

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	Driving Office Vehicles Policy
VERSION NUMBER	5.0
POLICY AUTHOR	Allan Dunbar
POLICY OWNER	Jacqui Faulds
BUSINESS AREA OWNER	Facilities Management
POLICY EFFECTIVE FROM	12 April 2021
POLICY REVIEW DATE	31 March 2023
NEW/REVISED POLICY	Revised

2. What is main purpose of the policy?

The Health and Safety at Work etc Act 1974 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a responsibility to ensure that others are not put at risk during any work-related activities.

SQA has a duty of care towards employees who use office vehicles for SQA business purposes. Under the Corporate Manslaughter and Corporate Homicide Act 2007, senior management are liable to prosecution where they are held to be in gross breach of their duty of care.

Compliance with this policy will demonstrate that SQA has carried out all reasonably practicable steps to ensure that private vehicles used for business purposes are roadworthy and that drivers are licensed and insured to use them.

3. What information, and evidence, is being used to evaluate the impact of this policy on people who share protected characteristics?

Historical records of authorised driver registrations.

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 impact. (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	Neutral impact	Positive impact	Negative impact	Please provide more information
Age			✓	Under 25's have limited access to driving office vehicles due to insurance restrictions.
Disability	✓			
Marriage/civil partnership	✓			
Race	✓			
Religion/belief/non-belief	✓			
Sexual orientation	✓			
Gender re-assignment (gender identity and transgender)	✓			
Pregnancy/maternity	✓			
Sex	✓			
Care experience (where relevant)	✓			

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

It is possible for younger drivers to drive the vehicles for business use only when their line manager states a business requirement for them to drive the vehicles.

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

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?

No.

The policy is in place to meet legal requirements and SQA's duty of care to employees.

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.

N/A

9. How will this policy be monitored and evaluated?

Ongoing monitoring of the policy will take place by Facilities Management and employees as part of the process to complete and maintain authorised driver registration.