

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	Standby and Call-out
COMPLETED BY	Equality Impact Assessment Working Group
HEAD OF SERVICE	Head of Human Resources
DATE	23 June 2021
NEXT SCHEDULED REVIEW DATE	TBC in line with policy schedule

2. What is main purpose of the policy?

To ensure that key services can be adequately supported out with normal working hours according to the needs of the business and to ensure this work is recognised and rewarded consistently.

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.

We have also considered reasonable adjustments for those with protected characteristics during standby and call-outs.

Once available, we will also review and consider any data trends relating to standby and call-outs on those with protected characteristics.

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 applied appropriately. Consideration into caring responsibilities for attending call-outs. Extended notification for rota's may be required for those who are on standby and call-out to provide alternative caring options.
Disability				Consideration for those that have a disability who are unable to drive and do not have transport to attend call-outs. Extended notification for rota's may be required for those who are on standby and call-out.
Marriage/civil partnership	✓			Policy applied appropriately.
Race	✓			Policy applied appropriately.
Religion/belief/non-belief				Certain call-out times may not be appropriate for some religions. Consideration into individual needs when being asked to attend call-outs and be on standby.
Sexual orientation	✓			Policy applied appropriately.
Gender re-assignment (gender identity and transgender)	✓			Policy applied appropriately.

Pregnancy/maternity	✓			<p>Consideration into reasonable adjustments for call-out rotas for those who are pregnant.</p> <p>Consideration into caring responsibilities for attending call-outs.</p> <p>Extended notification for rota's may be required for those who are on standby and call-out to provide alternative caring options.</p>
Sex	✓			<p>Policy applied appropriately.</p> <p>Consideration into caring responsibilities for attending call-outs.</p> <p>Extended notification for rota's may be required for those who are on standby and call-out to provide alternative caring options.</p>
Care experience (where relevant)	✓			

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

Rotas must be given in advance (appropriate timeframe must be applied) of employees being on standby and call-out and take into consideration individual circumstances.

Ensure that managers who are implementing this policy receive appropriate training and guidance so that the process is fair and consistent across the whole of SQA.

Monitor on an ongoing basis with regular audits.

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?

Throughout the policy 'expectations' are mentioned but no details on these expectations are given. To ensure the policy is fair and consistent to all protected characteristics information should be given on what these expectations are.

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 Trade Unions, SQA Equality & Diversity team and HR has taken place.

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

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 standby and call-out process.

ACTION PLAN

Action:	Owners:
Ensure all managers implementing this policy have the appropriate training and guidance.	Human Resource Management
Commit to a timescale for the standby and call-out policy to be reviewed.	Policy Review Group
Consider including employee and employer expectations in the standby and call-out policy.	Policy Review Group
Individual circumstances to be considered when managers are creating rotas e.g. caring responsibilities.	Policy Review Group
Carry out regular audits on standby and call out usage.	HR Analytics

Signed: Kate Macfarlane, Zoey Marshall and Steven Reid (EIA Working Group)

Date: 23 June 2021