

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.

Agreed Schedule Review Date	By September 2024	Additional Schedule Review Date	By September 2023
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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.

Equality Impact Assessment – Essential Car User V1.0

Required Actions	Owner	Date	Comment & Review
Actions taken to monitor the implementation of policy and the impact on equality groups (evidence and consultation)			[ONGOING RECORD]
Review and assess monthly establishment management information packs containing fundamental employment data on SQA employees	People Analytics, Governance & Systems Manager	Commencing monthly from October 2022	
Review on a quarterly basis of employment law, case law and legislative changes, and equalities updates (including reviewing EHRC website).	HR Shared Services Manager	Commencing quarterly from January 2023	
Review and assess feedback on a quarterly basis from joint trade unions (Unite and Unison) through SQA's Joint engagement forum and Policy review group.	HR Shared Services Manager	Commencing quarterly from January 2023	
Review and assess feedback on a quarterly basis from each of SQA's staff community network groups	HR Shared Services Manager	Commencing quarterly from January 2023	
Continue to review and assess on an annual basis SQA's engagement People survey	OD Manager	Commencing annually from October 2023	
Review and assess on an annual basis all SQA employee lifecycle data	People Analytics, Governance & Systems Manager	Commencing annually from January 2024	
Continue to review and assess every 2 years SQA's equality mainstreaming report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	
Continue to review and assess every 2 years SQA's workforce equality monitoring report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	

Equality Impact Assessment – Essential Car User V1.0

Identified Actions: General Equality Duty	Owner	Date	Comment & Review
<p>SQA does not currently record details of employees by ‘Protected Characteristic’ who meet the criteria of <i>Essential Car User</i>. A recommendation from this assessment is that this data is captured in the future to identify if any adverse trends (in respect of equality) exist – however incidental.</p>	<p>People Analytics, Governance and Systems Manager</p>	<p>September 2023</p>	

Policy Aims

Name of Policy or Practice:	Essential Car User Policy
New Policy or Revision?	Revision
Name of Policy Owner:	Head of Human Resources
Date Policy Owner Confirmed Completion:	Draft

What is the rationale for this policy or practice?
The stated aim of the Scottish Qualifications Authority (SQA) Essential Car User Policy is to provide guidance to clarify the different categories of Essential Car User and the payments which apply to assist colleagues to ensure their application is in line with His Majesty’s Revenue and Customs (HMRC) rules/guidance.
What evidence is there to support the implementation or development of this policy or practice?
<p>SQA are following the Scottish Government guidance in relation to work related travel and the appropriate payment rates of HMRC.</p> <p>There are a number of employees in SQA whose duties are of such a nature that it is essential for them to use a car in order to carry out their job effectively.</p>

What are the aims of this policy or practice?

As previously stated, the aims of this policy is to provide guidance to clarify the different categories of Essential Car User and the payments which apply to assist colleagues to ensure their application is in line with HMRC rules/guidance.

The policy itself is divided in two discrete sections:

Policy Structure:

1: Part A – Policy detail.

2: Part B – Procedures for SQA managers / employees to follow.

The following SQA policies are also related to the Essential Car User Policy:

- Driving for Work Policy
- Travel, Accommodation & Expenses Policy

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

The SQA acknowledges that people who share / do not share, certain 'Protected Characteristics' may, on balance:

- Experience compound discrimination or intersectionality i.e. where a person has one or more characteristics and may be subjected to consequentially greater levels of disadvantage.
- Have greater difficulties following or complying with the written requirements of a workplace policy e.g. following process and following a reporting flowchart etc.

It is important to note that a total of 39 SQA employees currently meet the *Essential Care User* criteria – 4% of employees.

The equality profile (e.g. *Sex, Race, Disability etc*) is not currently reported by SQA – although *Age* and *Sex* could be derived from H.R. records. This lack of equality profiling information has effectively prevented the accurate identification of any adverse trends or risks in respect of Equality – however unintentional these may be.

Evidence, Consultation and Engagement

What stakeholders have you engaged within the development of this policy or practice?

As this is an internal policy, the SQA has only consulted with internal groups. These include:

- ACE (Appreciate Culture and Ethnicity) Network.
- SQA Disability Network.
- Mental Health First Aiders Forum.
- SQA Rainbow Network.

