

Equality Impact Assessment

Summary

Name of Policy or practice	Flexitime
New Policy or Revision	Revised
Policy Owner (role)	Head of Human Resources
Date Policy Owner Confirmed Completion	April 2025
Agreed Schedule Review Date	April 2028

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.

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.

Required Actions	Owner	Date	Comment & Review
Review on a quarterly basis of employment law, case law and legislative changes, and equalities updates (including reviewing EHRC website).	People Advisory & Resourcing Manager	Continuing	
Review and assess all employee lifecycle data on an annual basis.	People Operations & Analytics Manager	Continuing	
Continue to review and assess SQA's equality mainstreaming report every two years.	People Reward and Equalities Manager	Continuing	
Continue to review and assess SQA's workforce equality monitoring report every two years	People Reward and Equalities Manager	Continuing	

Identified Actions	General Equality Duty	Owner	Date	Comment & Review
<p>There is a recommended action to review eligibility of this policy to grades 1 to 5 only.</p> <p>Currently due to the planned transition to Qualifications Scotland in November 2025, there is no planned review to change the eligibility of flexitime to all grades, however, this will be reviewed following transition to Qualifications Scotland.</p> <p>The availability of the TOIL policy to grades 6 and above as well as other policies including Flexible Working, Compassionate Leave, Carers, Parental Leave and Staff Leave, offer further work-life balance flexibility to staff at all grades to mitigate the risk of discrimination.</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>	<p>Human Resources</p>	<p>Post transition</p>	

Policy Aims

<p>What is the rationale for this policy or practice?</p> <p>To help employees balance their personal and work life. We understand that during the course of a working life, circumstances may often change. This policy is designed to support employees with this.</p>
<p>What evidence is there to support the implementation or development of this policy or practice?</p> <p>Flexitime is an element of flexible working that is a staff benefit for those in grade 1 to 5 roles and whose contracts attract flexitime. Staff in grade 6 roles and above can work flexibly through using Time Off in Lieu (TOIL).</p> <p>SQA's Flexible Working, Compassionate Leave, Carers, Parental Leave and Staff Leave policies offer further work-life balance flexibility to staff at all grades to mitigate any risk of discrimination.</p> <p>SQA believe that flexitime can increase staff motivation, promote work-life balance, enrich employee wellbeing, improve performance and productivity, reduce sickness absence and improve employee engagement.</p> <p>The Office of National Statistics (ONS) reported in September 2019 that 'research has shown that flexible working can improve employee well-being, as well as personal and team productivity and efficiency'.</p> <p>We also know from the Chartered Institute of Personnel and Development (CIPD) report into flexible and hybrid working practices working in 2023 that flexitime as an option was available in 34% of UK companies and that 39% of employees would use flexitime if it was offered in their role.</p>
<p>What are the aims of this policy or practice?</p> <p>To help all employees understand how flexitime works and who is eligible by clearly outlining the policy and process to follow.</p> <p>The policy aims to explain the flexitime system of attendance allowing individuals to select their starting and finishing times for their working day within the parameters shown in the policy.</p> <p>The policy aims to provide employees with flexible options and to foster good working relations. It is noteworthy that as this policy is a benefit, there is no approval process or tracking in place and the provision is based on that of trust except for line management approval for requesting time off work for accumulated credits.</p>

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 Flexitime policy

- ◆ Attendance Management
- ◆ Compassionate Leave
- ◆ Carers Leave
- ◆ Disciplinary
- ◆ Flexible Working
- ◆ Parental Leave
- ◆ Pay
- ◆ Staff leave policy

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

SQA acknowledges that people who share / do not share, certain 'Protected Characteristics may have different reasons for requiring to work at different start and finishing times.

Offering flexitime as a benefit may also mean we have access to a wider talent pool of candidates who may not have otherwise been able to apply for work with us.

Having roles with flexibility will help more people put their skills to use rather than opting to not work with us or must find alternative ways of supporting their needs.

