



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Y
Title	MPS Overseas Travel Policy Impact Assessment
Version	Version 2
Summary	This policy consolidates previous policy and instructions in respect of overseas travel by police officers, police staff and contractors, collectively known as 'MPS personnel', in the course of their work for the Metropolitan Police Service.
Branch / OCU	SCD Policy Forum
Review date	November 2010

Equality Impact Assessment

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

Directorate/Department/Borough/OCU: Specialist Crime Directorate

Name, type or title of proposal (If a corporate policy, a policy workbook must also be completed):
MPS Overseas Travel Policy

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

To provide advice and instructions to all MPS personnel travelling abroad on MPS business. Its implementation will ensure best use of public resources and promote the effective use of police time. At the same time, it will protect the welfare, professional reputation and integrity of members of the service engaged in duties overseas.

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

The policy and SOP was redrafted using the comments/responses we received from key stakeholders this was then circulated for their views and comments highlighting specific changes to high risk deployment, personal insurance arrangements and the inclusion of carbon emission calculation inclusion and requesting their comments/views for amendment.

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

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

The Band C Project Managers

b. Why is this consultation/involvement taking place?

The Policy is now due for review.

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.

Detailed feedback was received from experienced members of relevant MPS business groups, namely:

- Specialist Crime Directorate (Serious and Organised Crime units, International Crime Unit, Covert Policing)
- Specialist Operations (Business support, Counter Terrorism branch, Protection Officers)
- Human Resources (Secondment Branch, Health & Safety Branch, Occupational Health Branch)
- Resources (Travel Services, Exchequer Services, Linguistic and forensic medical services branch, Environmental Unit, Department of Information (DOI), Procurement Services)
- Deputy Commissioners Command (Corporate Risk Management Group, Accident Claims Branch)
- Department for Legal Services (DLS)
- Central Operations (Firearms Unit, Public Order & Operational Support, Olympic unit)

- Metropolitan Police Authority (MPA)
- Staff Association
- Police Federation
- Home Office

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

The policy was initially circulated via email then further consultation was translated through successful evolutions of draft documents into the final version. This was later submitted for approval that reflected the considered views of all participants.

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

A summary of the response is listed below:

Dept	Comment	Response/Action
Travel Services	There has been some confusion as to when Form 101 is to be completed that has resulted in duplication of	After consultation with Travel Services the SOP has been made amended stating 'F101 is only necessary when travel
Serious Organised Crime – SCD7 & SCD14	Requested that advice be sought from the Hostage & Crisis Negotiation Unit (HCNU) SCD7 when	Paragraph has been included entitled Deployment to a Hostile Environment that states advice must be sought
Corporate Risk Management Group and Accident Claims Unit	Requested amendment to SOP stating change of procedures for high risk personal insurance	Now states it is responsibility of all MPS staff to arrange their own life insurance. (Life insurance should be
Counter Terrorism (SO15)	Concerned SO15 should also be contacted to inquire if there is a CTELO in the country visited	Paragraph included in addition to involve SO15 in consultation process
Protection Officers (SO1) & SO14	Suggested they be included as a contact to advise on complex issues regarding individuals travelling with	Agreed to add paragraph re carriage of firearms advising those planning to carry firearms to contact S01 and

		complex issues regarding individuals travelling with firearms	those planning to carry firearms to contact S01 and S014 before travel arrangement are finalised
	Environmental Team	Requested the inclusion of new policy to offset carbon dioxide emissions in SOP and field in F9750 for calculations per flight	Carbon Emissions paragraph included in SOP and F9750 amended to included carbon emissions calculations
	International Crime Coordination Team	Clarification needed as to when additional risk form (RA3) is to be completed	Clarification made within the SOP highlighting where there are no health and safety or other risks identified that do not already appear on the CRAs, there is no need to complete a separate risk assessment document.
	MPA/Home Office	Add wording to SOP to state it is compulsory to obtain authorisation letter from Home Office	Wording changed to state all personnel MUST possess letter from Home Office under S26 of Police Act 1996

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: No
(ii)	Will any part of the proposal be directly or indirectly discriminatory? Explain: No
(iii)	Is the proposal likely to negatively affect equality of opportunity? Explain: No
(iv)	Is the proposal likely to adversely affect relations between any particular groups or between the MPS and those groups? Explain: No
(v)	Are there any other community concerns, opportunities or risks to communities arising from the proposal? Explain: This policy will not have any prejudicial effect on any community arising from the proposal, because it will be applied equally to every member of the MPS and contractors working for the Service, irrespective of their background.
(vi)	Is the proposal likely to harm positive attitudes towards others and discourage their participation in public life? Explain: No
(vii)	Is the proposal a major one in terms of scale or significance?

Explain: No

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

No

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

N/A

6. Modifications – see Step 6 of the Guidance

N/A

7. Further Research - see Step 7 of the Guidance

N/A

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

Yes / No *(delete as applicable)*

Introduce the proposal

Yes

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

Yes / No *(delete as applicable)*

c. Name, rank or grade of SMT/(B)OCU/Management Board endorsing decision

Detective Chief Superintendent, SCD6

9. Monitoring - see Step 9 of the Guidance

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

SCD6 International Crime Coordination Team (ICCT) will review and monitor this policy on behalf of the Specialist Crime, Intelligence and Forensic Policy Forum. Its effectiveness in ensuring proper use of resources, satisfactory risk management, and consistency of application will be measured by the ICCT. The ICCT does not have the facilities to identify emerging unjustifiable disproportionality across the MPS. If this was taking place it is the responsibility of the individual to highlight and liaise this with their line manager, Diversity champion, HR Manager etc.

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

The ICCT will undertake a process of continuous monitoring, and will produce returns annually and on a periodic basis as and when requested.

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| c. What is the timetable for monitoring, with dates?
Monthly Management reports (MMR) circulated at the start of each month. |
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10. Public Availability of Report/Results - see Step 10 of the Guidance

What are the arrangements for publishing, where and by whom?
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On the MPS Publication Scheme website – Strategy Unit

SCD6 Communication Officer will be notified to make arrangements for publishing EIA on SCD6 intranet/internet site.

Date Review Due: November 2010
