

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	Script Management Facility access policy
COMPLETED BY	Craig McGraw
HEAD OF SERVICE	Rhona Wright
DATE	21/04/21
SIGNATURE	
NEXT SCHEDULED REVIEW DATE	21/04/22

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

The purpose of the policy is to set out which SQA workers have access to the SMF and why.

3. What is main purpose of the policy

SQA's Access Control Policy

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

- ◆ *What equality evidence have you accessed regarding different needs, experiences, information or opportunities, impacts/different outcomes?*
- ◆ *Are there any gaps in equality information that you will need to fill now/later?*
- ◆ *Are there any people affected by the policy you should consult now? (Include details of findings from consultation if this has already taken place)*
- ◆ *Who do you need to get views from, internally and externally? How will you ensure you include 'harder to reach' groups?*

Internal evidence sources:

- ◆ *responses from SQA's recent staff survey*
- ◆ *employment monitoring data*
- ◆ *lessons learned from existing processes*
- ◆ *feedback from employees*
- ◆ *previous complaints*
- ◆ *feedback and from SQA's Union representatives*
- ◆ *information gathered from exit interviews*
- ◆ *statistical information from EAP (Employee Assistance Programme)*

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

External evidence sources:

- ◆ *Statistical information*
- ◆ *Reports*
- ◆ *Scottish Government [Equality Evidence Finder](#)*

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	✓			No adverse impact
Disability	✓			No adverse impact
Marriage/civil partnership	✓			No adverse impact
Race	✓			No adverse impact
Religion/belief/non-belief	✓			No adverse impact
Sexual orientation	✓			No adverse impact
Gender re-assignment (gender identity and transgender)	✓			No adverse impact
Pregnancy/maternity	✓			No adverse impact
Sex	✓			No adverse impact
Care experience (where relevant)	✓			No adverse impact

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?

Not applicable

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.

Not applicable

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

No

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. This was policy was put in place to control and restrict access to thousands of confidential candidate scripts and materials.

10. How will this policy be monitored and evaluated?

The policy owner will be responsible for monitoring implementation.

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

ACTION PLAN

Ref:	Action:	Owners:	Dates:
	No actions identified		

Signed: _____

Date: _____

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.**