



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Title	Leaving the Service Policy and Standard Operating Procedures Equality Impact Assessment
Version	1
Summary	This is a revised Policy, which along with its associated Standard Operating Procedures, provides comprehensive guidance on the administrative processes involved when dealing with an officer or member of staff who leaves the Service. It also ensures HR Units and Line Managers are fully aware of their responsibilities and enables officers and staff to be aware what is required of them.
(B)OCU or Unit, Directorate	Employee Relations Unit, HR Services
Review Date	December 2012
Date Issued	December 2009



Equality Impact Assessment

The Equality Impact Assessment Guidance **must** be used when completing this form:

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Branch / OCU: Employee Relations Unit, HR Services		
Date created: December 2009 Review date: December 2012 Version: 1		

Directorate/Department/Borough/OCU: HR Directorate
Name, type or title of proposal (If a corporate policy, a policy workbook must also be completed): Leaving the Service Policy, which is the overarching Policy for the following Standard Operating Procedures: resignations, early retirement schemes, planned retirements, ill health retirements, exit & intervention, transfer to another police service, references, death on duty/in service and service funerals.

1. Aims and Purpose of Proposal - see Step 1 of the Guidance

The aim and purpose of the Leaving the Service Policy and its associated Standard Operating Procedures, as stated in the above summary, is to provide comprehensive guidance on the administrative processes involved when a member of the Metropolitan Police Service (MPS) leaves the Service. It also ensures that Human Resource (HR) Units and Line Managers are fully aware of their responsibilities and enables officers and staff to be aware of what is required of them.

It also provides the necessary framework to deal with applications to leave the Service (or to continue in the Service under the planned retirement procedures) in accordance with legislation, police regulations and best practice.

The Standard Operating Procedures cover all aspects of leaving the Service such as resignations, early retirement schemes, planned retirements, ill health retirements, exit & intervention, transfer to another police service, references, death on duty/in service and service funerals.

The implementation of the revised Policy and its associated Standard Operating Procedures will be published in Notices, on AskHR and the Corporate Policy Database intranet sites. Prior to this an email will also be forwarded to all Human Resource Managers making them aware that publication will be taking place on a certain date.

Progress will be measured by the type of queries being generated and any feedback received.

Both the revised Policy and its associated Standard Operating Procedures will also be monitored on a yearly basis until its next review in 2012. This monitoring highlights any reported issues, complaints or concerns and changes made as a result and also whether there are any

disproportionality issues and what steps have been taken to resolve them.

The key stakeholders, in respect of this revised Policy and its associated Standard Operating Procedures will all be members of the Service.

This revised Policy and its associated Standard Operating Procedures will have an impact on all police officers and police staff and in particular to those in the following roles who have specific responsibilities:

Commissioner of MPS;
Director of HR;
Borough/Operational Command Unit (B/OCU) Commanders;
Heads of Branches;
Senior Human Resources Managers;
Human Resources Managers;
Family Liaison Officers;
Medical Officers; and
Line Managers.

2. Examination of Available Information – see Step 2 of the Guidance.

Apart from two of the Standard Operating Procedures (Death on Duty/Death in Service and Service Funerals) the Leaving the Service Policy has been in existence since 2005, in 2006 the Planned Retirement procedures were added due to the age legislation which came into force in October 2006.

The Policy and its associated Standard Operating Procedures have all been reviewed and revised where appropriate in respect to changes to employment law or processes and procedures. Part of the review was a consultation process with the following individuals or groups, Staff Support Associations, Trade Unions, Police Federation, Health and Safety, Occupational Health, Superintendents Association, Employment Tribunals Unit, Directorate of Legal Services, Human Resources Managers, Senior Human Resources Managers, Specialist Crime Directorate and the Diversity and Citizen Focus Directorate – Strand Leads.

The consultation was undertaken by email whereby copies of all the revised documents were sent to those consulted for comment. However, all those consulted were also given the offer of attending meetings to discuss the documents. None of the individuals or groups requested a meeting.

All comments received as a result of the consultation process were duly considered and appropriate changes were made to the Policy or its associated Standard Operating Procedures.

3. Consultation/Involvement - see Step 3 of the Guidance

a. Who is responsible for managing this consultation/involvement?

Employee Relations Unit, HR Services

b. Why is this consultation/involvement taking place?

The consultation has taken place as part of the three yearly review of policies and their associated standard operating procedures as required by the Race Relations (Amendment) Act 2000, and in addition to ensure that any changes and additions made are appropriate, easy to understand and fair.

