

# Equality Impact Assessment (supporting guidance available)

## Action Plan

This section is completed at the end of the Equality Impact Assessment. Due to the importance of embedding equality in SQA through our actions the Action Plan will be the focus and record of ongoing actions.

<b>Agreed Schedule Review Date</b>	<b>December 2024</b>	<b>Additional Schedule Review Date</b>	
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Explain how you will monitor and record the actual impact on equality groups, including how the evidence can be revisited to measure the actual impact.

<b>Required Actions</b>	<b>Owner</b>	<b>Date</b>	<b>Comment &amp; Review</b>

<b>Identified Actions</b>	<b>General Equality Duty</b>	<b>Owner</b>	<b>Date</b>	<b>Comment &amp; Review</b>
Continue open discussions with SQA's Disability network about the accessible car parking provision	Foster good relations	Facilities Manager	Ongoing	Request feedback from SQA's Disability Network
Monitor request for use of car parking from Pregnant colleagues to ensure sufficiency of access	Eliminate unlawful Discrimination	Facilities Manager	Ongoing	
Engage with Optima landlord about the provision of standard Disabled parking bays.	Eliminate unlawful discrimination	Facilities Manager	December 2024	

## Policy Aims

<b>Name of Policy or practice</b>	<b>SQA Offices - Car Parking Guidance</b>
<b>New Policy or Revision</b>	Revision of temporary car parking arrangements during COVID-19

<b>Name of Policy Owner</b>	Head of Appointee Management/Facilities Manager
<b>Date Policy Owner Confirmed Completion</b>	February 2023

**What is the rationale for this policy or practice?**

The SQA Offices – Car Parking Guidance is designed to provide an equitable approach to personal car parking availability for all colleagues.

The arrangements apply to the provision and allocation of car parking spaces at both SQA sites and applies only to colleagues who wish to access parking facilities when working in either office.

There are limited parking spaces set aside at Optima (which must be pre booked via Facilities) with more generous parking available at Lowden. These arrangements provide an equitable approach and service to all. While Lowden provides Disabled parking bays for people holding a council-issued disabled parking badge. Optima does not provide disabled parking spaces, however, priority places, near to the exit and with extra width is to be given to colleagues with a disability.

**What evidence is there to support the implementation or development of this policy or practice?**

In Scotland, 70% of households have regular access to a car for daily transport. [SCT01171871341-04 | Transport Scotland](#).

The Scottish Census 2011 found that 62.4% of employed Scots drove to work. <https://www.scotlandscensus.gov.uk/census-results/at-a-glance/transport/#:~:text=38.6%25%20of%20commutes%20were%20shorter,7.8%25%20travelled%2030km%20or%20more>. This data is likely to be updated in the coming years as the 2022 Census is released.

As an employer, SQA has a duty to ensure that staff can effectively travel to work. To support that, SQA provides car parking at both of its sites.

**What are the aims of this policy or practice?**

The guidance aims to inform colleagues about use of the car parking at both offices to support colleagues who require this service. It sets out terms of use, the number of spaces provided, and the availability of Disabled parking bays.

**How is the content of these aims relevant to equality groups?**

Government guidelines (Inclusive Mobility published by DfT) recommend that 6% of parking should be allocated to disabled people, unless otherwise covered by local planning regulations. The guidance also recommends how to identify these spaces, with special markings and signage.

It is recommended that parking spaces for disabled people are 3.6 metres in width, where the difference (1.2 metres) is yellow hatched to enable sufficient access for wheelchair users.

In terms of the equality groups this guidance is relevant to the disabled and pregnancy/maternity groups.

Any colleagues with a disability or short-term reason to use their own transport due to an impairment can use the disabled car parking spaces at either site.

The disabled spaces at Lowden are near the office entrance whilst at Optima the spaces nearest to the elevators leading to all office floors will be allocated when required.

## Evidence, Consultation and Engagement

### What stakeholders have you engaged with in the development of this policy or practice?

- Facilities colleagues
- SQA Disability Network to be consulted on guidance.

