

Equality Impact Assessment

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

http://intranet.aware.mps/Corporate/Policy/Diversity/SOP/Equality_Impact_Assessment_SOPs.htm

Freedom of Information Act Document		
Protective Marking: None	Publication (Y/N): Yes	
Title: Workforce Planning Overarching Policy, Police Postings, Backdating of Police Promotions, and 30+ Retention scheme.		
Summary: Review of existing Policies in relation to Police Postings, Backdating of Police Promotions, and 30+ Retention scheme.		
Branch / OCU: Human Resources Directorate, Workforce Planning Unit (WPU)		
Date created: Nov 2010	Review date: Nov 2013	Version: 1
Author: Workforce Planning Unit (WPU)		

Directorate/Department/Borough/OCU: Human Resources Directorate, Workforce Planning Unit (WPU)
Name, type or title of proposal (If a corporate policy, a policy workbook must also be completed): Workforce Planning Overarching Policy, Police Postings, Backdating of Police Promotions, and 30+ Retention scheme.

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

- What is the desired outcome or purpose?

To create a clear cohesive policy in line with related Standard Operating Procedures (SOPs) and Human Resources (HR) Recruitment Policy Rationalisation Process.

- How will implementation and progress be measured?

This is a Policy already in place and is being reviewed to take account of procedural and legislation changes to capture best practice. Progress is monitored using direct feedback from stakeholders and individuals affected. In addition the WPU and Employment Support are the main conduits for enquiries into the various schemes. The internal MPS "Aware" IT system hold information on all the schemes.

- Who are the key stakeholders and intended beneficiaries from it and in what way?

The key stakeholders are the MPS (extended police family), central HR Board, WPU, Borough Operational Command Units (B/OCUs) and those officers and managers who seek to use the scheme. The beneficiaries will be the MPS as a whole and the public they serve. The correct staff selected will improve customer service and performance thereby benefiting Londoners and those in the capital.

- Who will be impacted by the desired outcome or purpose and in what way?

All those involved in the process will be effected, also those with strategic and succession planning responsibilities. The desired outcome is to ensure a one-source document outlining the operating procedures for all the Workforce Planning Overarching Policy, Police Postings, Backdating of Police Promotions, and 30+ Retention scheme. These documents will give both guidance and the principles and processes adopted or to be adopted. An anticipated side benefit is by having clear guidance the number of enquiries on policy and operating procedures will be reduced and there will be transparency of the systems used. The public at large will be impacted where the correct people are selected for the various ranks and roles.

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

- What information is needed to ensure all perspectives are taken into account?

External Consultation: An examination and research of industry best practice using information from internet sources and professional knowledge. The National Police Improvement Agency has responsibility for running and managing the National 30+ scheme. These new and recently published guidelines have influenced the content of these documents.

Internal Consultation: There has been engagement with stakeholder and people affected by the process e.g. Engagement with HR Board, Career Management Unit, Human Resources modernisation strand (including workforce planning) Staff Associations and users (managers and candidates). Who will determine what relevant, up-to-date and reliable information is needed and where to look for it?

- What current internal and external quantitative or qualitative data is available?

Internal data: Previous SOPs and data from Police Postings, Backdating of Police Promotions, and 30+ Retention scheme have been examined;

External Data: NPIA data examined from other like Police Services

- Has the proposal been designed through engagement with service users? Which communities and individuals have been approached for advice or views?

Yes, this is mainly an internal MPS consultation (extended police family), central HR Board, WPU, B/OCUs and those officers and managers who seek to use the scheme, Staff Associations (Samurai/Police Federation/Superintendents Association). Also consulted were: Directorate of Legal services; Diversity Directorate – strand leads; Employment Tribunals Unit, Health and Safety Unit; Occupational Health unit; Logica pay and pensions unit; and a selection of Business Managers and Senior/Human Resources Managers. Many of the systems are reviewed against NPIA data.

- What engagement process was used and how much information was given to those taking part? The groups involved are mentioned above.

Meetings were held with a variety of people and groups. Information was consulted on via email and responses factored into the final reports.

