



**METROPOLITAN
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Freedom of Information Act Publication Scheme	
Protective Marking	Official
Publication Scheme Y/N	Yes
Title	Wanted Offender Management Toolkit - EIA
Version	4.0
Summary	The management of wanted offenders is crucial to the business of policing and to ensuring public trust in the Criminal Justice system. The proactive pursuit of wanted offenders by frontline officers and a robust system of management and enforcement of those offenders will assist in this aim.
(B)OCU or Unit, Directorate	Territorial Policing - (TP-)CJ
Author	Policy Developer TP CJ
Review Date	01/11/2022
Date Issued	November 2018



EQUALITY IMPACT ASSESSMENT

The Equality Impact Assessment (EIA) Standard Operating Procedure (SOP) must be used when completing this form. Click the link below to view the EIA SOP.

[CLICK HERE TO VIEW THE EIA SOP](#)

Need some help? If you are unsure of any of the questions, click the 'GUIDANCE' button which provides key information about each step.

You can also contact your Diversity and Citizen Focus Directorate (DCFD) Advisor for guidance and support.

FOIA INFORMATION					GUIDANCE	
Protective Marking	Not Protectively Marked	Publication Scheme	Yes			
Title	Wanted Offender Management toolkit					
Branch / OCU	Territorial Policing (TP CJ)					
Date Created	02/11/2018	Review Date	01/11/2022	Version	4.0	
Author	Policy Developer, TP CJ					

STAFF INFORMATION					GUIDANCE	
Person Completing EIA		PS Adam Timberlake				
Signed					Date	
Person Supervising EIA/SLT Approval		Insp Paul Evans				
Signed					Date	
Quality Assurance Approval						
Name	Rehman Ubaid	Unit	HQ Strategy & Governance	Date		

Once quality assurance approval is granted, please send a copy of the EIA by clicking the button below (This does not apply to corporate policy EIAs which should be submitted via the Policy Coordination Team).

[To Email Click Here](#)

DECISION MAKING			GUIDANCE	
Reject the proposal / policy	☐ Yes	☐ No		
Implement the proposal / policy	☐ Yes	☐ No		
Produce an alternate proposal / policy (if so, a new EIA must be completed)	☐ Yes	☐ No		
SLT (B)OCU / Management Board endorsing decision				
Name	Julian Bennett	Rank / Grade	Cmdr	

Please note: The information on this page is retained, it is not published. Make sure you have read and understood the EIA SOP before you start this form. Click the link below to view.

[CLICK HERE TO VIEW THE EIA SOP](#)

EQUALITY IMPACT ASSESSMENT

STEPS 1 TO 7

STEP 1. Aims and purpose of the proposal / policy

GUIDANCE

The management of wanted offenders is crucial to the business of policing and to ensuring public trust in the Criminal Justice system. The proactive pursuit of wanted offenders by frontline officers and a robust system of management and enforcement of those offenders will assist in this aim. This Toolkit has been adapted from the existing Management and execution of Fail To Appear (FTA) Warrants but has been extended to include interaction with all types of wanted offenders to include processes for offenders outside the U.K.

STEP 2. Screening process for relevance to diversity and equality issues

GUIDANCE

Each “protected characteristic” in Section 5 has guidance as to what implications / issues you may need to consider.

Does this proposal / policy have any relevance to:		Internal, relevant to staff / or working practices	External, relevant to service delivery	Not relevant to either
A	Age	☐ Yes	☐ Yes	☒ No
B	Deaf and disabled / Disability	☐ Yes	☒ Yes	☐ No
C	Gender Reassignment	☐ Yes	☐ Yes	☒ No
D	Marriage and Civil Partnership (employment only)	☐ Yes	☐ Yes	☒ No
E	Pregnancy and Maternity	☐ Yes	☐ Yes	☒ No
F	Race	☐ Yes	☒ Yes	☐ No
G	Religion or Belief	☐ Yes	☐ Yes	☒ No
H	Sex	☐ Yes	☐ Yes	☒ No
I	Sexual Orientation	☐ Yes	☐ Yes	☒ No
J	Other Issues	☐ Yes	☐ Yes	☒ No

STEP 3. If you have ticked yes to any protected characteristic box in Step 3, a full impact assessment is required.

GUIDANCE

Full assessment required? (If Yes, a full EIA is required.) ☒ Yes ☐ No

STEP 4. Examination of available information

GUIDANCE

Examination of data held on the Electronic Warrants Management System (EWMS) and National Strategy for Police Information Systems (NSPIS) to establish the top languages that are commonly spoken by wanted offenders.
Examination of previous Standard Operating Procedures (SOP).

If there is anything you are unsure of in this first section you can visit the Diversity and Citizen Focus Directorate (DCFD) intranet site for further information and advice, or contact one of the DCFD Diversity and Citizen Focus Advisors by clicking below.