	<b>What evidence about equality groups do you have to support this assessment?</b>
<b>Age</b>	<p>Driving Licences are available in the UK from the age of 17.</p> <p>In 2020, 5.27% of SQA's workforce was between 16-25 (<a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a> - table 1.05).</p>
<b>Disability</b>	<p>Government guidelines (Inclusive Mobility published by DfT) recommend that 6% of parking should be allocated to disabled people, unless otherwise covered by local planning regulations. The guidance also recommends how to identify these spaces, with special markings and signage. It is recommended that parking spaces for disabled people are 3.6 metres in width, where the difference (1.2 metres) is yellow hatched to enable sufficient access for wheelchair users.</p> <p>As described above the prescribed minimum dimensions for on-street bays as suggested by The Disabled Persons Transport Advisory Committee are 6.6m long and 2.7/3m wide.</p> <p>The BPA, DMUK and BCSC undertook major research in partnership with DfT in 2009, which indicated that the 6% one size fits all approach leads to oversupply in some situations and undersupply in others.</p> <hr/> <p>The Highway Code states that "It is important to note that references to 'road' therefore generally include footpaths, bridleways and cycle tracks, and many roadways and driveways on private land (including many car parks)." This means that even within the private parking facilities at SQA sites, only Blue Badge holders may park in disabled bays.</p> <p>To enforce this, a person can request a parking enforcement order in their area through their local council.</p> <hr/> <p>In 2020, 8.2% of SQA staff described themselves as disabled, however, not all disabled staff will commute regularly to either SQA premises, or not all that do will commute by car. (<a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a>)</p>
<b>Race</b>	<p>There is no external evidence to indicate that car parking provision may have in impact against the characteristic of Race. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>
<b>Religion or Belief</b>	<p>There is no external evidence to indicate that car parking provision may have in impact against the characteristic of a person's region or belief. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>
<b>Sex</b>	<p>There is no external evidence to indicate that car parking provision may have in impact against the characteristic of Sex. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>

	<p>However, car ownership does vary between men and women in Scotland, with 73% of men owning a full UK licence, and only 63% of women. However, car ownership is outwith the policy (<a href="https://statistics.gov.scot/slice?dataset=http%3A%2F%2Fstatistics.gov.scot%2Fdata%2Ftravel-to-work-other&amp;http%3A%2F%2Fstatistics.gov.scot%2Fdef%2Fdimension%2Findicator%28travelToWork%29=http%3A%2F%2Fstatistics.gov.scot%2Fdef%2Fconcept%2Findicator-travel-to-work%2F-commuting-journeys">https://statistics.gov.scot/slice?dataset=http%3A%2F%2Fstatistics.gov.scot%2Fdata%2Ftravel-to-work-other&amp;http%3A%2F%2Fstatistics.gov.scot%2Fdef%2Fdimension%2Findicator%28travelToWork%29=http%3A%2F%2Fstatistics.gov.scot%2Fdef%2Fconcept%2Findicator-travel-to-work%2F-commuting-journeys</a>). The policy simply provides a means for those who own a car to access SQA's sites.</p>
<b>Sexual Orientation</b>	<p>There is no external evidence to indicate that car parking provision may have in impact against the characteristic of sexual orientation. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>
<b>Gender Re-assignment (Gender identity and transgender)</b>	<p>There is no external evidence to indicate that car parking provision may have in impact against the characteristic of Race. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>
<b>Marriage/ Civil Partnership</b>	<p>Households with more people are more likely to own one or more cars (<a href="#">SCT01171871341-04   Transport Scotland</a>). It is reasonable then to assume that married staff are more likely to own a car and make use of the car parking facilities.</p>
<b>Pregnancy / Maternity</b>	<p>In general, it is not recommended that pregnant people make use of disabled car parking spaces, unless they hold a Blue Badge denoting a disability. Rule 241 of the highway code states:</p> <p>“You <b>MUST NOT</b> park in parking spaces reserved for specific users, such as Blue Badge holders, residents, or motorcycles, unless entitled to do so.</p> <p><b>Laws <a href="#">CSDPA sect 21</a> &amp; <a href="#">RTRA sects 5 &amp; 8</a>”</b></p> <p>However, it is well known that pregnant people experience limited mobility and skeletomuscular pain throughout pregnancy (<a href="https://pubmed.ncbi.nlm.nih.gov/16817074/">https://pubmed.ncbi.nlm.nih.gov/16817074/</a>).</p>

	<p>As such, many organisations have either extended use of their private car parks' Parent and Child bays for pregnant staff (<a href="https://www.rac.co.uk/drive/advice/know-how/parent-and-child-parking-bays-the-law-and-who-can-use-them/">https://www.rac.co.uk/drive/advice/know-how/parent-and-child-parking-bays-the-law-and-who-can-use-them/</a>), however, it is not clear to what extent this is permitted in public places.</p> <p>In 2020, SQA's Workforce Monitoring Report showed that 1.05% of SQA staff were pregnant through the course of the year. (<a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a>)</p>
<p><b>Care experience (where relevant)</b></p>	<p>There is no external evidence to indicate that car parking provision may have an impact against the characteristic of Race. As a result, internal evidence about the demography of SQA's workforce is omitted.</p>

## Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

Protected Characteristic	General Equality Duty
Age	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of age.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – age does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>

