, the data is reviewed on a six monthly rather than quarterly basis.</p>
16. Put in place arrangements to ensure that all Business Group training boards review data to identify any adverse impacts, that any adverse developments are rectified in a timely fashion, and that such action is recorded at Training Management Board.	30 June 2005		<p>Director of Training and Development</p> <ul style="list-style-type: none"> Ongoing and progressing. Training proposals are required to be supported with a business case outlining the diversity implications.
17. Put in place arrangements to ensure compliance with corporate requirements on the recording of training data by training providers outside the	30 June 2005; quarterly		<p>A. & B Head of Training Standards Unit C. Head of HR Evaluation Unit</p> <ul style="list-style-type: none"> Ongoing and progressing with all monitoring

<p>Directorate of Training and Development. To include:</p> <p>A Dip sample of MetHR records to be undertaken by Directorate of Training and Development</p> <p>B Training Standards Unit training inspections</p> <p>C HR Evaluation Unit inspections</p>	thereafter		arrangements in place.
<p>18. Police Staff Intensive Development Programme: Ethnic monitoring arrangements are in place at all stages of the selection process for this programme. As yet, no disproportionality has been identified requiring positive action. Arrangements are in place to keep this under review as more data becomes available (at the time of writing there has been only one cohort to enter the programme).</p>	In place and ongoing		<p>Head of Career Management Unit</p> <ul style="list-style-type: none"> Ongoing and progressing
<p>19. High Potential Development Scheme: Full analysis takes place at each stage of the application process so there is no disproportionality in terms of those applying from the MPS and therefore no positive action is required. However, action through presentations has taken place and work will continue with the MPS Black Police Association and other staff associations. There appears to be disproportionality at Stage 3 of the selection process and the Home Office, which runs the selection process, is exploring this. The MPS will take action if Home Office research and recommendations indicate this would be appropriate.</p>	To be reviewed every 4 months from end July 2005 onwards		<p>Head of Career Management Unit</p> <ul style="list-style-type: none"> High Potential Development Scheme - The HPD is important as it provides, in a truncated timeframe, a pool of diverse candidates to apply for Superintendents rank. The scheme is monitored and again, there is no evidence of disproportionality in the selection process,
<p>20. Career Pathways and Superintendents' Development: Delivery plans for this work have not yet been clarified, so it has not yet been possible to put monitoring arrangements in place. It is planned that monitoring will take place of the programmes</p>	Following clarification of plans, half-yearly reviews to be		<p>Head of Career Management Unit</p> <p>Several pathways have been produced by Head of Career Management Unit and are used as guides and for information, and are reviewed biennially.</p> <p>At this point, there is an ongoing scoping process to</p>

<p>and activities that will take place within the pathway.</p>	<p>put in place.</p>	<p>explore how the intranet can be best used to provide an efficacious yet comprehensive outline of career pathways in the MPS for police officers and staff. Ideas under consideration include:</p> <ul style="list-style-type: none"> ➤ Clarity around job title and necessary competencies for that position, ➤ Work type and skills required, and those which are desirable, ➤ Experience needed to be able to perform the job required, and where such experience can be obtained, ➤ Possible interview questions to be expected when applying for a particular position, ➤ An electronic version of a good practice guide for interviewees, <p>A good practice guide for line managers on advising staff on progression processes, and handling turnover.</p>
<p>21. Put in place monitoring arrangements with respect to police staff development activity managed by HR Career Management Unit to ensure development is provided fairly and equally and no adverse impact takes place in selecting those who undergo development.</p>	<p>July 2005. Reviewed triennially</p>	<p>Career Management Unit – Head of Police Staff Development</p> <ul style="list-style-type: none"> • Ongoing and progressing; no evidence of any adverse impact, although the numbers of BME staff applying for the Bursary scheme was low this year.
<p>Put in place monitoring arrangements to ensure that staff receives the compulsory induction programme.</p>	<p>In place 31 March 2005. Ongoing</p>	<p>Head of Career Management Unit</p> <ul style="list-style-type: none"> • Ongoing and progressing; no adverse impact.
<p>Grievance and Discipline</p>		

