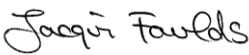


**General Equality Duty:**

Eliminate discrimination  
Advance equality  
Foster good relations

## Equality Impact Assessment

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

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

<b>2. Name of policy/procedure/proposal/project/decision*:</b>
Expenses Policy - Appointees

<b>3. What is main purpose of the policy? Please consider the questions below:</b>
<p>This policy aims to ensure that all appointees have a clear understanding of their entitlements and requirements when travelling on SQA business and/or incurring expenditure on SQA's behalf.</p> <p>This policy relates to all SQA Appointees (excluding invigilation appointees) and Qualifications Development Specialists (QDS).</p> <p>As a public body, SQA has a responsibility to ensure that expenditure incurred in carrying out SQA's business is reasonable and justifiable. SQA must also balance the needs of individuals who are required to travel with our commitment to sustainability.</p> <p>This policy aims to ensure that SQA:</p> <ul style="list-style-type: none"><li>• safeguards the wellbeing, comfort, safety and security of appointees</li><li>• communicates our commitment to sustainability issues</li><li>• secures enhanced supplier service levels at the lowest possible cost</li><li>• consolidates expenditure to obtain discounted rates</li><li>• provides a fair and consistent approach to expenses payable to appointees</li></ul>

**General Equality Duty:**

Eliminate discrimination

Advance equality

Foster good relations

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

Internal evidence sources:

- lessons learned from existing processes
- feedback from SQA colleagues

External evidence sources:

- feedback from SQA appointees
- specific requests from appointees
- feedback from appointee surveys
- feedback from TARE booking forms
- feedback on EqIA course on SQA Academy

## **General Equality Duty:**

Eliminate discrimination  
Advance equality  
Foster good relations

## **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)**

<b>Protected Characteristic</b>	<b>Neutral Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Please provide more information</b>
<b>Age</b>	X			There is no differential impact identified in terms of different age groups. The policy applies equally to all appointees regardless of age.
<b>Disability</b>		X		Arrangements can be made with deploying line manager
<b>Marriage / Civil Partnership</b>	X			The policy applies equally to all appointees regardless marital/ civil partnership status.
<b>Race</b>	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.
<b>Religion / Belief / non-Belief</b>	X			The policy applies equally to all appointees regardless of religion or belief.
<b>Sexual Orientation</b>	X			The policy applies equally to all appointees regardless of sexual orientation.
<b>Gender Re-assignment (Gender identity and transgender)</b>	X			The policy applies equally to all appointees regardless of gender.

**General Equality Duty:**

Eliminate discrimination

Advance equality

Foster good relations

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

**General Equality Duty:**

Eliminate discrimination  
Advance equality  
Foster good relations

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

Appointees with specific requirements can make specific arrangements with the deploying line manager prior to undertaking duties and incurring expenses. This is stated in the policy and on the TARE form as a reminder to the appointee.

**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?**

This policy has already been reviewed and updated to better meet the general equality duty.

***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.***

Feedback from appointees has been considered and has informed changes to aspects of the policy.

**10. How will this policy be monitored and evaluated?**

Any instances raised where the policy negatively impacts on protected characteristics will be recorded and considered for the next review.

## **Action Plan**

**General Equality Duty:**

Eliminate discrimination  
Advance equality  
Foster good relations

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](mailto:equality@sqa.org.uk)
- Actions identified will be recorded and monitored as part of SQA’s equality action plan.

Sign off: \_\_\_\_\_  
Date: \_\_\_\_\_

## General Equality Duty:

Eliminate discrimination  
Advance equality  
Foster good relations

### 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 <b>due regard</b> 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. ( <b>Fairness</b> )	
b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. ( <b>Opportunity</b> )	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. ( <b>Respect</b> )	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

**General Equality Duty:**

Eliminate discrimination

Advance equality

Foster good relations