

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	Secondment
COMPLETED BY	Equality Impact Assessment Working Group
HEAD OF SERVICE	Head of Human Resources
DATE	14 September 2021
SIGNATURE	
NEXT SCHEDULED REVIEW DATE	2 years from policy publish date

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

Secondment Policy

3. What is main purpose of the policy?

The main purpose of this policy is to provide a framework for the appropriate use of secondments and management of staff on secondment.

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 have shared protected characteristics we have sought feedback from colleagues in Human Resources and Equality & Diversity, as well as 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 – Disability, Women's, ACE network who are able to provide valuable feedback from a significant part of the organisation. We have also considered reasonable adjustments for those with protected characteristics during attendance management proceedings.

Once available, we will also review and consider any data trends relating to secondments on those with protected characteristics.

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	X			Policy applies equally to all
Disability	X			Policy applies equally to all Ensure any employees with reasonable adjustments required to support them in a secondment, have this available to them.
Marriage/civil partnership	X			Policy applies equally to all
Race	X			Policy applies equally to all
Religion/belief/non-belief	X			Policy applies equally to all
Sexual orientation	X			Policy applies equally to all
Gender re-assignment (gender identity and transgender)	X			Policy applies equally to all
Pregnancy/maternity	X			Policy applies equally to all
Sex	X			Policy applies equally to all
Care experience (where relevant)	X			Policy applies equally to all

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

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

Ensure all employees are aware of the policy before applying for an internal or external secondment. Might be a good idea to include a hyperlink to the secondment policy for any vacancies advertised as internal secondment.

A guide to support managers or employees through the process of internal or external secondment.

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.

NA

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

Section 7 Associated policies – add maternity, paternity and adoption.

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. All stakeholders involved in the procedure also have a responsibility for ensuring consistency, fairness, and equity throughout the secondment procedure.

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

ACTION PLAN

Ref:	Action:	Owners:	Dates:
	Add Maternity/paternity and adoption policy to associated policies	Policy Review Group	
	Once available provide monitoring data on secondments to ensure equal opportunities	HR Analytics and Systems	

Sign off: Julia Welsh and Zoey Marshall (EIA Working Group Leads)

Date: 14 September 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 due regard 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 (Fairness)	
b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (Opportunity)	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 (Respect)	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.**