<p>22. HR Services will review the procedures that are currently used to assess police staff discipline, inefficiency and FAW cases on a regular basis to ensure continued relevance and investigation of any potential disproportionality. Where disproportionality has been identified, arrangements for undertaking further analysis to identify any common themes will be strengthened. Processes will be put in place to bring any key findings to the attention of the appropriate unit within the MPS, in order to support organisational learning and change. Data to be published internally on the HR website and externally through the MPS Freedom of Information Publications Scheme.</p>	<p>Discipline & inefficiency: arrangements in place; ongoing review.</p> <p>FAW: arrangements in place 31 January 2005; ongoing</p>	<p>Practice team Police Staff Discipline and FAW Policy have both undergone a policy review in 2006 resulting in:</p> <ul style="list-style-type: none"> • Discipline - reduction in the number of stages in the procedure, devolution of the disciplinary procedure in that all dismissal decisions will be made within business group; appeal panels will consist of 3 people not 1 and formal reprimands will no longer remain indefinitely on a discipline record, subject to management consideration and discretion. • Fairness at Work- This review took account of the Morris Recommendations. Acknowledgement of the provisions of the Employment Act 2002- Dispute Resolution Regulations. • Greater emphasis on exploring options for informal resolution prior to use of the FAW has resulted in a mediation pilot scheme. <p>The implementation/application of Police Staff Discipline Policy and FAWP comes under the auspices/action of the Practice Team within HR Services.</p>
<p>23. Improve the recording of all police staff discipline cases on MetHR by reviewing the format for recording to streamline and improve efficiency, as appropriate. Put in place arrangements to ensure data recorded is quality audited on an ongoing basis. Continue to maintain the separate system that currently holds the complete discipline information until the MetHR data is accurate and complete.</p>	<p>31 July 2005</p>	<p>Unsatisfactory Performance Procedure Recording of all police staff discipline is the responsibility of local HR through the use of corporate MetHR system. Central HR maintains a separate database at this time for all gross misconduct and formal discipline/warnings.</p>

APPENDIX THREE: PROCUREMENT REPORT FOR RR(A)ASC MEETING

GLA Central Procurement Team

Procurement Services have been in discussions with the Greater London Authority (GLA) and other GLA functional bodies regarding the setting up of a central procurement team to take forward the sustainable procurement agenda. The GLA initiative will ensure that more resources are pumped into the diversity strand, that is, suppliers from Black and Minority Ethnic background by combining resources from functional bodies.

Concerns have been raised because a central GLA procurement team would require PS to increase capacity internally in order cope with the agenda driven by the new central team, uncertainty about how this new team would work with the existing central GLA team and where the dividing line would be. The GLA are currently holding further meetings with the functional bodies and will revise the plans and costing to take account of the views from the wider group.

Meet the Buyer Event

On the 22 and 23 of November PS will be meeting diverse suppliers at the Meet the Buyer Event being held at Heathrow. This is an informative event, which allows suppliers mainly from Small Medium Enterprises (SMEs), who tend to be from the Black, Asian and Minority Ethnic (BAME) groups, to meet MPS procurement Professionals who will assist them and offer guidance on how to tender their services to the MPS. On the day, the suppliers will be given a 12- month Contract Plan which will list all upcoming contracts that are due to be tendered within the MPS, as well as contact details for the appropriate Sourcing Managers.

Diversity Questionnaires

The modified MPS diversity questionnaires, incorporating the GLA requirements, have been issued to all suppliers since June 2006. The forms have been given higher profile by the Buyers. The response rate from suppliers has been 80%, of which 56% of suppliers fall into the SME category (based on the number of employees), with 1 supplier being identified as a Black Minority Ethnic (BME).

Not all suppliers filled in the questionnaire; however the respondents have given information on the following areas:

- What is the % of BAME staff in your company / workforce?
- What is the % of women staff in your company / workforce?
- What % of your workforce lives in London?
- Does your organisation have a diversity policy?
- What is the % of disabled staff in your company / workforce?
- What is the % of LGBT staff in your company / workforce?
- Information on Ownership is non-existent.

Supply2.gov.uk

All Buyers/Sourcing Managers in Procurement Services are now required to place all upcoming contracts on the Supply2gov website. This is the Office of Government Commerce (OGC) supported portal to encourage SMEs to bid for the lower value public contracts. Suppliers are able to Search for contract opportunities; receive a daily email alert matching their business area and access guidance on public sector procurement.

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APPENDIX FOUR: MPS QUARTERLY STANDARDS: UPDATE BY EXCEPTION – NOVEMBER 2006

Summary

The main issues from the attached spreadsheet are as follows:

Corporate policy

3 policies are 'red' (having failed to evidence suitable monitoring arrangements exist) and 10 policies are 'amber' (suitable arrangements in place, but no results produced, further work required or results suggest possible disproportionality).