Evidence of Stakeholder Engagement:

Trade Union Consultation Review Group (PRG):

Members of SQA Human Resources department and trade union representatives from *Unite the Union* and *Unison* meet weekly in SQA via the PRG. This group has been meeting weekly in SQA since July 2020. SQA's trade union representatives are also given statutory time off to attend relevant training, meetings and other information gathering activities as supported in our union framework agreement.

Evidence of all meeting minutes, actions and consultation undertaken with the PRG group (including Equality considerations in respect of all policies, activities and functions) is detailed on a dedicated SQA shared resources site.

What stakeholders have you engaged within the development of this policy or practice? (continued)

Staff Network Consultations:

In June 2021, we formed a dedicated *Equality Impact Assessment Project Group* (EIAPG) with the aim of reviewing, assessing and providing feedback from staff on all SQA HR policies from Equality perspectives.

The EIAPG group consists of representatives from each of the SQA staff networks listed on the previous page of this document.

Evidence, feedback and actions from all EIAPG staff network consultations are recorded on a dedicated SQA *Microsoft Teams* page which was specifically created with the aim of listing potential equality risks that exist in H.R. policies / activities, sharing resources, recording feedback and scheduling future consultation meetings.

The table below details the consultation undertaken.

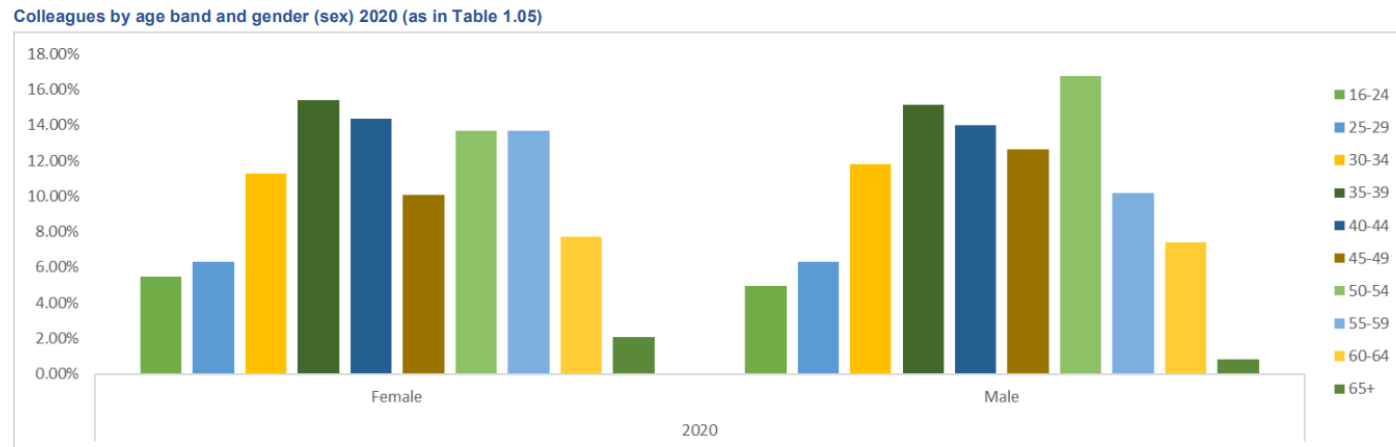
Equality Impact Assessment – Essential Car User V1.0

Evidence of Staff Network Consultation:

Policy-Name	Review-Date	Women's- Network	(ACE)	Disability-Network	Rainbow-Network
Redeployment	02/08/2021	Yes	Yes	Yes	Yes
Restructure	02/08/2021	Yes		Yes	
Standby-&-Call-Out	23/06/2021		Yes	Yes	Yes
Time-Recording	09/08/2021	Yes	Yes	Yes	Yes
Attendance-Management	16/08/2021	Yes		Yes	Yes
Childcare-Voucher	16/08/2021	Yes		Yes	Yes
Dignity-at-Work	10/08/2021	Yes	Yes	Yes	Yes
Disciplinary	01/06/2021	Yes	Yes	Yes	Yes
Equalities,-Diversity-&-Inclusion	23/08/2021	Yes	Yes	Yes	Yes
Fixed-Term-Workers	23/08/2021	Yes		Yes	Yes
Grievance	29/06/2021	Yes	Yes	Yes	Yes
Improving-Performance	07/09/2021	Yes	Yes	Yes	Yes
Probation	06/09/2021	Yes	Yes	Yes	Yes
Recruitment-&-Selection	06/05/2021	Yes	Yes	Yes	Yes
Secondment	13/09/2021	Yes	Yes	Yes	Yes
Whistleblowing	22/07/2021	Yes	Yes	Yes	Yes
Flexible-Working	18/11/2021	Yes		Yes	Yes
Flexitime	26/10/2021	Yes	Yes	Yes	Yes
Pay	09/12/2021	Yes	Yes	Yes	Yes
TOIL	16/12/2021	Yes	Yes	Yes	Yes
Code-of-Conduct	24/02/2022	Yes	Yes	Yes	Yes
Conflict-of-Interest	10/03/2022	Yes	Yes	Yes	Yes
Pensions-Discretion	29/03/2022	Yes		Yes	Yes
Redundancy	22/03/2022	Yes		Yes	Yes
Relocation	31/03/2022	Yes		Yes	Yes
Retirement	15/03/2022	Yes	Yes	Yes	Yes