Flexitime will have a positive impact on gender pay discrepancies, career progression and job mobility for women with family responsibilities, and it will also help older workers, carers, and people with disabilities.

There is a systemic approach of trust to our flexitime arrangements where hours worked are recorded manually and only flexi credits taken as leave are recorded on our Business World system.

Our 2022 People Survey showed that 94% of colleagues felt 'trusted to carry out my job effectively'. We therefore conclude this type of approach would seem to encourage positive engagement overall.

Other relevant evidence from our People Survey includes:

- 90% of colleagues agreed that 'My manager is considerate to my life outside of work' pointing towards successful flexible approaches to work
- 84% of people also agreed that SQA 'respects individual differences (e.g. culture, working styles etc)
- 86% of people believe they have a 'good balance between working and personal life'

Evidence, Consultation and Engagement

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

This policy has been developed in consultation with SQA's recognised Trades Unions, Unite and Unison, who represent all staff throughout the organisation.

In addition, as this is an internal policy, SQA has only consulted with internal groups. These include:

- ACE (Appreciate Culture and Ethnicity) Network.
- SQA Disability Network.
- SQA Rainbow Network.
- Women's Network.

Evidence of Stakeholder Engagement:

Trade Union Consultation Review Group (Policy Review Group):

Members of SQA Human Resources department and trade union representatives from *Unite the Union* and *Unison* meet weekly in SQA via the PRG. 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 evidence about equality groups do you have to support this assessment?

Age

Table 1.1: Age

Age bracket	2019 no	2019 %	2020 no	2020 %	2021 no	2021 %	2022 no	2022 %	Variance no	Variance %
16–24	59	6.32%	50	5.27%	49	4.93%	36	3.47%	-23	-2.85%
25–29	65	6.97%	60	6.32%	73	7.35%	105	10.14%	40	3.17%
30–34	123	13.18%	109	11.49%	96	9.67%	95	9.17%	-28	-4.01%
35–39	131	14.04%	145	15.28%	146	14.70%	144	13.90%	13	-0.14%
40–44	129	13.83%	135	14.23%	146	14.70%	150	14.48%	21	0.65%
45–49	116	12.43%	105	11.06%	113	11.38%	124	11.97%	8	-0.46%
50–54	125	13.40%	141	14.86%	131	13.19%	126	12.16%	1	-1.24%
55–59	119	12.75%	117	12.33%	122	12.29%	122	11.78%	3	-0.98%
60–64	53	5.68%	72	7.59%	81	8.16%	102	9.85%	49	4.16%
65+	13	1.39%	15	1.58%	36	3.63%	32	3.09%	19	1.70%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	11.04%

Table 1.1 shows the age profile of the organisation from 2019 to 2022

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Age Range:	Average Sickness Absence (%):
16 – 24	1.9
25 – 34	2.0
35 – 49	2.3
50 -64	3.5
65 +	3.7

Source: ONS, 2022

[Sickness absence in the UK labour market](#)

Disability

Table 3.1: Disability

Disability	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %	Variance number	Variance %
No	417	44.69%	651	68.60%	683	68.78%	697	67.28%	280	22.59%
Not Specified	444	47.59%	152	16.02%	152	15.31%	184	17.76%	-260	-29.83%
Prefer not to say	21	2.25%	68	7.17%	76	7.65%	72	6.95%	51	4.70%
Yes	51	5.47%	78	8.22%	82	8.26%	83	8.01%	32	2.54%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	0.00%

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 3.1 shows the composition of the disability self-reporting categories for the period from 2019 to 2022.

Of those staff who have declared a disability, females made up 58.54% (2021) and 53.01% (2022) of the population, and males 41.46% (2021) and 46.99% (2022). Due to the low number of staff declaring a disability within SQA we are unable to publish further intersectional data in relation to disability and other protected characteristics.

Race

Table 7.1: Race

Ethnicity	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
African, Scottish African or British African	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	<5	<0.48%
Asian, Scottish Asian or British Asian	13	1.39%	20	2.11%	24	2.42%	25	2.41%
Caribbean or Black	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Mixed or multiple ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Not specified	383	41.05%	123	12.96%	101	10.17%	122	11.78%
Other ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Prefer not to say	10	1.07%	33	3.48%	34	3.42%	30	2.90%
White	523	56.06%	763	80.40%	825	83.08%	849	81.95%

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 7.1 shows the ethnic minority background of staff within the organisation for the period from 2019 to 2022

Just under 3.50% staff declared they were from an ethnic minority background in both 2021 (3.32%) and 2022 (3.38%). However, it is encouraging to note that the percentage of staff declaring they are from an ethnic minority background has increased overall by 3.97% between 2019 and 2022. The percentage of staff within each ethnic minority category has remained relatively stable over the last three years.

Religion or Belief

Table 8.1: Religion or belief

Religion or belief	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Another religion or body	< 5	< 0.54%	< 5	< 0.53%	6	0.60%	6	0.58%
Buddhist	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Church of Scotland	91	9.75%	122	12.86%	127	12.79%	125	12.07%
Hindu	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	8	0.77%
Jewish	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Muslim	7	0.75%	11	1.16%	10	1.01%	11	1.06%
None	286	30.65%	421	44.36%	462	46.53%	489	47.20%
Not specified	405	43.41%	126	13.28%	102	10.27%	123	11.87%
Other Christian	26	2.79%	43	4.53%	44	4.43%	44	4.25%
Prefer not to say	35	3.75%	98	10.33%	103	10.37%	103	9.94%
Roman Catholic	76	8.15%	118	12.43%	129	12.99%	123	11.87%
Sikh	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%

Table 8.1 shows the religion, belief or non-belief status of staff within the organisation for the period from 2019 to 2022.

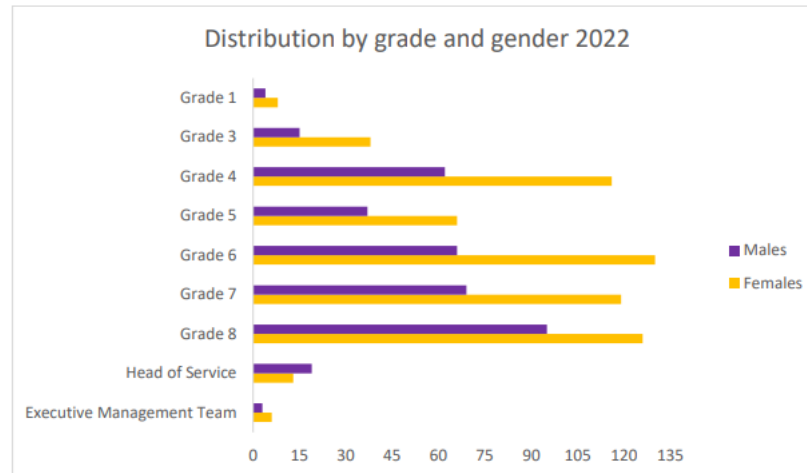
Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Sex

Gender

Distribution by grade and gender of SQA grade 1 – EMT



Source: SQA Summary of Equal Pay Audit 2023

[Scottish Qualifications Authority \(sqa.org.uk\)](https://www.sqa.org.uk)

The majority of the 2.9 million lone-parent families in 2022 were headed by a lone mother (2.5 million, 84%)

Source:

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/families/bulletins/familiesandhouseholds/2022>

59% of unpaid carers are women (Census 2021). Women are more likely to become carers and to provide more hours of unpaid care than men. More women than men provide high intensity care at ages when they would expect to be in paid work (Petrillo and Bennett, 2022)

Source: Carers UK

There are 1.25 million sandwich carers in the UK. These are people caring for an older relative as well as bringing up a family. 68% (850,743) are women.