The policies of most concern are:

- * **Possession of Cannabis policy** - possible adverse impact detected and further analysis ongoing. Discussions around research with Diversity Directorate.
- * **Vulnerable & intimidated witnesses policy** - planned transfer of responsibility to TP still outstanding due to resourcing issues, although monitoring approach now determined.
- * **Mental Health policy** - some apparent disproportionality has been identified and is receiving attention.
- * **Immigration policy** - No monitoring arrangements; report awaited from policy developer following transfer of responsibility.

In total there are 141 policies, with 128 (90%) being green (an increase from 75% last quarter)

Please note: All other items not shown on the spreadsheet are green. This means that existing and planned controls are on track for achievement of the minimum standards.

Policy prioritisation - All corporate policy is prioritised according to its impact on race relations to ensure that monitoring arrangements are proportionate. Policies are described as high, medium or low as indicated in the status box on the spreadsheet.

Martin Tiplady	Discipline/Misconduct Policy , Police Staff	Human Resources	(Medium)	Policy recently reviewed, however no monitoring reports published since May 06.
Stephen House	Policing Possession of Cannabis as a Class C Drug Policy	Drugs	(High)	Further research in progress to address possible adverse impact
Stephen House	Vulnerable & Intimidated Witnesses Policy	Specialist Crime Policy Forum	(Medium)	Monitoring methods now identified including use of Victims Code of Practice data to identify the number of people the policy will impact. Further discussions with TP to ensure defined areas of responsibility. Target date of conclusion, end of year 06.
Tim Godwin	Management and Execution of Arrest Warrants Policy	Criminal Justice Strategic Committee	(Medium)	Appropriate monitoring arrangements recently put in place but no meaningful data available at present. Due at time of next monitoring report.
Tim Godwin	Mental Health Policy	Diversity	(High)	Apparent disproportionality on BME communities identified at last quarterly report - still receiving attention.
Tim Godwin	Vulnerable Adult Abuse Policy	TP Crime Operations	(High)	Monitoring arrangements in place but awaiting report.
Tim Godwin	Harassment and Stalking Policy	TP Crime Operations	(High)	Appropriate monitoring arrangements recently put in place but no meaningful data available at present. Due at time of next monitoring report.
Tim Godwin	Repeat Victimisation Policy	TP Crime Operations	(High)	Appropriate monitoring arrangements recently put in place but no meaningful data available at present. Due at time of next monitoring report.
Tim Godwin	Youth and Community Safety Policy	Safer Neighbourhoods	(Medium)	Monitoring arrangements in place in respects of Cadets; no arrangement in place for community planned events. Work in hand to rectify this.
Tim Godwin	Police action when called to the scene of a fire Policy	TP Crime Operations	(Low)	Draft monitoring report received - requires further work by the policy developer.
Tim Godwin	Restoration of property found in cabs policy	Safer Neighbourhoods	(Low)	No monitoring report received.
Tim Godwin	Immigration policy		(High)	Responsibility for this policy recently changed. Monitoring report overdue, work currently in hand to produce up to date monitoring report

Tim Godwin

Investigation of Missing Persons
& Unidentified Persons **policy**

(Low)

Monitoring report produced but concern that dip sampling is very basic due to the capabilities of the current Merlin system

For those with AWARE access:

**APPENDIX FIVE
LOCATING HR INFORMATION ON THE HR INTRANET SITE**

- 1) Go on homepage and click the Structure tab (beside Home).
- 2) Click on Human Resources Directorate
- 3) Click on HR Directorate Homepage
- 4) On the right hand side of the page under Information will be a copy of the HR Scorecard (clicking on this will also allow you to access the Workforce data reports).

For those with Internet access only:

- 1) Go to :
http://www.met.police.uk/foi/full_publications_list.htm
- 2) Press: Full Publication List
- 3) Scroll down to bottom of page to the first Corporate Level Documents to find HR Scorecard (quantitative and qualitative analysis published monthly) and the Workforce Data Report (monthly- this report has quantitative diversity data - some broken down by B/OCU- and historical data). Any questions in relation to these documents should be directed to Tony Jannetta or Vanessa Christian (Vanessa is very new to the team, so she may need to ask someone else, and get back to you)
- 4) Scroll down further to the second Corporate Level Documents to find the Race in Employment documents (annual- corporate-wide- all MPS processes- quantitative and qualitative). I am not sure who will take over this document.

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