



Metropolitan Police Authority

Equality Impact Assessment Form – HR Policy Review

Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Michael Shurety, HR Consultant and project leader.
MPA HR Unit

2. Name of the policy:

Maternity Leave Policy and Procedure

3. What is the main purpose or aims of the policy?

The policy sets out the pay and leave provisions for pregnant women and those within their maternity leave period, and on return to work. It states the legal and organisational responsibilities that the Authority has in respect of pregnant members of staff, including the Health & Safety implications, and those within the maternity leave period. It also explains the responsibilities of individual members of staff for notifying their manager of becoming pregnant, reporting the date of birth and giving notice of intended return date.

A review date of January 2011 has been built into the policy.

4. Who will be the beneficiaries of the policy?

The policy applies to all female members of staff and to all MPA managers who manage pregnant staff.

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.

MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist.

5. Has the policy been explained to those it might affect directly or indirectly?

An HR policy launch and a number of introductory workshops have been planned. Each member of staff will be issued with a personal A-Z guide which will include details of this policy. The A-Z guide will be issued to all new starters. Full details of the policy will be available on the MPA intranet. Details of the training implications are contained in Section 12 of this assessment.

6. Have you consulted on this policy?

Drafts of the policy were discussed with the PCS at minuted meetings on 20 August 2008. The policy was discussed and agreed by MPA SMT in April 2009. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached as an Appendix..

7. Please complete the following table and give reasons/comments for where:

- (a) The policy could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men		X			The policy takes account of the Sex Discrimination Act 1975, Sex Discrimination Act 1975 (Amendment) Regulations 2008, Employment Rights Act 1996, Employment Relations Act 1999, Maternity and Parental Leave Regulations 1999, Maternity and Parental Leave (Amendment) Regulations 2001 & 2002, Employment Act 2002, Statutory Maternity Pay (General) (Amendment) Regulations 2005, Work & Families Act 2006, Maternity and Parental Leave etc and the Paternity and Adoption Leave (Amendment) Regulations 2006, Statutory Maternity Pay, Social Security (Maternity Allowance) and Social Security (Overlapping Benefits) (Amendment) Regulations 2006.

Women	X				<p>As above.</p> <p>The policy states that a pregnant member of staff is entitled to take reasonable paid time off to attend antenatal appointments. If any sickness absence is pregnancy related the absence is not counted towards the period of sick pay entitlement.</p> <p>The sets out the Authority's legal obligation to carry out a risk assessment for pregnant women, those who have recently given birth or are breastfeeding.</p> <p>The individual has the right to request part time or flexible working on resumption from maternity leave and all such requests will be fairly considered.</p> <p>Keep in touch arrangements need to be discussed with the individual.</p>
Asian or Asian British people					
Black or Black British people					
White people (including Irish people)					
Chinese people					
Other racial/ethnic group (please specify)					
Mixed Race					
Disabled people					

Gay, Lesbian and Bisexual people					
Transgender people					
Older people (50+)					
Younger people (17-25) and children					
Faith groups (please specify)					

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

This policy follows HR best practice and is legislatively compliant. It applies primarily to women but also explains the responsibilities of line managers.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

No negative impact identified.

If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.

10. What actions could be taken to amend the policy to minimise the low negative impact?

Not applicable

11. If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

Not applicable