Source: <https://www.ageuk.org.uk/our-impact/campaigning/care-in-crisis/breaking-point-report/>

Sexual Orientation	Table 10.1: Sexual orientation							
	Sexual Orientation	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number
	Bisexual	9	0.96%	12	1.26%	15	1.51%	16
	Gay man	13	1.39%	20	2.11%	21	2.11%	23
	Gay woman / lesbian	9	0.96%	10	1.05%	12	1.21%	12
	Heterosexual / straight	431	46.20%	670	70.60%	700	70.49%	702
	In another way	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5
	Not specified	< 5	< 0.54%	< 5	< 0.53%	156	15.71%	189
	Not sure	26	2.79%	76	8.01%	< 5	< 0.50%	< 5
	Prefer not to say	443	47.48%	158	16.65%	84	8.46%	88
<hr/>								
Table 10.1 shows the composition of staff sexual orientation within the organisation for the period 2019 to 2022.								
Source: SQA Workforce Equality Monitoring Report 2021-23								
Equalities: SQA workforce monitoring report 2021-23								
Gender Re-assignment (Gender identity and transgender)	Due to the low number of staff reporting as transgender or describing their gender identity 'in another way', we are unable to publish further data in relation to gender reassignment or gender identity. This data is, however, monitored internally.							

Marriage/Civil Partnership

Table 5.1: Relationship status								
Relationship status	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Civil Partnership	7	0.75%	7	0.74%	8	0.81%	9	0.87%
Co-habiting/in a relationship	80	8.57%	112	11.80%	122	12.29%	122	11.78%
Divorced/Dissolved Civil Partnership	14	1.50%	16	1.69%	17	1.71%	19	1.83%
Married	265	28.40%	370	38.99%	425	42.80%	416	40.15%
Married/Civil Partnership	8	0.86%	12	1.26%	14	1.41%	16	1.54%
Not Specified	407	43.62%	179	18.86%	102	10.27%	127	12.26%
Other	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	9	0.87%
Prefer not to say	18	1.93%	49	5.16%	55	5.54%	59	5.69%
Separated	6	0.64%	12	1.26%	12	1.21%	13	1.25%
Single	122	13.08%	183	19.28%	224	22.56%	239	23.07%
Widowed/surviving partner from Civil Partnership	< 5	< 0.54%	6	0.63%	7	0.70%	7	0.68%

Table 5.1 shows the marriage and civil partnership status of staff within the organisation for the period from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Pregnancy / Maternity

Table 6.1: Pregnancy and maternity								
Pregnancy and maternity	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Contract ended as planned					1	3.33%		0.00%
Due to return to work					0	0.00%	11	40.00%
Resigned					0	0.00%	1	4.00%
Returned to work	20	100.00%	10	100.00%	29	96.67%	14	56.00%
Total	20	100.00%	10	100.00%	30	100.00%	26	100.00%

	<p>Table 6.1 details the number of staff who have taken maternity leave, whether they are still on maternity leave (due to return to work), have returned to work following maternity leave, resigned following maternity leave, or their fixed-term contract ended (contract ended as planned).</p> <p>Source: SQA Workforce Equality Monitoring Report 2021-23 Equalities: SQA workforce monitoring report 2021-23</p>
Care experience (where relevant)	SQA does not currently collect Care Experience data.

