

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	Time Recording
COMPLETED BY	Equality Impact Assessment Working Group
HEAD OF SERVICE	Head of Human Resources
DATE	17 August 2021
NEXT SCHEDULED REVIEW DATE	TBC in line with policy schedule

2. What is main purpose of the policy?

This policy sets out SQA's approach to time recording to support cost allocation and workforce planning.

It sets out the procedure for time recording in a fair, accurate and consistent manner.

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.

Once available, we will also review and consider any data trends relating to time recording which include 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	✓			The policy applies equally to all.
Disability	✓			The policy applies equally to all. Ensure support is given to employees who may struggle completing timesheets, eg difficulty with numbers or text, visually impaired. Consideration and reasonable adjustments for timescale for completing times sheets, some employees may take longer to complete.
Marriage/civil partnership	✓			The policy applies equally to all.
Race	✓			The policy applies equally to all.
Religion/belief/non-belief	✓			The policy applies equally to all.
Sexual orientation	✓			The policy applies equally to all.
Gender re-assignment (gender identity and transgender)	✓			The policy applies equally to all.
Pregnancy/maternity	✓			The policy applies equally to all. Include guidance for employees on the process of timesheets while on maternity leave.
Sex	✓			The policy applies equally to all.

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

Care experience (where relevant)	✓			The policy applies equally to all.
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5. What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?

Include training and guidance on time recording for new employees at the induction process.

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 4.2 entering time on timesheet – a link to the guidance document for completing timesheets would make it more accessible for employees.

Include information on the process for completing time sheets when on maternity/adoption or paternity leave. This is only included in the roles and responsibilities section.

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.

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

ACTION PLAN

Action:	Owners:
Review and update policy in accordance with policy review group time scales.	Policy Review Group
Disciplinary policy to be added as associated policy.	Policy Review Group
Include guidance document links for completing timesheets in section 4.2.	Policy Review Group
Ensure training on time recording is given to new employees at induction.	OD & Line Managers
Consider including a section on the process for time sheet recording during maternity/adoption and paternity leave.	Policy Review Group

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

Date: 17 August 2021