- Is there a need for additional research, further engagement or consultation?

Not at present

- What processes are in place or required to examine information and consult? (E.g. under the DDA, stated arrangements must be in place to gather information on the effect of policies on disabled people)

The Project manager sent emails to the Police Federation, Superintendents Association and the 'Samurai' group with copies of the SOP attached. Meetings were held with a selection of users and senior managers for feedback. In addition the Project Manager met personally with the chair of the Disabled Staff Association and their input added to the SOP; notably, they improved the Diversity and reasonable adjustments section of the SOP. In one consultation a minority group officer suggested inclusion of the MPS Equalities section to reflect MPS values and illustrate the commitment of the WPU to develop the system to be representative of the people of London.

As part of an on going process the WPU working with other groups in the MPS will continue to consult key stakeholders including staff associations, employees, managers and communities to ensure the information examined is used to keep the SOP relevant. Examples include surveys on staff experiences with the processes.

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

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

WPU Project Manager (Police Postings and Backdating of Police Promotions) and Employment Support Manager (for 30+ scheme) have managed the consultation and involvement of service users e.g. via HR board (see section 2 above) and meeting, emails and face-to-face meetings.

b. Why is this consultation/involvement taking place?

It has taken place to ensure that needs are met and all impacts have been considered for this SOP. The consultation involved seeking the views of a cross section of stakeholders; staff and managers to ensure the right people were selected and involved. External consultation was carried out using the NPIA comparing best practice in other compatible and similar police services.

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.

Consultation included business areas with police uniform/detective strands (see section 2 above) and police staff plus it noted the needs of MPS officers using the processes who have either contacted the WPU or submitted feedback and also those who have sought clarification of eligibility in the past. Members of the HR Board widened the final consultation on wording much further so, for example, feedback from another the minority officer (section 2 above) to make the diversity section more supportive was acted on.

In addition, to ensure continuity and compatibility, the Fairness at work SOP was compared.

The police staff association (Federation, Supt Assoc, Samurai), Directorate of Legal Services, Diversity Directorate, Employment Tribunal Unit, Health & Safety Unit, Human resources Managers, Trade Unions, Occupational health, Business managers, Logica Pay & Pensions Unit were all consulted. Policy Clearing house, Health and Safety Unit (corporate unit). Staff used for selection, making decisions and other users were also involved. Research was carried out with external organisations such as : www.bda-dyslexia.org.uk; www.rnib.org.uk; <http://www.equalityhumanrights.com/>

The WPU historic practices for Disabled and part time staff were reviewed and amendments have been made to the policy. Monitoring has been conducted this revealed that we employ both part time and disabled police officers in diverse ranks and roles in a variety of OCUs within the MPS.

All processes and notes of guidance contain equalities information. There are no issues recorded and we have made reasonable adjustments or accommodated preferred working practices and postings, bearing in mind flexible working, where required or needed.

Consultation with Disabled Staff Association resulted in a recommendation on postings taking consideration of the larger pool of vacancies earlier on and looking at disabled staff being targeted to available posts early on.

The MPS equalities and flexible working policies provide an overarching cover to ensure compliance.

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

Consultation occurred over a period of 5 months that included informal focus groups of police officers and police staff of various ranks across the MPS involved in previous processes. The policy team had face-to-face meetings with individuals who may be affected by this policy and had an email dialogue with others. Their suggestions and views were reflected in the SOP.

Members of MPS (including Individuals, Staff Associations and Samurai) were involved in the construction of the SOP, with a remit and feed-in from the HR management Board. Members of the Board were sent the SOP for comments. This involved use their own or association views and consultation where they felt appropriate e.g. through consultation within their own OCUs and feedback

being given to the author of the SOP. WPU brought knowledge and awareness of the need for all MPS selection processes to conform to equality policy. Previous feedback from officers seeking clarification of the process in the past was also used and incorporated in the policy where constructive. Copies of proposals, SOP and related documents were sent to those in C above. Meetings were held with Police Federation.

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

The SOP is the result of the consultation process. The SOP helps MPS officers and staff seeking Police Postings, Backdating of Police Promotions, and 30+ Retention scheme, by giving them clear information and guidance. The project officer reviewing and amending the SOP and related documents feeds these back into the process.

