



Equality Impact Assessment

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):

Data Steward Role: The University is establishing a formal role of Data Steward. Data Stewards will be appointed for each of the University's key administrative data sets. Each Data Steward is responsible for ensuring the security, access, documentation and quality of their data sets. The formal description of the role sets out these responsibilities.

B. Reason for Equality Impact Assessment (Mark **yes against the applicable reason):**

- Proposed new policy/practice **YES**
- Proposed change to an existing policy/practice
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: **Gavin McLachlan**

Job title: **CIO and Librarian to the University**

School/service/unit: **Information Services**

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University **YES**
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **YES**
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? **YES**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability

- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

The Data Steward role formalises the responsibilities of those members of staff who look after the University's data sets. It forms part of existing administrative jobs and is not a separate job. It does not affect user-facing services (e.g. student services).

The creation of this role will impact a few members of staff, perhaps 30 across the University, who will take on the new role of Data Steward as part of their administrative responsibilities. It will also impact people who engage with the Data Stewards. There will be no additional pay related to the undertaking of this role.

Data Stewards are to be appointed by Heads of Colleges and Directors of Support Groups. The appointments reflect existing responsibilities. Heads of Colleges and Directors of Support Groups will consider Equality & Diversity requirements in their appointments as part of their management role.

In order to support Data Stewards in this role, guidance materials are being created and a community of practice is being set up. This is an improvement on the current situation in which no such guidance is available. All materials created will be available online and hence will be accessible. Community meetings will take account of accessibility needs.

This role has the potential to affect all protected characteristics but in particular the characteristics of Disability as disabled staff using the software and hardware associate with this role will need it to be accessible (meeting the Web Content Accessibility Guidelines and being compatible with assistive technology).

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

We are aware that some disabled staff may need reasonable adjustments to be put in place to undertake the role and this will be done. Information Services offers a Staff Disability Computing Support service which will be able to assist staff identify helpful assistive hardware and software. In addition, the University has a Staff Disability Officer that staff can contact should they require any additional support. We have consulted with the Information Services Disability Information Officer about the needs of disabled users in regard to this policy.

Training for the role will be provided on various days and times to account for those with caring/parental responsibilities (which statistically have been shown to fall to a greater extent on woman and therefore might impact the protected characteristic of gender). The training materials will be provided in a range of alternative formats on request

The role will mainly be a formalisation of existing duties but those appointing Data Stewards will be reminded of the need to ensure that staff have the time and training to conduct such duties to ensure no negative impact on stress and mental health.

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

The job will require that users are English speakers but as English is the main teaching language of the University this should not lead to any disadvantage.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

We feel we have sufficient evidence at the moment to proceed.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

The introduction of the Data Steward role should not lead to any form of prohibited conduct. Appointment of people to the role will be subject to normal Equality & Diversity management considerations. Wherever required reasonable adjustments will be put in place. All aspects of this role can be undertaken during an individual's normal working patterns so there will be no need to make alternations to flexible working agreements etc. that may already be in place nor would this prohibit those with flexible working patterns from undertaking the role.

- If the policy/practice contributes to advancing equality of opportunity²

The formalisation of this policy should ensure that any member of staff who is qualified (or who can be trained) and for whom it would fall under their remit who wishes to undertake this role will not be prohibited for doing so for any reason relating to any of the 9 protected characteristics

- If there is an opportunity in applying this policy/practice to foster good relations:

It is hoped that by completing this EqIA and ensuring all actions have been taken to ensure no disadvantage that we demonstrate the seriousness with which Information Services and the University of Edinburgh deals with Equality and Diversity issues

- If the policy/practice create any barriers for any other groups?

The introduction of the Data Steward role is not expected to create any barriers for any protected groups.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

All communication about this change whether it be to staff or the data stewards themselves will be available in alternative formats upon request.

The role will also be documented on the University Website which is governed by the University Website Accessibility Policy which is based on the Web Content Accessibility Guidelines Version 2 AA standard.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

The Disability Information Officer has been consulted about the change and all feedback will be monitored for all potential positive or negative feedback related to any of the nine protected characteristics an action taken accordingly.

- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:

All normal human resources policies which have equality and diversity built in will be followed to ensure no form of prohibited conduct occurs and to ensure Information Services and the University demonstrates its commitment to Equality and Diversity.

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

² This question does not apply to the protected characteristic of marriage or civil partnership

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
 - **We will monitor all feedback for any positive or negative comments related to any of the protected characteristics**
 - **We will make line managers aware of the need to make reasonable adjustments**
 - **We will ensure training related to the role is provided in accessible locations**
 - **We will provide all materials on the role in alternative formats upon request.**
 - **We will remind managers appointing Data Stewards to ensure that staff have the time and training to conduct such duties.**

2. When will the policy/practice next be reviewed?
When there is next a substantial change in the policy or when we received any positive or negative feedback related to any of the 9 protected characteristics.

H. Publication of EqIA

Can this EqIA be published in full, now? **No**

If No – please specify when it may be published or indicate restrictions that apply: **The EqIA may be published after the Data Steward role is approved by CMG.**

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Dave Berry, Enterprise Architect, Information Services**

Accepted by (name): **Gavin McLachlan, CIO and Librarian to the University**

Date: **7th August 2017**

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk