

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 | Addressing Financial Irregularity |
| COMPLETED BY | Jocelyn Martin |
| HEAD OF SERVICE | Steve Borley |
| DATE | 10 January 2020 |
| SIGNATURE | |
| NEXT SCHEDULED REVIEW DATE | To be confirmed, currently pending approval. |

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

Addressing Financial Irregularity

3. What is main purpose of the policy

To set out what staff must do in the event that there is suspicion that a financial irregularity may have occurred.

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

Is there any evidence you have considered on the possible equality impact of your policy or project. This could come from consultation. For further guidance see the link to the Scottish Government evidence website:

Not for this policy

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 | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Disability | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Marriage/civil partnership | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Race | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be |

| | | | | |
|--|--|---|--|--|
| | | | | investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Religion/belief/non-belief | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Sexual orientation | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Gender re-assignment (gender identity and transgender) | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Pregnancy/maternity | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |
| Sex | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is |

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

| | | | | |
|----------------------------------|--|---|--|--|
| | | | | confidential and will be overseen by the same person to ensure consistency and fairness. |
| Care experience (where relevant) | | ✓ | | Positive impact as the policy sets out what is meant by financial irregularity and explains how suspicions will be investigated. The process is confidential and will be overseen by the same person to ensure consistency and fairness. |

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?

N/A

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?

N/A

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.

No. In this instance, the policy makes clear what all employees should do should they suspect that a member of staff has acted dishonestly

10. How will this policy be monitored and evaluated?

It will be reviewed by the Head of SP&G.

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

Signed: Steve Borley_____

Date: 10/1/21

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.**