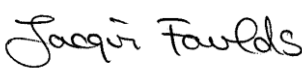


General Equality Duty:

Eliminate discrimination
Advance equality
Foster good relations

Equality Impact Assessment

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

1. Name of policy/procedure/proposal/project/practice/decision*:	Conflict of Interest Policy - Appointees
Completed by:	Anne Andrew
Head of Service:	Jacqui Faulds
Date:	13 September 2021
Signature:	
Next scheduled review date:	30 September 2022

2. Name of policy/procedure/proposal/project/decision*:
Conflict of Interest Policy - Appointees

3. What is main purpose of the policy? Please consider the questions below:
<p>As a regulated awarding body SQA must provide guidance to appointees in relation to conflict of Interest. The General Conditions of Recognition and the Regulatory Principles require SQA to publish a conflict of interest policy that helps us to identify, manage and mitigate conflict of interest.</p> <p>This policy applies to all SQA Appointees including Qualifications Development Specialists.</p>
4. What information, and evidence, is being used to evaluate the impact of this policy on people who share protected characteristics?
<p>Internal evidence sources:</p> <ul style="list-style-type: none">▪ lessons learned from existing processes▪ feedback from SQA colleagues▪ review of previous conflict of interest claims

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External evidence sources:

- feedback from appointees
- specific requests from appointees
- claims of potential conflict of interest from external sources
- feedback from appointee surveys

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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.

5. How might this policy impact on people who share protected characteristics? Please consider positive or negative impact. Are the needs of people with different characteristics met? Does the policy, procedure, or practice affect some groups differently? (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)

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide more information
Age	X			There is no differential impact identified in terms of different age groups. The policy applies equally to all appointees regardless of age.
Disability	X			The policy applies equally to all appointees regardless of any disability.
Marriage / Civil Partnership	X			The policy applies equally to all appointees regardless marital/ civil partnership status.
Race	X			The policy applies equally to all appointees regardless of race. It is recognised that there may be a need for translation services either verbally or in writing and an appropriate service could be considered.
Religion / Belief / non-Belief	X			The policy applies equally to all appointees regardless of religion or belief.
Sexual Orientation	X			The policy applies equally to all appointees regardless of sexual orientation.
Gender Re-assignment (Gender identity and transgender)	X			The policy applies equally to all appointees regardless of gender.

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Pregnancy / Maternity	X			The policy applies equally to all appointees regardless of pregnancy or maternity or paternity leave
Sex	X			The policy applies equally to all appointees regardless of sex.
Care experience (where relevant)				Not applicable

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

Where it is determined that a conflict of interest notification may be affected by circumstances outwith an appointees control and where this information is provided by the appointee, consideration will be taken to review the policy to mitigate any adverse or negative impact.

7. 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, i.e. a proportionate means of achieving a legitimate aim? Please provide explanatory details.

N/A

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

Policy reviewed annually to consider areas of improvement.

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

Internal consultation has taken place with colleagues in Qualification Development, Verification and Appointee Management to consider internal records where this policy has been applied.

10. How will this policy be monitored and evaluated?

Appointee Management will be responsible for determining and dealing with submitted Conflict of Interest notification and escalate as required. The policy sets out the options available to them and the steps they need to take.
Policy owner has responsibility for monitoring the application of the policy.

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Action Plan

Ref:	Action:	Owners:	Dates:

Approval and publication

Completed equality impact assessments will be published on SQA’s website.

- As such, EqlAs must be discussed and approved
- Following completion, please send the electronic copy to equality@sqa.org.uk
- Actions identified will be recorded and monitored as part of SQA’s equality action plan.

Sign off: _____

Date: _____

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Summary of the Public Sector Equality Duty (PSED) of the Equality Act 2010

Components	Due Regard
A public authority must, in the exercise of its functions, have due regard to the need to:	Having due regard specifically involves taking steps to:
a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act. (Fairness)	
b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. (Opportunity)	a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic * b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it. c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. (Respect)	a) Tackle prejudice. b) Promote understanding.

*'Due regard' comprises two linked elements: proportionality and relevance. The weight that public authorities give to equality should be proportionate to how relevant a particular function is to equality. In short, the more relevant a policy, procedure or practice is to equality and people, then the greater the regard that should be paid.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership *
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

* Although Marriage and Civil Partnership applies to section a) in employment only, this will be considered for all stakeholders.

*Referred to as just "policy" hereinafter

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