What evidence about equality groups do you have to support this assessment?

Age:



The above graph shows SQA colleagues by age band and gender. Table 1.05 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

The majority of SQA employees are in the mid range age bandings. A total of 79% workers are aged between 30 – 59. Less than 2% of SQA employees are aged 60+ and the SQA has recently seen a decrease in younger (under 35) employees.

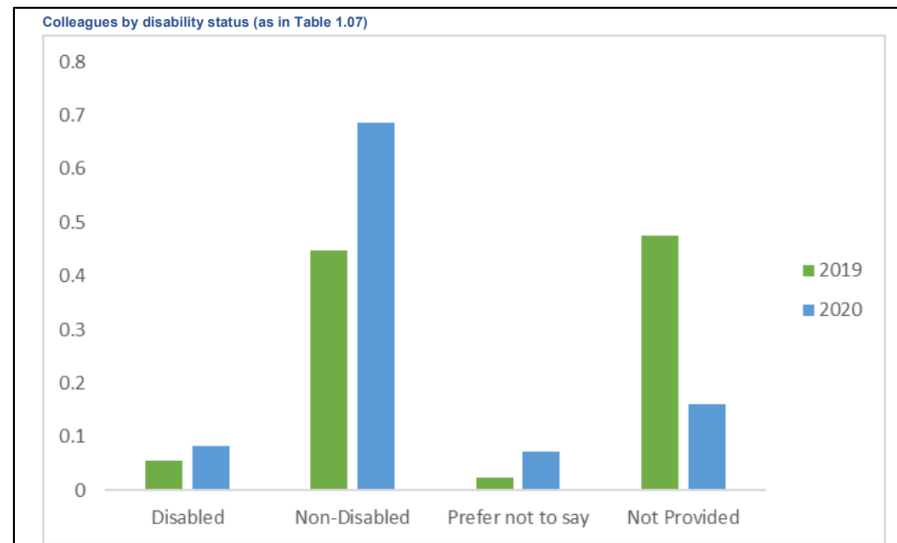
Comparisons between 2019 and 2020 data show that the greatest increase in the proportion of female colleagues is within the 60–64 age band - an increase of 12 colleagues.

The 30–34 age band saw the largest reduction of female colleagues – a total of seven people. Over the same period, there was an increase in the proportion of male colleagues within the 50-54 age band - an overall increase of nine people. The largest decline in the proportion of male colleagues was in the 30–34 age band, with seven fewer people. The largest decrease was seen in the 30–34 age band for both male and female colleagues - with an overall reduction of 14 people.

What evidence about equality groups do you have to support this assessment?

Disability

A total of 8.2% of SQA employees declared a disability last year. Declaration rates have significantly improved from a total response rate under the *Not Disclosed / Prefer not to say* category of 49.9% in 2019 (roughly half of employees) to a much reduced 23.1 % in 2020.



