

SQA Equality Impact Assessment

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

Your policy

1 What is the name of your policy, procedure, proposal, project, or decision*?

*Referred to as 'policy' hereafter.

Policy name	SQA Offices Car Parking: Temporary Arrangements
Completed by	Anne Andrew
Head of service	Jacqui Faulds
Date	17 December 2021
Next scheduled review date	30 April 2022

2 Main purpose of policy

What is the main purpose of the policy?

The SQA offices – Car Parking: Temporary Arrangements are designed to provide an equitable approach to parking availability during the current pandemic period.

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

There is limited parking space set aside at Optima with more generous parking available at Shawfair, so the arrangements provide an equitable approach and service to all.

3 Information and evidence used to evaluate impact

Currently no evidence available.

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 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.)

Protected characteristic	Impact (positive/negative/neutral)	Please provide more information
Age	Neutral	There is no differential impact identified in terms of different age groups of colleagues. The arrangements apply equally to all colleagues regardless of age.
Disability	Positive	Due to the pandemic, all but essential staff are working from home. There are no requirements for bookable car parking. However, arrangements have been put in place to allow approx. 35 colleagues to work safely in our offices and as they book their desks, they can also book a car parking space via Facilities Team by email. If they have a disability or short-term reason to use own transport then disabled spaces are located in the closest proximity to both entrances.
Marriage or civil partnership	Neutral	There is no differential impact identified in terms of different marriage/civil partnerships groups of colleagues. The arrangements apply equally to all colleagues regardless marital/ civil partnership status.
Race	Neutral	There is no differential impact identified in terms of different race groups of colleagues. The arrangements apply equally to all colleagues regardless of race.
Religion, belief or non-belief	Neutral	There is no differential impact identified in terms of different religion/non-Belief groups of colleagues. The arrangements apply equally to all colleagues regardless of religion or belief.
Sexual orientation	Neutral	There is no differential impact identified in terms of different sexual orientation groups of colleagues. The arrangements apply equally to all colleagues regardless of sexual orientation.
Gender re-assignment (gender identity and transgender)	Neutral	There is no differential impact identified in terms of different gender reassignment groups of

		colleagues. The arrangements apply equally to all colleagues regardless of gender.
Pregnancy/maternity	Neutral	There is no differential impact identified in terms of different pregnancy/maternity/paternity groups of colleagues. The arrangements apply equally to all colleagues regardless of pregnancy or maternity or paternity leave.
Sex	Neutral	There is no differential impact identified in terms of different sex groups of colleagues. The arrangements apply equally to all colleagues regardless of sex.
Care experience (where relevant)	Neutral	There is no differential impact identified in terms of different care experienced groups of colleagues. The arrangements apply equally to all colleagues regardless of care experience.

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

Not applicable due to these being temporary arrangements to support a small number of colleagues who have returned as part of step one in reopening our offices. Neither car park is likely to reach full capacity during this time.

7 If you are proceeding with a decision that may have a negative impact despite the mitigatory arrangements identified, are you satisfied that this is objectively justified, ie a proportionate means of achieving a legitimate aim? Please provide explanatory details.

Not applicable

8 Could this policy be revised or changed to better meet the general equality duty?

The arrangements will be reviewed in line with SQA offices reopening in line with both the SLWG - reopening offices project and Smarter Working Project. The EqIA will be reviewed quarterly until offices are fully reopened and Smarter Working Project is operational.

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

9 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.

As these are temporary arrangements to support a very small number of colleagues there has been no requirement for wide consultation. However, all colleagues who have required a car parking space have confirmed they are happy with the arrangements. Facilities colleagues carried out the consultation

10 How will this policy be monitored and evaluated?

SQA Facilities lead will be responsible for determining and dealing with any issues in relation to car parking and escalate as required.

Action plan

Action:	Owners:	Dates:
Full EqIA revision planned when car parking guidance in place for offices reopening	Simon Parson	When offices reopen

Approval and publication

Completed equality impact assessments will be published on SQA's website. As such, they must:

- ◆ be discussed and approved
- ◆ be sent electronically to equality@sqa.org.uk
- ◆ have actions identified, recorded and monitored as part of SQA's equality action plan

Summary of the Public Sector Equality Duty (PSED) of the Equality Act 2010

Components

A public authority must, in the exercise of its functions, have **due regard** to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act (**Fairness**)
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (**Opportunity**)
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it (**Respect**)

Due regard

Regarding (b) **Opportunity**, having due regard specifically involves taking steps to:

- 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 the persons who do not share it
- c) Encourage persons who share a relevant protected characteristic to participate in public life or any other activity in which participation by such persons is disproportionately low

Regarding (c) **Respect**, having due regard specifically involves taking steps to:

- 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.

Protected characteristics

The protected characteristics are:

- ◆ Age
- ◆ Marriage and Civil Partnership**
- ◆ Religion or Belief
- ◆ Disability
- ◆ Pregnancy and Maternity
- ◆ Sex

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

- ◆ Gender Re-assignment
- ◆ Race
- ◆ Sexual Orientation

**Although marriage and civil partnership applies to section a) in employment only, this will be considered for all stakeholders.