- c. Who is included within the consultation/involvement, including which group(s)? Consider beneficiaries, stakeholders, service users or providers and those who may be affected.

The following have been included in the consultation process:

Staff Support Associations;
Trade Unions;
Police Federation;
Health and Safety;
Occupational Health;
Superintendent's Association;
Employment Tribunals Unit;
Directorate of Legal Services;
Human Resources Managers;
Senior Human Resources Managers;
Specialist Crime Directorate;
Diversity and Citizen Focus Directorate – strand leads;

In addition to the above being consulted, questions are fed into both the Strategy and Improvement Department (SID) - Resources Directorate, (Corporate Policy Intranet site) and the HR Forum and these form part of the review process and where applicable lead to changes to either the Policy or the Standard Operating Procedures.

- d. What methods of consultation/involvement are employed to ensure full information sharing and participation, e.g. surveys, interviews, community meetings?

The consultation process included the following:

- The revised Policy and its associated Standard Operating Procedures were emailed to all of those listed in section 3c;
- Review of all questions posed to either the SID and HR Forum; and
- Questions received by the Employee Relations Unit, HR Services.

- e. What are the results of the consultation/involvement? How are these fed back into the process?

All parties consulted were asked to feedback their comments, including if they were content with the contents of the reviewed and revised Policy and its associated Standard Operating Procedures, and whether the procedures would have a positive or adverse effect on any particular group. The comments were then assessed and incorporated into the documents.

All those consulted did not find any adverse impact on any groups or individuals who would be subject to the processes and procedures.

The comments received as a result of the consultation process related to clarification of the wording used and this was especially so in respect of the word “church” used in the Service Funerals Standard Operating Procedure. This was subsequently amended to “place of worship” in order that it related to all faiths, beliefs and religions.

4. Screening Process for relevance to Diversity or Equality issues - see Step 4 of the Guidance

(i)	Will the proposal have significantly higher impact on a particular group, community or person the MPS serves or employs? Explain: See 5A. The revised Leaving the Service Policy and its associated Standard Operating Procedures will naturally impact on anyone wishing to leave the service, whether through a resignation, retirement or death in service/on duty. It will also have an impact on the designated next of kin of those who die on duty or in service. However, all those consulted did not feel that the Policy and Standard Operating Procedures would have a significantly higher impact on any particular group, community or person the MPS serves or employs.
(ii)	Will any part of the proposal be directly or indirectly discriminatory? Explain: No. In view of the fact that all members of the Service will be subject to the processes and procedures the proposals are not directly or indirectly discriminatory.
(iii)	Is the proposal likely to negatively affect equality of opportunity? Explain: No. Every member of the MPS has access to the processes and procedures contained with the Policy and Standard Operating Procedures and therefore it is considered that there will not be any negative affect on equality of opportunity. The consultation process did not highlight any negative impact.
(iv)	Is the proposal likely to adversely affect relations between any particular groups or between the MPS and those groups? Explain: No. During the consultation process no adverse affect upon relations between any particular groups or between the MPS and those groups has been identified by any of those consulted.
(v)	Are there any other community concerns, opportunities or risks to communities arising from the proposal? Explain: No. The consultation process has not identified any community concerns, opportunities or risks to communities arising from the Policy and its associated Standard Operating Procedures. The Policy and its associated Standard Operating Procedures set out clear guidelines in respect of the processes to be followed and therefore it is considered that there are no concerns or risks to communities.
(vi)	Is the proposal likely to harm positive attitudes towards others and discourage their participation in public life? Explain: No. The consultation process has not revealed that there will be any harm to positive attitudes towards others or to discourage their participation in public life. The Policy and its associated Standard Operating Procedures therefore do not discourage positive attitudes towards others or discourage them from partaking in public life.
(vii)	Is the proposal a major one in terms of scale or significance?

Explain:

No. The Leaving the Service Policy and associated Standard Operating Procedures are not a new concept due to the fact that the policy had been in place for some years. Under the circumstances it is not considered that it is a major one in terms of scale or significance.

From the answers supplied, you must decide if the proposal impacts upon diversity or equality issues. If yes, a full impact assessment is required. If no, complete the following box and enter a review date at the end of the form.

Full Impact Assessment Required

Yes

(delete as applicable)

5. Full Impact Assessment – see Step 5 of the Guidance

a) Explain the likely differential impact (whether intended or unintended, positive or negative) of the proposal on individual service users or citizens on account of:

Age: older people, children and young people.