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:

This SOP will affect any Police Officer who wants to consider Police Postings, Backdating of Police Promotions, and 30+ Retention scheme. The 30+ scheme is not available to Police staff. There will be no negative discriminatory impact on particular group. The main impact will be to help any MPS officers seeking clarification of their eligibility to apply for Police Postings, Backdating of Police Promotions, and 30+ Retention scheme. The 30+ scheme has the potential to impact more on officers approaching 30 years pensionable service that statistics indicate will affect only those over 45 years of age. This is a National Home Office scheme within the remit of the NPIA, the MPS follow their directions and guidelines. The Policy and SOPs will make it easier for staff to establish if they are eligible. The SOP also avoids possible adverse risk to the MPS, an OCU or a community by avoiding having an officer selected who does not meet the criteria for the role.

However where identified it is intended to use positive action initiatives to have a significantly higher impact on particular groups. This will be done through analysis of staffing levels, processes for selection and will identify any disproportionate selection of any of the 6 strands of diversity. If this is the case action will be taken to target that strand and address the causes so that we are representative of society. The MPS has identified leads in each strand (Diversity champions).

(ii) Will any part of the proposal be directly or indirectly discriminatory?

Explain:

There is a national criterion requiring police officers to be a minimum age of 18.5 years old. In the aspects of promotion police officers must successfully complete 2 years probationary period as a Constable and 1 year as a Sergeant. The 30+ scheme is open only to those who have completed 30 years pensionable service. That means with the minimum age 18.5 plus 30 years only those 48.5 years and older are eligible for the scheme due to legal and national criteria requirements.

The SOP brings together what is already in place with its existing monitoring arrangements. No discriminatory effect has been identified. However, with reference to the Disability Discrimination provisions there may be a need to allow positive discrimination in the context of reasonable adjustments.

The selection process is based on advertised where the officer has to demonstrate eligibility as defined in the Policies and SOPs. No staff will be discriminated against. Officers must demonstrate the skills and provide evidence they are competent for the role

(iii)	Is the proposal likely to negatively affect equality of opportunity? Explain: No. It includes a continued capacity to put in place positive action programmes, if needed in the future as identified by the analysis of statistics or research. Positive action programmes run in this area in the past have increased the numbers of staff from the 6 strands of diversity in the detective career path so there is currently no requirement for positive action in this context.
(iv)	Is the proposal likely to adversely affect relations between any particular groups or between the MPS and those groups? Explain: There will be occasions when it is necessary to compulsory post officers who may be subject to adverse findings or who are on restricted duties but with an organisation the size of the MPS all officers are able to undertake a meaningful role in a suitable location. The proposal promotes good relations between people of different background. Having a more representative group of Police officers selected will enhance public confidence through fairer representation.
(v)	Are there any other community concerns, opportunities or risks to communities arising from the proposal? Explain: None identified through consultation. Taking account of Community issues and opportunities will be an ongoing commitment.
(vi)	Is the proposal likely to harm positive attitudes towards others and discourage their participation in public life? Explain: The proposal promotes fair treatment and equality in the workplace and encourages individuals to fulfil their potential.
(vii)	Is the proposal a major one in terms of scale or significance? Explain: No. It mainly brings together what already exists in several notices to provide better information.

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 / No (delete as applicable)
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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: Due to restriction placed by police regulations that state that police officers can only join the service aged 18yrs and 6 months officers will therefore be a minimum of 20 years and 6 months before they will be eligible to apply for promotion or selection. Once qualified a detective may hold that qualification for their service subject to the MPS recruitment and retention policy and maintaining skills. Once promoted an

