

## 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.

<b>POLICY NAME</b>	Retention & Redeployment Policy
<b>COMPLETED BY</b>	Equality Impact Assessment Working Group
<b>HEAD OF SERVICE</b>	Head of Human Resources
<b>DATE</b>	9 August 2021
<b>SIGNATURE</b>	
<b>NEXT SCHEDULED REVIEW DATE</b>	2 years from policy publish date

### 2. Name of policy/procedure/proposal/project/decision

Retention and Redeployment Policy

### 3. What is main purpose of the policy?

The purpose of this policy is to show our commitment to helping you maintain security of employment if you are displaced. It is also to make sure that all reasonable efforts are made to keep skills, knowledge, and experience in the organisation.

The policy sets out to ensure that a fair, consistent, and transparent redeployment process is followed. The policy also intends to make sure support is available to you throughout the redeployment process.

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

In order to evaluate the impact of this policy on employees who share protected characteristics, and in addition to members from Human Resources and Equality & Diversity, we have included representatives from our two recognised unions, Unite and Unison, who can feedback on behalf of their representatives' and members' experiences.

We have also included representatives from SQA's employee networks – ACE (Appreciate Culture & Ethnicity), Disability, Rainbow, Women's, who are able to provide valuable feedback from a significant part of the organisation.

## 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). Please copy this symbol into the applicable boxes: ✓**

Protected Characteristic	Neutral impact	Positive impact	Negative impact	Please provide more information
Age	✓			Policy applies equally to all.
Disability		✓		The range of support offered is very positive (section 4)  Be mindful that this may be an especially stressful time for employees with disabilities. It is helpful that there is an identified HR Advisor to provide 1-1 support with the process.
Marriage/civil partnership	✓			Policy applies equally to all.
Race	✓			Policy applies equally to all.
Religion/belief/non-belief	✓			Policy applies equally to all.
Sexual orientation	✓			Policy applies equally to all.
Gender re-assignment (gender identity and transgender)	✓			Be mindful of pronouns with all forms of communication.
Pregnancy/maternity	✓			It has been made clear that employees on maternity leave have special protection and have an automatic right to be offered any available alternative posts.
Sex	✓			Consideration given to having diverse interview panels.

Care experience (where relevant)	✓			Policy applies equally to all.
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**6. What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?**

Awareness of adaptations to recruitment and selection process e.g. interview adjustments

Mindfulness of unconscious bias during the process.

Consider additional support for anyone on maternity/adoption leave, guidance for manager and recruiting manager i.e. candidate might be suitable for another job however is on or about to be going on maternity leave and concerned about being penalised as a result – perhaps include more about this in policy section 6.2.

Trial period procedure section 7.2 – if on mat leave and secure a post would the trial period begin whilst still on leave or after they return? Not clear in the policy.

Reasonable adjustments section 6.1 – beneficial to include other factors rather than just disability i.e. supporting flexible working arrangements shouldn't be exclusive to disability it would be suitable for age, returning from maternity leave, carer etc. Also states in this section that priority consideration for posts one grade higher – that should be inclusive for all employees.

**7. 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

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

Overall, this policy is very supportive for all SQA employees – a clear process and identified support paths.

Policy section 6.1 outlines forms of support which can be offered for disabled employees and information if you are on maternity/adoption or shared parental leave. Please consider if there are any other appropriate adjustments that could be identified for employees with other protected characteristics and the support they may require.

Consider whether the Equalities Policy should be added to Procedure Section 10 – Related Documents.

**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.**

Consultation with union representatives, employee networks and members of SQA Equality & Diversity team has been completed which represents a significant part of the workforce within SQA.

**10. How will this policy be monitored and evaluated?**

The policy owner will be responsible for reviewing and monitoring this policy on a regular basis to ensure that it is fit for purpose and in line with relevant legislation.

## ACTION PLAN

<b>Ref:</b>	<b>Action:</b>	<b>Owners:</b>	<b>Action:</b>
	Consider whether the Equalities Policy should be added to Procedure Section 10 – Related Documents.	Policy Review Group	Consider whether the Equalities Policy should be added to Procedure Section 10 – Related Documents.
	Consider adding additional information regarding other protected characteristics, where appropriate.	Policy Review Group	Consider adding additional information regarding other protected characteristics, where appropriate.

Signed: Julia Welsh & Zoey Marshall (EIA Working Group Leads)

Date: 9 August 2021

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

## SUMMARY OF THE PUBLIC SECTOR EQUALITY DUTY (PSED) OF THE EQUALITY ACT 2010

Components	Due regard
A public authority must, in the exercise of its functions, have <b>due regard</b> to the need to:	Having due regard specifically involves taking steps to:
a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act ( <b>Fairness</b> )	
b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it ( <b>Opportunity</b> )	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
c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it ( <b>Respect</b> )	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.**

The protected characteristics are:

- ◆ Age
- ◆ Marriage and Civil Partnership\*\*
- ◆ Religion or Belief
- ◆ Disability
- ◆ Pregnancy and Maternity
- ◆ Sex
- ◆ Gender Reassignment
- ◆ Race
- ◆ Sexual Orientation

**\*\*Although Marriage and Civil Partnership applies to section a) in employment only, this will be considered for all stakeholders.**