[CLICK HERE TO VIEW THE DCFD INTRANET SITE](#)
[CLICK HERE TO CONTACT A DCFD ADVISOR](#)

STEP 5. Full Impact Assessment Process

STEP 5a. Consultation Log			GUIDANCE
Where are the consultation records stored? (e.g. General Registry, S-Drives etc)			
General Registry Folio - OG11/17/7			
Name of Business Group / Unit, Association, Stakeholder (External)	Why are you approaching / not approaching them?	Date and method of planned consultation	Outcome of consultation
Diversity and Citizen Focus Directorate (DCFD). Strategic Diversity & Inclusion Mailbox	For assistance in completing the Equality Impact assessment (EIA) and advice on the policy	Jan – Feb 2018	Followed up 20/02/2018
Languages and Cultural Services (LCS)	For assistance in translating form into the appropriate languages	Jan – Feb 2018	Followed up 20/02/2018
Territorial Policing Wanted Offender Management Unit (TP WOMU) - C/Insp David Rutter/Supt Lee Hill	To ensure correct information included in Toolkit and that Notice is up-to-date before translation	Jan – Feb 2018	Reviewed - Nothing to add.
Strategy & Governance (Ray Knight)	Information assurance Policy development Manager to review all associated documents are fit for purpose	Jan - Feb 2018	The only information management issue is to check out the validity of the email links between the MPS and the various agencies to ensure that they are sufficiently secure.
Finance Business Partner - Swati Khare-Zodgekar	To ensure if any part of this policy review has any financial impact	Jan - Feb 2018	Confirmation (phone) that no financial implications identified throughout the policy.
Associations/Trade Unions Linda Kelly	Engagement with relevant departments to ensure compliance is within regulations	Jan - Feb 2018	Confirmation that no comments to add having fed back from Federation
Legal Services (DLS Mailbox - Allocations) Victoria Neil	Ensure stated legislation is upto date and policy compliant with guidance	Jan - Feb 2018	I have considered the attachments and whilst I am able to look at the policy from the perspective of legal vulnerabilities for the Commissioner in a civil context, I am unable to comment on the legal accuracy or impact of the content insofar as it relates to the criminal

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			justice system. In light of this and having regard to that caveat, I have no comments or observations to make.
Practitioners. RG W/O team - Mark Futter	To test toolkit on a group of end users.	Jan - Feb 2018	Reviewed - Nothing to add.

STEP 5b. EIA Action Plan

From your consultation activities and available information explain within the appropriate Action Plan template the potential positive and / or negative impact of the proposal / policy, internally on members of your workforce and externally on your communities / service delivery:

Age	GUIDANCE	Race	GUIDANCE
Deaf and disabled / Disability	GUIDANCE	Religion or Belief	GUIDANCE
Gender Reassignment	GUIDANCE	Sex	GUIDANCE
Marriage and Civil Partnership (employment only)	GUIDANCE	Sexual Orientation	GUIDANCE
Pregnancy and Maternity	GUIDANCE	Other Issues	GUIDANCE

STEP 5c. Action Plan Template Workforce Impacts (Internal)

GUIDANCE

Potential positive / negative issues / impacts	Activity	Role Holder	Action By Date	Progress/Timescale/Monitoring
RACE: Service of a Notice to Occupier that may not be understood by those receiving it due to language barriers	To translate the Notice to Occupier into the ten most common languages used by wanted offenders to ensure that all wanted offenders and their friends/relations are able to understand the Notice left at an address and understand what action should be taken by them	Territorial Policing Criminal Justice (TP CJ) Policy Developer		

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DISABILITY: Service of a Notice to Occupier available in larger print if required	Ensure that the Notice can be printed out on A3 paper so it is available in larger print if required	TP CJ Policy Developer		

STEP 5d. EIA Action Plan Template Service Delivery Impacts (External)				GUIDANCE
Potential positive / negative issues / impacts	Activity	Role Holder	Action By Date	Progress/Timescale/Monitoring

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STEP 6. Ensure monitoring and review arrangements are put in place**GUIDANCE**

How will the implementation of the proposal / policy be monitored and by whom?

This toolkit will be monitored by TP CJ WOMU on an on going basis. All wanted offender data is placed on EWMS and frontline interaction with wanted offenders is monitored closely to ensure that all actions taken are correct and in accordance with corporate guidelines. Data relating to the most common wanted offender nationalities will be used to ensure that the Notice to Occupiers is translated into the most appropriate languages for that cohort.

All Public Authorities such as the Metropolitan Police Service (MPS) have to comply with section 149 of the Equality Act 2010 more commonly known as the General Duty.

The Duty requires us to:

- **Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.**
- **Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.**
- **Foster good relations between people who share a relevant protected characteristic and those who do not share it.**

One of the ways we can demonstrate that we are complying with the General Duty is to document how decisions are reached and resulting activities including monitoring and review arrangements. In the MPS, the way we evidence this is by completing EIAs.

What is the timetable for monitoring, with dates?

Monitoring to be completed on a monthly basis, reviewed annually.

STEP 7. Public availability of reports / result. What are the arrangements of publishing, where and by whom?**GUIDANCE**

This Equality Impact Assessment will be published on the internet via the MPS Publication Scheme.

