

From: [\[redacted\]](#)
To: [\[redacted\]](#)
Subject: RE: HR contact
Date: 23 June 2017 11:05:00

Hi [\[redacted\]](#)

I've asked my Facilities colleagues for confirmation of current nursing mother's facilities in the main buildings i.e. SH, VQ, SAH and AQ

This is what we have at the moment. As you know there are other 'larger' buildings such as MarLab in Aberdeen, Longman and Strathearn Hs etc. Do you want to include these? Also, there are another 60 plus smaller buildings on the estate. Do you want to collate the information for all of these other premises too?

Hope this is helpful. Look forward to hearing from you.

Building Rooms Available

Victoria Quay 1-H67 – defined nursing mother's room. Key available from reception.

GB 69-first aid room with fridge. Key available from House Team in GF-74.

St Andrews House GN.03- defined nursing mother's room. Access available via reception

GWR.01- first aid room with fridge. Key available from House Team in GN.04.

Saughton House U Spur & R1 Spur- first aid room with fridge. Key available from House Team in E Spur.

Atlantic Quay Upper Rear Ground Floor- first aid room with fridge. Key available from House Team on 1st floor.

[redacted]

From: [redacted]
Sent: 22 June 2017 14:38
To: [redacted]
Subject: RE: HR contact

[redacted]

I've had a look at Saltire and it's not great. We can do better and put in a proper link outlining the details available in each building. The link at the moment just takes you to a list of buildings which is not helpful. If you can provide an updated list of what is available in each building I will get the link updated.

Don't think we need to name staff, we can just say that we will be updating HR staff who deal with this. We will also make them aware of the link into the building and facilities that are available.

[redacted]

[redacted]

From: [redacted]
Sent: 22 June 2017 14:31
To: [redacted]
Subject: HR contact

Hi [redacted]

[redacted] tells me it was [redacted] who provided her with HR info re her return to work. How do you think I should play it without getting her into "trouble"? Any advice gratefully received.

[redacted]

From: [redacted]
To: [redacted]
Subject: RE: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets
Date: 23 February 2022 09:57:42
Attachments: [image001.png](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)

[redacted]

Many thanks for the response. I'll pass on to Philip and we'll see what transpires

Cheers

[redacted]



[redacted] Facilities Services
5 Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU
Telephone: [redacted] Mobile: [redacted]

From: [redacted]
Sent: 23 February 2022 09:32
To: [redacted]
Subject: RE: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets

Hi [redacted]

There is no official policy, however, here is a link to the EQIA for the Smarter Workplaces Programme where we delivered gender neutral toilet facilities in AQ5 (24 provided on upper ground and first floor) and VQ (45 provided on 1st, 2nd and 3rd floors) as part of these existing building modernisation works. VQ ground floor has still be completed and additional gender neutral facilities will be built into this design.

[Smarter Workplaces programme: EQIA summary - gov.scot \(www.gov.scot\)](#)

As you know the Smarter Workplaces Programme no longer exists but diversity and equality considerations underpin all of our employment policies and practices. Providing gender neutral and disabled accessible toilet facilities, as part of existing building modernisation work will continue to be delivered. Part of this process also involves consultation with our internal diversity and inclusion networks to ensure proposed designs meet the necessary requirements.

I have also provided detail to each of the questions raised below.

Happy to discuss further, if required.

Kind regards

[redacted] **Projects Unit** | Workplace Division **Change is at the heart of what we do**
Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT

From:[redacted]

Sent: 18 February 2022 07:48

To: [redacted]

Subject: FW: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets

[redacted]

See questions below in relation to the introduction of our Gender Neutral facilities. Can you shed some light on the questions asked. I am aware of 5AQ but not sure on what changes were made on the rest of the estate. I'm happy to go back to Philip with the response

Cheers

[redacted]



[redacted]Facilities Services

5 Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU

[redacted]

From: [redacted]

Sent: 17 February 2022 18:19

To: [redacted]

Cc: [redacted] **Subject:** RE: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets

Thanks [redacted]

[redacted], would you be able to answer the questions below?

Kind regards

[redacted] Diversity and

Inclusion, People Directorate | The Scottish Government | S1 Spur, Saughton House,
Broomhouse Drive, Edinburgh, EH11 3XD
[redacted]

From: [redacted]

Sent: 17 February 2022 09:52

To: [redacted]

Subject: FW: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets

[redacted]

To see below from SQA seeking info on what we (and others) are doing in relation to a transitioning at work policy and support for this, i.e. single sex/gender neutral facilities. Anything we can share?

[redacted]

[redacted] | Scottish Government | People Directorate, Employee Relations, Reward & Expenses | [redacted] | I am currently working from home
[Supporting the People Strategy through improving online advice & resources](#)
Need HR Help and advice? Use [HR Online](#) to connect with your HR Teams

From: [redacted]

Sent: 17 February 2022 09:25

To: [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Subject: SQA Benchmarking - Single Sex vs. Gender Neutral Toilets

We have spent the last two years developing a Transitioning At Work Policy and are preparing to begin the consultation process for this policy. We anticipate that our trade union colleagues and others may ask about what arrangements other NDPBs have in place for toilets and changing areas (where relevant). We would therefore like to undertake benchmarking with other NDPBs to understand what you have in place for toilets and changing facilities on your premises. Currently SQA only has single sex facilities available. I would be extremely grateful if you could answer the following questions on this topic:

1. Do you have only single sex toilets and changing areas, only gender neutral/mixed sex/unisex toilets and changing areas or a mixture of both single sex and gender neutral toilets and changing areas? Did any of your gender neutral/mixed sex/unisex toilets replaced single sex toilets on your premises and how many were replaced? The vast majority of gender neutral toilets provided in VQ as part of the refurbishment were additional new facilities where we are able to repurpose certain areas on the floor plates. In AQ5 we repurposed 24 toilets of the existing toilets on the ground and first floors where we have the highest footfall of visitors and meetings out of a total of 91 toilets in the building.
2. What if any consultation was undertaken with your staff on the implementation of gender neutral toilets? Do you have any learning points you would be willing to share with us from your consultation process on this topic? The main learning point would be that a gender neutral toilet facility should be single use that has its own hand wash basin contained within the space.
3. Did you do carry out any impact assessments? [Link to our overarching EQIA for Smarter Workplaces](#) provided above.

Kind regards,

[redacted]

[redacted]

[redacted]

[redacted]

Human Resources, People Directorate

[t\[redacted\]](#) Scottish Qualifications Authority

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian EH22 1FD

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