

SQA EQUALITY IMPACT ASSESSMENT

Please read the [Equality and Human Rights Commission Guidance on assessing impact.](#)

1. Name of policy/procedure/proposal/project/decision*

*Referred to as 'policy' hereafter.

POLICY NAME	Childcare Voucher Scheme Policy
COMPLETED BY	Equality Impact Assessment Working Group
HEAD OF SERVICE	Head of Human Resources
DATE	18 August 2021
NEXT SCHEDULED REVIEW DATE	TBC in line with policy schedule

2. What is main purpose of the policy?

The purpose of this policy is to provide guidance to employees on the childcare voucher scheme.

3. What information, and evidence, is being used to evaluate the impact of this policy on people who share protected characteristics?

In order to evaluate the impact of this policy on employees who share protected characteristics, and in addition to members from Human Resources and Equality & Diversity, we have included representatives from our two recognised unions, Unite and Unison, who can feedback on behalf of their representatives' and members' experiences.

We have also included representatives from SQA's employee networks – ACE (Appreciate Culture & Ethnicity), Disability, Rainbow, Women's, who are able to provide valuable feedback from a significant part of the organisation.

PUBLIC SECTOR EQUALITY DUTY

SQA is required to have ‘due regard’ to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

This section provides the opportunity to capture how the policy will contribute towards the three aims of the general equality duty, and to consider if there is anything more we need to do to meet our responsibilities.

4. How might this policy impact on people who share protected characteristics? Please consider positive or negative impacts. (At the beginning of the process, you may want to record perceived impact — ongoing monitoring of the policy will allow you to measure the actual impact of the policy). Please copy this symbol into the applicable boxes: ✓

Protected Characteristic	Neutral impact	Positive impact	Negative impact	Please provide more information
Age	✓			Policy applies equally to all
Disability	✓			Policy applies equally to all
Marriage/civil partnership	✓			Policy applies equally to all
Race	✓			Policy applies equally to all
Religion/belief/non-belief	✓			Policy applies equally to all
Sexual orientation	✓			Policy applies equally to all
Gender re-assignment (gender identity and transgender)	✓			Policy applies equally to all
Pregnancy/maternity	✓			Policy applies equally to all Positive reference to SQA paying childcare vouchers for employees in the scheme who are not eligible for maternity pay or go onto additional maternity leave (no pay).
Sex	✓			Policy applies equally to all
Care experience (where relevant)	✓			Policy applies equally to all

General Equality Duty: eliminate discrimination, advance equality; foster good relations

5. What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?

N/A

6. If you are proceeding with a decision that may have a negative impact despite the mitigatory arrangements identified in Step 5, are you satisfied that this is objectively justified, ie a proportionate means of achieving a legitimate aim? Please provide explanatory details.

N/A

7. Could this policy be revised or changed to better meet the general equality duty?

Include contact details of who to contact for further support on the policy (eg HR Reward hr.reward@sqa.org.uk).

Information provided on the Governments Tax-Free Childcare for employees who are not eligible for SQAs childcare vouchers.

8. Has there been consultation/is consultation planned with people who will be affected by this policy/procedure/project/decision? Please detail below how this has affected your decision making.

Consultation with union representatives, employee networks and members of SQA Equality & Diversity team has been completed which represents a significant part of the workforce within SQA.

9. How will this policy be monitored and evaluated?

The policy owner will be responsible for reviewing and monitoring this policy on a regular basis to ensure that it is fit for purpose and in line with relevant legislation.

Signed: Julia Welsh and Zoey Marshall (EIA Working Group Leads)

Date: 18 August 2021