

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	Fixed Term Contracts policy
COMPLETED BY	Equality Impact Assessment Working Group
HEAD OF SERVICE	Head of Human Resources
DATE	1 September 2021
NEXT SCHEDULED REVIEW DATE	TBC in line with policy schedule

2. What is main purpose of the policy?

To provide a framework to ensure the appropriate management and use of fixed term contracts.

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 have shared protected characteristics we have sought feedback from colleagues in Human Resources and Equality & Diversity, as well as 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 – Disability, Rainbow, Women's, who are able to provide valuable feedback from a significant part of the organisation. We have also considered reasonable adjustments for those with protected characteristics during the fixed term workers procedure.

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. Section 5.4 Fixed term to permanent contract. Ensure that absences relating to disability do not impact a fixed term contract becoming permanent.
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. Section 5.4 Fixed term to permanent contract. Ensure that absences relating to disability do not impact a fixed term contract becoming permanent.
Sex	✓			Policy applies equally to all.
Care experience (where relevant)	✓			Policy applies equally to all.

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

Managers and HR to provide employees as much notice as possible when fixed term contracts are coming to an end.

Where a business area has fixed term employees and is advertising for a permanent position, the recruitment should be advertised internally first to allow fixed term workers to secure a permanent post.

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?

Section 1.3.1 policy currently states 'We will ensure that the relevant dismissal procedure is followed' might be useful to include a link to policy here with information on who is part of this procedure.

Section 1.4 provide a link to the redeployment policy in this section.

In the responsibilities section for line managers, include that it is the line managers responsibility to raise a PCIF to extend a fixed term contract.

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. All stakeholders involved in the procedure also have a responsibility for ensuring consistency, fairness, and equity throughout the fixed term workers procedure.

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

ACTION PLAN

Action:	Owners:
Include link to redeployment policy in section 1.4	HR Policy Review Group
Include link to dismissal policy in Section 1.3.1	HR Policy Review Group
When available provide equality data on fixed term workers	HR Analytics
Add that line managers are responsible for raising PCIF to extend fixed term contracts	HR Policy Review Group

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

Date: 1 September 2021