The above graph shows SQA colleagues by disability status. Table 1.07 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

The highest proportion of colleagues who have declared a disability (53%) falls within the lowest age bands (16 – 44) and second highest (47%) within the upper age bands (45–64)

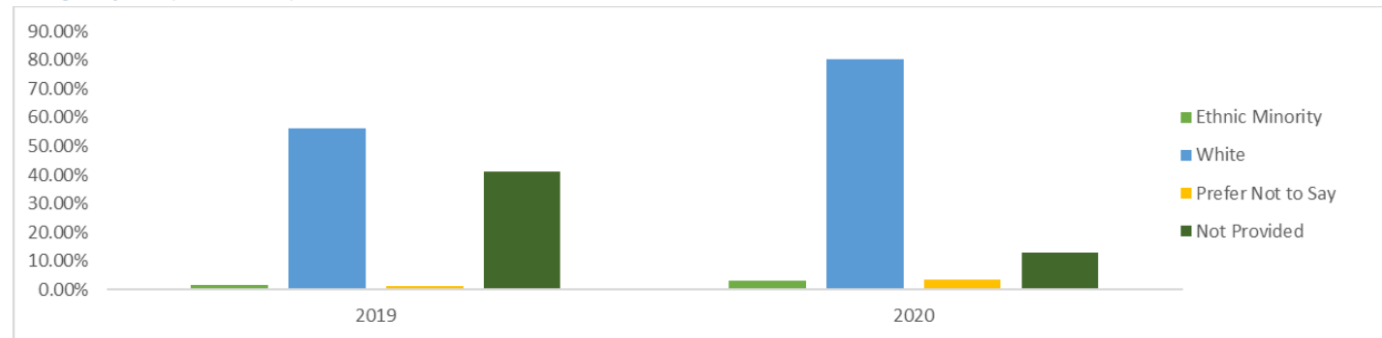
A total of 55% of disabled employees are female and 45% are male. 63% of colleagues who have declared a disability are within the grade range 06 to Head of Service. Head of Service has the largest **percentage** of colleagues declaring a disability (13%) whereas Grade 6 has the largest overall **number** of colleagues declaring a disability at 23%.

What evidence about equality groups do you have to support this assessment?

**Race
Ethnicity**

Race	2019	2020	Variance
Ethnic Minority	1.82%	3.16%	1.34%
White	56.06%	80.40%	24.34%
Prefer Not to Say	1.07%	3.48%	2.41%
Not Provided	41.05%	12.96%	-28.09%
Total	100.00%	100.00%	

Colleagues by Race (as in table 1.12)



The above table and graph show SQA colleagues by Race. Table 1.12 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

Currently only 3% of SQA employees declared themselves as Minority Ethnicity against a national (Scotland) average of 5%.

A further breakdown of ethnicity (overleaf) indicates that *Chinese, Indian and Mixed Ethnicity* groups are currently the predominant minority ethnicities in the SQA.

What evidence about equality groups do you have to support this assessment?

Race Ethnicity (continued)

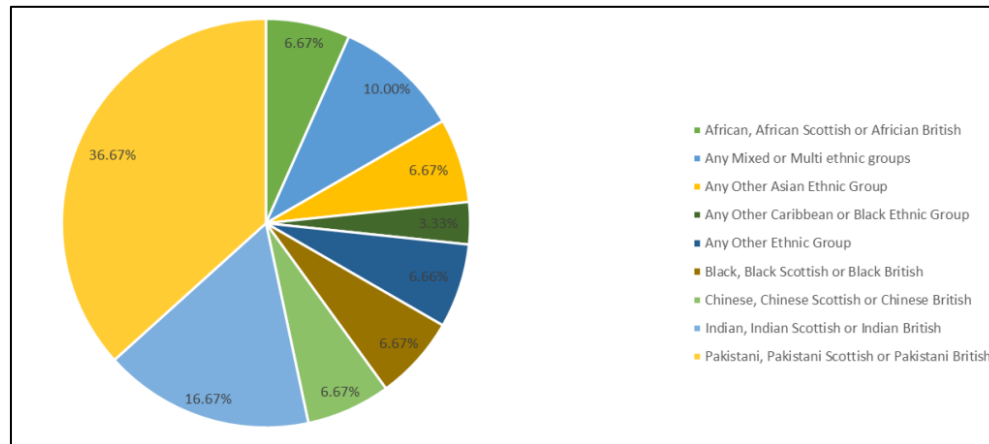


Table 1.15 Race: Colleagues by black and minority ethnicities

Black and Minority Ethnicities	2019	2020	Variance
African, African Scottish or African British	5.88%	6.67%	0.78%
Any Mixed or Multi ethnic groups	11.76%	10.00%	-1.76%
Any Other Asian Ethnic Group	5.88%	6.67%	0.78%
Any Other Caribbean or Black Ethnic Group		3.33%	3.33%
Any Other Ethnic Group		6.66%	6.66%
Black, Black Scottish or Black British	5.88%	6.67%	0.78%
Chinese, Chinese Scottish or Chinese British	11.76%	6.67%	-5.10%
Indian, Indian Scottish or Indian British	17.65%	16.67%	-0.98%
Pakistani, Pakistani Scottish or Pakistani British	41.18%	36.67%	-4.51%
Total	100.00%	100.00%	