Details

Older people will be affected by this revised policy and its associated SOPs in that it is older individuals who seek to retire from the MPS either at the prescribed retirement age or by taking early retirement. It is not intended for this to be a positive or negative differential impact and that all members of the Service have the same opportunities when it comes to retirement. The resignation of members of the Service can happen at any age and therefore it is not considered to have any differential impact.

Disability in line with the Social Model.

Details:

There is no differential impact on account of disability.

Faith, religion or belief: those with a recognised belief system or no belief.

Details:

There is no differential impact on account of faith, religion or belief or non-belief.

Gender or marital status: women and men.

Details:

There is no differential impact on account of gender or marital status.

Race, ethnicity, colour, nationality or national origins

Details:

The Unit within the Career Management Unit who undertake the Exit Interviewing Process and who are made aware of all those members of the service who are leaving, monitor the numbers leaving and have confirmed from their data, that a differential impact in respect of race, or indeed any strand of diversity, has not been identified.

Sexual orientation, transgender or transsexual issues.

Details:

There is no differential impact on account of sexual orientation, transgender or transsexual issues.

	Other issues, e.g. public transportation users, homeless people, asylum seekers, the economically disadvantaged, or other community groups not covered above.
	Details: There is no differential impact on account of other issues, e.g. public transportation users, homeless people, asylum seekers, the economically disadvantaged, or other community groups not covered above.
b)	Is the proposal directly or indirectly discriminatory? Is there a genuine occupational requirement?
	Details: The proposal is not considered to be directly or indirectly discriminatory and those who took part in the consultation process did not find it so.
c)	Explain how the proposal is intended to increase equality of opportunity by permitting positive action.
	Details: The proposal sets out the processes and procedures, which are applicable to all members of the MPS in respect of both resignation and retirement and ensures that all individuals are treated in a like manner thereby allowing positive action.
d)	Explain how the proposal is likely to promote good relations between different groups.
	Details: Not applicable
e)	Explain how the proposal is likely to promote positive attitudes towards others and encourage their participation in public life.
	Details: Not applicable
f)	Explain how the proposal enables decisions and practices to adequately reflect the service users perspective.
	Details: Not applicable

6. Modifications – see Step 6 of the Guidance

Could the proposal be modified to reduce or eliminate any identified negative impacts, or create or increase positive impacts? What improvements have been made?

It is considered that the proposal does not need to be modified at present. All necessary changes have been made as a result of the consultation process.

7. Further Research - see Step 7 of the Guidance

Given the analysis so far, what additional research or consultation is required to investigate the impacts of the proposal on the diversity strands?

It is considered that additional research or consultation is not required at this time. However, monitoring will be undertaken to ensure that there is no disproportionality in respect of the diversity strands.

8. Decision-making - see Step 8 of the Guidance

a. Name, rank or grade of decision maker

b. What is the Decision?

Reject the proposal

No *(delete as applicable)*

Introduce the proposal

Yes *(delete as applicable)*

Amend the proposal (an impact assessment should be made of any amendments)

No *(delete as applicable)*

9. Monitoring - see Step 9 of the Guidance

a. How will the implementation of the proposal be monitored and by whom?

The Employee Relations Unit, HR Services will undertake monitoring of the Policy and its associated Standard Operating Procedures. Monitoring will consist of evaluating the enquiries that are received by the HR Employee Relations Unit, HR Forum and the SID Intranet site (Corporate Policy Intranet site). In addition the unit within the Career Management Unit who undertake the Exit Interviewing Process and who are made aware of all those members of the service who are leaving, by this means any a differential impact in respect of race, or indeed any strand of diversity, will be identified.

b. How will the results of monitoring be used to develop this proposal and its practices?

The results of the monitoring will inform any amendments to the Policy and its associated Standard Operating Procedures should it be found that there is a need to do so.

c. What is the timetable for monitoring, with dates?

The Policy and its associated Standard Operating Procedures will be subject to a formal annual review in line with all policies.

10. Public Availability of Report/Results - see Step 10 of the Guidance

What are the arrangements for publishing, where and by whom?

The annual monitoring report will be forwarded to the SID in accordance with requirements; this will then lead to the publication of the data surrounding the monitoring by the Strategy Unit on the MPS Publication Scheme.

Date Review Due:	December 2012
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Retention period: 7 years
MP 746/07