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	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Research shows that the majority (66%) of people with carer responsibilities will be aged 50+ therefore the benefits of flexitime may be particularly beneficial to this population of staff at SQA to allow them to fit in caring responsibilities around the working day.</p> <p>However, flexitime does not only benefit staff with caring responsibilities and ACAS research states:</p> <p><i>‘Employees benefit from Flexible Working Arrangements (particularly time flexibility) through improved health and wellbeing. Employers can often consequentially record improved organisational productivity and retention.’</i></p>

	<p>There is clear evidence nationally to indicate that greater levels of sickness absence occur in older workers. For example, employees in the age range 60+ have an absence rate that is 113% higher than people aged 25 – 34.</p> <p>The ability to be flexible with start and finishing times and taking time off when flexi credits are built up are therefore likely to have a positive work life balance impact on older employees and improve health and wellbeing.</p> <p>Positive impact recorded.</p>
	Advance equality of opportunity
	<p>The policy makes clear that flexitime can be used to support a positive work-life balance which is beneficial for all ages and may, for example, be particularly useful for younger people who may be more likely to use flexitime to help balance work commitments with external interests. SQA's People Survey results in 2022 support this with 86% of those surveyed feel they achieve a good work-life balance and 90% feel their manager is considerate of their life outside work.</p> <p>Positive impact from the evidence available.</p>
	Foster good relations
	<p>This policy promotes positive work-life balance for staff of different ages. No further recommendations are made in respect of this at this stage.</p>
Protected Characteristic	General Equality Duty
Disability	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>The policy makes clear that SQA supports flexitime to support with staff work-life balance.</p> <p>Evidence shows that people with a disability may need more time off for health-related appointments and are likely to have higher sickness absence rates compared to their non-disabled counterparts.</p> <p>Flexibility around the start and end of the working day, depending on individual needs, may have a positive impact on colleagues with a disability. ACAS highlight the importance of providing reasonable adjustments and flexibility</p>

	<p>to help manage and mitigate absences which this policy supports alongside other SQA People policies.</p> <p>The trust element in the policy where hours are not recorded systematically removes the need to formally apply for time off so reduces any anxiety that may exist if, for instance, someone has a condition they don't want to disclose at work.</p> <p>Positive impact recorded.</p>
	Advance equality of opportunity
	<p>There may be some disabilities / long term conditions, for example, Seasonal Adjustment Disorder or eating disorders that may require more flexibility than the current core hours and rest period times which the flexitime policy allows for. This may impact negatively if an individual has to eat at regular intervals or start work later in the morning/finish earlier in the afternoon, however, this can be managed under alternative policies, for example, attendance management or flexible working.</p> <p>Neutral impact</p>
	Foster good relations
	<p>This policy promotes flexibility and may support disabled staff to maintain attendance at work which may in turn foster good relations between staff with a disability and those without.</p> <p>Positive impact</p>
Protected Characteristic	General Equality Duty
Race	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>From our Equalities data, we know that most staff who have identified themselves as part of an ethnic minority group currently have eligibility to use flexitime. We conclude that there are no indicators supporting a significant disadvantage of race within SQA.</p> <p>Neutral impact is therefore recorded in this area.</p>
	Advance equality of opportunity

	<p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Race</i>.</p> <p>Neutral impact</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between people of different <i>Races</i>.</p>
Protected Characteristic	General Equality Duty
Religion or Belief	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>The policy allows flexibility which may have a positive impact on religious/belief observance e.g. Ramadan or Jewish weekly Sabbath. It allows for people to take time away from work without formal requirement to request time off or a formal flexible working request. The boundaries of core hours may, however, have a negative impact on some religious/belief practices and consideration should be given to reviewing the business case for having core hours.</p> <p>Positive impact is recorded in this area</p>
	Advance equality of opportunity
	<p>This policy promotes equality of opportunity through its flexibility which may support staff to observe their <i>Religion or Belief</i>.</p> <p>Probable positive impact</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between people of different <i>Races</i>.</p> <p>Neutral impact</p>
Protected Characteristic	General Equality Duty
Sex	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>