The above graph and table show SQA colleagues by Race. Table 1.15 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

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Religion or Belief	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Religion or Belief</th> <th>2019</th> <th>2020</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>20.69%</td> <td>29.82%</td> <td>9.13%</td> </tr> <tr> <td>Non-Christian</td> <td>11.47%</td> <td>17.28%</td> <td>5.81%</td> </tr> <tr> <td>None</td> <td>20.69%</td> <td>29.29%</td> <td>8.61%</td> </tr> <tr> <td>Prefer not to say</td> <td>3.75%</td> <td>10.33%</td> <td>6.58%</td> </tr> <tr> <td>Not Provided</td> <td>43.41%</td> <td>13.28%</td> <td>-30.13%</td> </tr> <tr> <td>Total</td> <td>100.00%</td> <td>100.00%</td> <td></td> </tr> </tbody> </table> <p>The above table shows SQA colleagues by Religion or Belief. Table 1.16 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</p> <p>An improved declaration rate was also shown for this characteristic in 2020. <i>Christian</i> and <i>No Religion</i> account for nearly 60% of all responses.</p>	Religion or Belief	2019	2020	Variance	Christian	20.69%	29.82%	9.13%	Non-Christian	11.47%	17.28%	5.81%	None	20.69%	29.29%	8.61%	Prefer not to say	3.75%	10.33%	6.58%	Not Provided	43.41%	13.28%	-30.13%	Total	100.00%	100.00%																																																														
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What evidence about equality groups do you have to support this assessment? (continued)																					
Gender Re-assignment (Gender identity and transgender)	No equality profiling data is currently captured by the SQA.																				
Marriage/Civil Partnership	No equality profiling data is currently captured by the SQA.																				
Pregnancy / Maternity	<table border="1" data-bbox="689 742 1928 1038"> <thead> <tr> <th data-bbox="689 802 1218 863"></th> <th colspan="3" data-bbox="1218 742 1928 802">Colleagues</th> </tr> <tr> <th data-bbox="689 863 1218 924">Pregnancy Status</th> <th data-bbox="1218 802 1453 863">2019</th> <th data-bbox="1453 802 1688 863">2020</th> <th data-bbox="1688 802 1928 863">Variance</th> </tr> </thead> <tbody> <tr> <td data-bbox="689 924 1218 984">Not Pregnant</td> <td data-bbox="1218 863 1453 924">98.25%</td> <td data-bbox="1453 863 1688 924">98.95%</td> <td data-bbox="1688 863 1928 924">0.70%</td> </tr> <tr> <td data-bbox="689 984 1218 1038">Pregnant</td> <td data-bbox="1218 924 1453 984">1.75%</td> <td data-bbox="1453 924 1688 984">1.05%</td> <td data-bbox="1688 924 1928 984">-0.70%</td> </tr> <tr> <td data-bbox="689 1038 1218 1099">Total</td> <td data-bbox="1218 984 1453 1038">100.00%</td> <td data-bbox="1453 984 1688 1038">100.00%</td> <td data-bbox="1688 984 1928 1038"></td> </tr> </tbody> </table> <p data-bbox="488 1062 2040 1129">The above table shows SQA colleagues by pregnancy status. Table 1.20 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</p>		Colleagues			Pregnancy Status	2019	2020	Variance	Not Pregnant	98.25%	98.95%	0.70%	Pregnant	1.75%	1.05%	-0.70%	Total	100.00%	100.00%	
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What evidence about equality groups do you have to support this assessment? (continued)	
Care experience (where relevant)	Human Resources currently have no data for SQA that shows how many colleagues are Care Experienced.

Equality Impact Assessment – Essential Car User V1.0

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Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and needs 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.