	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Disability</b>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <ul style="list-style-type: none"> <li>• Holders of council-issued parking permits for disabled drivers may use any disabled car parking space in the Lowden offices.</li> <li>• Although Optima does not have dedicated disabled parking bays, colleagues who are holders of a permit can make applications via the booking system managed by Facilities Management and allocated a car parking space in Optima. Priority is given to colleagues with disability to ensure that an allocation can be available. This mitigates the potential negative impact.</li> <li>• SQA's Occupational Health Provider can use medical judgment to ascertain an individual's need for access to a bookable parking space for a temporary period. Where need is ascertained, the user will be given details on how to book a space by Facilities Management.</li> <li>• The policy allows for pregnant people to use priority parking spots in Optima, as well as disabled staff. This may create scarcity of the priority parking spaces, however, the car park booking system alleviates this to a degree, by actively managing and monitoring incoming requests.</li> </ul> <ul style="list-style-type: none"> <li>• Internal consultation has taken place with facilities colleagues who have monitored sufficiency of car parking spaces and SQA's Disability Network.</li> <li>• Engage with the Optima landlord about the suitability of disabled parking.</li> </ul> <p>Advance equality of opportunity</p> <ul style="list-style-type: none"> <li>• SQA Facilities Management are proactive in ensuring that there are sufficient disabled car parking spaces available at both offices to meet the needs of colleagues.</li> </ul>



	<ul style="list-style-type: none"> <li>At either site should there be a shortage of formal disabled car parking space available then other car parking space can be reserved to support ease of access.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>SQA Facilities colleagues will be responsible for determining and dealing with any issues in relation to car parking and escalate as required. Car Parking guidance may be reviewed accordingly.</li> </ul>
	<ul style="list-style-type: none"> <li>SQA Facilities Manager will continue to seek advice and guidance from SQA Disability Network as appropriate re car parking and availability of disabled parking.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Race</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of race.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – race does not have a direct bearing on car parking arrangements guidance</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> <li></li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>

	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Religion or Belief</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of religion or belief.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – religion or belief does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	<b>Advance equality of opportunity</b>
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	<b>Foster good relations</b>
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>

<b>Sex</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of sex.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – sex does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Sexual Orientation</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of sexual orientation.</li> </ul>

	<ul style="list-style-type: none"> <li>No action required – sexual orientation does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Gender Re-assignment (Gender identity and transgender)</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of gender reassignment.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – gender reassignment does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>

	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	<b>Foster good relations</b>
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Marriage/Civil Partnership</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of Marriage/Civil Partnership.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – marriage/civil partnership does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	<b>Advance equality of opportunity</b>
	<ul style="list-style-type: none"> <li>Staff who are married are more likely to come from bigger households, and thus more likely to commute to work by car, and therefore need a car parking space. However, the availability of individuals' cars is outwith the scope of this guidance and does not appear to lead to any positive or negative impacts.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>

	Foster good relations
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Pregnancy / Maternity</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a positive impact on the protected characteristic of pregnancy/maternity. A car parking space request from a colleague who was pregnant would be given priority consideration by facilities colleagues.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – pregnancy/maternity does have a direct positive impact on car parking arrangements guidance as requests would be considered positively.</li> </ul>
	Advance equality of opportunity
	<ul style="list-style-type: none"> <li>Encouraging pregnant people to come into work as they are able, and providing them the means to safely commute in their own car broadens participation for pregnant people.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	Foster good relations
	<ul style="list-style-type: none"> <li>Setting a clear policy position on priority car parking for pregnant staff effectively builds a foundation for good relations between SQA and its disabled staff.</li> </ul>

	<ul style="list-style-type: none"> <li>No further action required to ensure that this policy supports fostering good relations with this equality group.</li> </ul>
<b>Considered by SQA</b>	<b>General Equality Duty</b>
<b>Care experience (where relevant)</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<ul style="list-style-type: none"> <li>The application of the SQA Offices Car Parking Guidance has a neutral impact on the protected characteristic of care experienced.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required – care experienced does not have a direct bearing on car parking arrangements guidance.</li> </ul>
	<b>Advance equality of opportunity</b>
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be either a negative or positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this guidance supports advancing equality of opportunity between this equality group and others.</li> </ul>
	<b>Foster good relations</b>
	<ul style="list-style-type: none"> <li>No evidence exists to support the view that there will be neither a negative nor positive impact.</li> </ul>
	<ul style="list-style-type: none"> <li>No action required to ensure that this policy supports fostering good relations between this equality group and others.</li> </ul>

**Rationale**

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.

All identified negative impacts have been accompanied by a mitigation in order to ensure that SQA is compliant with its PSED duties.