	officer retains that rank until further promoted, they give up that rank or discipline matters allow for a reduction in rank. In the promotion arena a pass under the OSPRE system is valid for 5 years from the date of the exam this is in part due to the changes in legislation and procedures to ensure an applicant's knowledge is recent and relevant. There will be no restrictions on training based on the age of an applicant.
	Disability in line with the Social Model.
	Details: MPS employ police officers with disabilities and there is no discrimination identified through consultation with staff. The MPS follows the social model of disability. We have officers in all commands performing different functions.
	Faith, religion or belief: those with a recognised belief system or no belief.
	Details: No MPS employee will be discriminated against in this arena. We try and plan activities to reflect and respect Holidays and important religious events.
	Gender or marital status: women and men.
	Details: No MPS employee will be discriminated against in this arena. We have diversity champions working on these areas.
	Race, ethnicity, colour, nationality or national origins.
	Details: No MPS employee will be discriminated against in this arena. There is on going consultation including a survey of staff to identify real and perceived barriers to promotion and selection. This consultation includes a survey of staff from under-represented groups.
	Sexual orientation, transgender or transsexual issues.
	Details: No MPS employee will be discriminated against in this arena.
	Other issues, e.g. public transportation users, homeless people, asylum seekers, the economically disadvantaged, or other community groups not covered above.
	Details: No MPS employee will be discriminated against in this arena.
b)	Is the proposal directly or indirectly discriminatory? Is there a genuine occupational requirement?
	Details: Not for the MPS.

c)	Explain how the proposal is intended to increase equality of opportunity by permitting positive action.
	Details: As identified in section 4 (i) above and related sections.
d)	Explain how the proposal is likely to promote good relations between different groups.
	Details: Staff affected by the Policy and SOP will complete an application form to ensure they meet the set criteria and are at the required standards for the role or position they wish to be considered for. Issues such as backdating promotions will demonstrate our ability to ensure any perceived unfairness or anomaly in the past can be rectified without an individual being penalised. The 30+ scheme will ensure organisational knowledge and experience is retained and can be passed onto others over a longer period of time. Police postings can ensure skills are matched with community needs where appropriate. These combine to ensure the standards are maintained and achieved promote confidence in police officers and promote good relations. The use of staff surveys and the resulting information will reveal our adherence to MPS values.
e)	Explain how the proposal is likely to promote positive attitudes towards others and encourage their participation in public life.
	Details: In yearly reviews and assessments of performance the Integrated Competency Framework provides standards staff will be measured against. These specifically include Community and Customer focus and Respect for Race and Diversity. Their role will be to become involved in public life. The course(s) successful candidates attend provide training on such things as: Community awareness, incident management, conducting an investigation. This in turn will provide consistency and reassurance both to the officers and the community at large where the MPS demonstrate their openness and ability to respond to their needs.
f)	Explain how the proposal enables decisions and practices to adequately reflect the service users perspective.
	Details: All selected officers will be trained using the Integrated Competency Framework and any National and MPS wide standards. In addition the University of Westminster accredits the MPS detective course. The other systems are subject to rigorous reviews and every police officer is subject to an annual review of their performance against national standards including community and customer focus and how the officer has performed against MPS values. Any ineffective performance can be addressed.

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?

Ongoing analysis and reviews will identify areas to improve and we will celebrate our achievements with other forces or users.

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?

No additional research needed at this time.

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

b. What is the Decision?

Reject the proposal

~~Yes~~ / No *(delete as applicable)*

Introduce the proposal

Yes / ~~No~~ *(delete as applicable)*

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

~~Yes~~ / 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?

Every Police Postings, Backdating of Police Promotions, and 30+ Retention scheme run by the WPU and Employment Support Unit has a quality assurance system. The project manager for the individual process will run this review with independent staff, senior managers and staff associations (such as the Police federation and Superintendents association and the samurai group). Staff satisfaction surveys for participants can be used in each of the processes. The results are all give to the HR Board who then analyse the information for issues such as adverse impact.

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

The numbers of people applying, those who are successful, those unsuccessful, appeals (successful and unsuccessful) and retention rates are all used to ensure a robust and fair system is maintained. Staff satisfaction surveys will be used to inform future processes.

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

In line with MPS guidance the policy and SOP is reviewed every 3 years.

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

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

WPU will arrange publication on the MPS aware system. There will be a headline on the aware corporate news.

Date Review Due:	November 2013
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Retention period: 7 years
MP 148/07