Use of the term Discrimination:

Please note that for the purposes of this document we have used the term Discrimination as a generic descriptor which takes into account six discrete elements:

- Direct Discrimination
- Indirect Discrimination
- Harassment
- Victimisation
- Discrimination by perception
- Associative discrimination

Protected Characteristic	General Equality Duty
Age	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the <i>Equality Act 2010</i>.</p> <p>Equality Risks:</p> <p>With the obvious (and somewhat unrealistic scenario) that an employee under the age of 17 would not qualify for an <i>Essential Car User</i> role as they cannot hold a full driving licence until they attain this age, the policy uses criterion based on the actual role undertaken and applies to people whose duties are of such a nature, that it is essential for them to use a car in order to carry out their job effectively. This is wholly irrespective of an employee’s Age.</p> <p>There is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) employees of different <i>Age</i> groups.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p> <p>Advisory Comment:</p> <p>SQA does not currently record details of employees by ‘Protected Characteristic’ who meet the criteria of <i>Essential Car User</i>. A recommendation from this assessment <u>is that this data is captured in the future</u> to identify if any adverse trends (in respect of equality) exist – however incidental.</p>

Age	<i>Advance equality of opportunity</i>
	All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Age</i> .
	<i>Foster good relations</i>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Ages</i>. No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
Disability	<p data-bbox="483 268 2031 331">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="483 363 701 395">Equality Risks:</p> <p data-bbox="483 432 2031 619">Some employees, by nature of their disability, may not be able to hold a full driving licence (e.g. due to epilepsy or visual impairments) and may <u>not</u> therefore be capable of meeting the <i>Essential Care User</i> criteria. We recommend that separate Equality Impact Assessments (EqIAs) are undertaken on all role specifications / job descriptions that stipulate that a car (and not for example, public transport) is required to undertake the role effectively. This is clearly outside the remit of this EqIA.</p> <p data-bbox="483 667 1910 730">Otherwise, there is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) employees who are Disabled.</p> <p data-bbox="483 770 2009 879">Potential Negative Equality related impact is therefore recorded which needs to be either removed, mitigated or justified subject to the findings of separate EqIAs on all job descriptions / role specifications that stipulate essential car use.</p> <p data-bbox="483 927 768 959">Advisory Comment:</p> <p data-bbox="483 999 2000 1145">SQA currently has a workforce of 8.22% who have declared they have a disability. This policy could therefore realistically present a barrier for disabled employees in the form of accessibility or greater difficulties following policy and procedure. However, support and guidance is available for all employees from HR Shared Service, as it is for all SQA policies and procedures.</p>