	<p>In their 2021 paper on Flexible working, the Trade Union Congress TUC report that having flexible working as the default helps to address some of the barriers that exist for:</p> <p>Female and male workers Disabled Employees People Experiencing domestic abuse Carers Women experiencing the menopause.</p> <p>Therefore, flexitime as a form of flexible working is likely to have a positive impact on all staff, regardless of Sex, however, it may provide additional support for women who may be experiencing symptoms of menopause and women who are more likely to experience domestic abuse.</p> <p>Positive impact recorded</p>
	Advance equality of opportunity
	<p>As above, this may promote equality of opportunity for women.</p> <p>Positive impact recorded</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between people of different Sexes.</p> <p>Neutral impact recorded</p>
Protected Characteristic	General Equality Duty
Sexual Orientation	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Some colleagues may not want to disclose their sexuality at work to others. Flexitime does not need to be requested and approved meaning there is more opportunity for individuals to attend appointments or meetings they wish to remain private or confidential without having to share the reason for their time off from SQA.</p> <p>Stonewall report that there is a higher proportion of LGBTQ+ individuals that are affected by poor mental health.</p>

	<p>The provisions of this policy are likely to have a positive effect to an individual's LGBTQ+ status.</p> <p>From our evidence we conclude that there is a positive advantage.</p> <p>Positive impact recorded</p>
	Advance equality of opportunity
	<p>As above, the flexitime policy is likely to advance equality of opportunity in relation to <i>Sexual Orientation</i>.</p> <p>Probable positive impact</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between people of different <i>Sexual Orientation</i>.</p> <p>Neutral impact recorded</p>
Protected Characteristic	General Equality Duty
Gender Re-assignment (Gender identity and transgender)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>We recognise that Under Section 16 of the Gender Recognition Act 2004 (superseded by the Equality Act 2010), trans employees are entitled to take time off work for reasons relating to their gender reassignment. We also consider that the flexitime policy will have a perceived positive impact, because a Transgender employee will be treated equally to all other members of staff who use flexitime.</p> <p>As the benefit does not require to be requested and approved there is more opportunity for individuals to attend appointments, meetings etc they wish to remain private or confidential without having to share the reason for their time off from SQA, this is likely to have a positive contribution to an individual's wellbeing.</p> <p>Positive impact recorded</p>
	Advance equality of opportunity
	Transgender data is not disclosed or shared within this analysis due to the limited sample size and to ensure compliance with General Data Protection Regulation (GDPR) legislation to protect individuals' personal information.

	However, as above, the flexitime policy is likely to advance equality of opportunity in relation to <i>Gender Reassignment</i> . Probable positive impact
	Foster good relations
	There is no evidence to indicate that this policy currently fosters good relations between people of different <i>Gender Identities</i> . Neutral impact recorded
Protected Characteristic	General Equality Duty
Marriage/Civil Partnership	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	The ONS report in their 2019 Labour Force survey that looking after children and/or relatives does affect working patterns, proportionately this characteristic group is more likely to be in this category.
	However, in the 2022 Scottish Census, the proportion of married people had decreased with 44% of people aged 16 and over being married or in a civil partnership.
	Flexitime provides individuals that are married or in a civil partnership more control over their working hours and increased flexibility and opportunity with an uncomplicated and accessible way to undertake other commitments (e.g. caring) without impacting work commitments.
	We therefore conclude that there is a positive impact to individuals who are married or civil partners within SQA who are eligible to use flexitime. Positive impact recorded
	Advance equality of opportunity
	As above, the flexitime policy is likely to advance equality of opportunity in relation to <i>Marriage/Civil Partnership</i> .

	Probable positive impact
	Foster good relations
	There is no evidence to indicate that this policy currently fosters good relations between people who are married or in a civil partnership and those who are not. Neutral impact recorded
Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	Please refer to the separate SQA policy – Maternity which deals with Maternity related Flexible working requests.
	Advance equality of opportunity
	N/A
	Foster good relations
	N/A
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
	Whilst there is currently no evidence to suggest that care experience colleagues are placed at a disadvantage compared to other colleagues 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.
	Advance equality of opportunity
	N/A
	Foster good relations
	N/A