Disability	<i>Advance equality of opportunity</i>
	All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Disability</i> .
	<i>Foster good relations</i>
	<p>There is no evidence to indicate that this policy currently fosters good relations between disabled employees. No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Equality Risks:</p> <p>This policy uses criterion based on the actual role undertaken and applies to people whose duties are of such a nature, that it is essential for them to use a car in order to carry out their job effectively. This is wholly irrespective of an employee's Race/ Ethnicity.</p> <p>There is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) employees of different Races.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	Advance equality of opportunity
	All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Race.
Race	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Races. No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p>Religion or Belief</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>Equality Risks:</p> <p>This policy uses criterion based on the actual role undertaken and applies to people whose duties are of such a nature, that it is essential for them to use a car in order to carry out their job effectively. This is wholly irrespective of an employee's Religion / Belief.</p> <p>There is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) employees of different <i>Religions / Beliefs</i>.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Religion or Belief</i>.</p>
	<p>Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different religions or beliefs. No further recommendations are made in respect of this at this stage. This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p>Sex</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Equality Risks:</p> <p>This policy uses criterion based on the actual role undertaken and applies to people whose duties are of such a nature, that it is essential for them to use a car in order to carry out their job effectively. This is wholly irrespective of an employee’s Sex.</p> <p>There is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) male or female employees differently.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p> <p>(Please note, the advisory comments on page of this document re the collection of equality profiling information in respect of this policy.)</p>
<p>Sex (continued)</p>	<p>Advance equality of opportunity</p> <p>All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Sex.</p>
<p>Sex (continued)</p>	<p>Foster good relations</p> <p>There is no evidence to indicate that this policy currently fosters good relations between employees of either Sex. No further recommendations are made in respect of this at this stage. This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p>Sexual Orientation</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>Equality Risks:</p> <p>This policy uses criterion based on the actual role undertaken and applies to people whose duties are of such a nature, that it is essential for them to use a car in order to carry out their job effectively. This is wholly irrespective of an employee’s Sexual Orientation.</p> <p>There is no available evidence to indicate that the policy itself and its subsequent application, could adversely impact (directly or indirectly) employees of different <i>Sexual Orientations</i>.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Sexual Orientation</i>.</p>
	<p>Foster good relations</p>
	<p>There is There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Sexual Orientations</i>. No further recommendations are made in respect of this at this stage. This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p>Gender Identity.</p> <p>This includes:</p> <p>Gender Re-assignment</p> <p>Non Binary</p> <p>Gender Fluid</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <hr/> <p>Equality Risks:</p> <p>SQA do not consider this policy to have any negative impact on employees as a result of their gender identity.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
<p>Gender Identity.</p> <p>This includes:</p> <p>Gender Re-assignment</p> <p>Non Binary</p> <p>Gender Fluid</p> <p>(continued)</p>	<p>Advance equality of opportunity</p> <hr/> <p>All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their gender identity.</p> <hr/> <p>Foster good relations</p> <hr/> <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different gender identities. No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p>Marriage/Civil Partnership</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>Equality Risks:</p> <p>SQA do not consider this policy to have any negative impact on employees as a result of <i>Marriage or Civil Partnership</i>.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the <i>Essential Car</i> user policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of <i>Marriage or Civil Partnership</i>.</p>
	<p>Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees that are married or in a civil partnership. No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Protected Characteristic	General Equality Duty
<p data-bbox="203 300 376 363">Pregnancy / Maternity</p>	<p data-bbox="472 268 2033 331">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p data-bbox="472 395 689 427">Equality Risks:</p> <p data-bbox="472 467 1906 499">SQA do not consider this policy to have any negative impact on employees as a result of pregnancy/maternity.</p> <p data-bbox="472 531 1379 563">Neutral Equality related impact is therefore recorded in this area.</p>
	<p data-bbox="1048 643 1458 675">Advance equality of opportunity</p>
	<p data-bbox="472 707 1933 810">All SQA employees are entitled to use, access and be subjected to the Essential Car User Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of pregnancy/maternity.</p>
	<p data-bbox="1115 866 1391 898">Foster good relations</p>
	<p data-bbox="472 906 2022 970">There is no evidence to indicate that this policy currently fosters good relations between employees that are pregnancy or on maternity.. No further recommendations are made in respect of this at this stage.</p> <p data-bbox="472 1010 2029 1074">This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Considered by SQA	General Equality Duty
Care experience (where relevant)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>SQA do not consider this policy to have any negative impact on employees as a result of care experience.</p> <p>Whilst there is currently no evidence to suggest that care experience colleagues are placed at a disadvantage compared to other colleagues (or vice versa), it is recommended that data is collected and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends and consider what support for growth and performance is needed.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	Advance equality of opportunity
	All SQA employees are entitled to use, access and be subjected to the <i>Essential Car User</i> policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of care experience.
	Foster Good Relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees that have care experience . No further recommendations are made in respect of this at this stage.</p> <p>This policy has been developed to adhere to Scottish Government guidelines therefore the terms stipulated in the policy are those of the guidelines and accompanying HMRC pay rates.</p>

Miscellaneous:

Other impacts identified as part of this EqIA which generally have a positive impact on all SQA employees include:

- A SQA employee assistance programme providing employees with confidential support and guidance 24 hours a day, 7 days a week.
- Trade union representatives who can provide members with advice, help and support relating to sickness absences
- Mental Health First Aiders who are available as a first point of contact in the SQA.
- The *Able Futures* service who can be contacted for ongoing professional support for mental health and wellbeing.
- The SQA occupational health provider offers medical advice and support on staying healthy at work.
- Internally, the SQA Human Resources team can provide confidential support and advice to employees.
- The SQA Parent and Carers Network provides support to colleagues. This network aims to provide a safe and confidential space to allow parents and carers to support each other, share ideas, current challenges, knowledge and experiences.

Additionally, the SQA is committed to being a supportive and inclusive employer and is members of and/or accredited by various organisations these include:

- Disability Confident Employer
- Hidden Disability Sunflower Scheme Member
- Employers Network for Equality & Inclusion Member
- Happy to Talk Flexible Working Employer
- Accreditation as a Scottish Living Wage Employer
- Business in the Community Race at Work Charter Signatory
- Stonewall Diversity Champion
- Dying to Work Charter Member