

Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

1. Name of the activity (strategy, policy, practice etc)

The conversion of teaching rooms 4C001 and 4C002 Frenchay into office space for the Student Information System (SIS) Programme

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

This project will enable the SIS Programme team to be located together to ensure effective working practices while undertaking this large University-wide programme, which is part of Strategy 2020.

In terms of access to, and room layout in, 4C001 and 4C002 a desk plan has been provided by Facilities that takes into consideration space requirements and regulations for individuals working in the office. This will provide a flexible office space with a multitude of potential future users in mind. As well as desk space for long-term members of the team, there will also be hotdesks available to enable other University-wide staff to use the office space as appropriate. Office lighting and other environmental considerations to convert the rooms into office space will be taken into account and acted on as required during the progress of the project.

The rooms are accessible from the ground floor by lift.

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

No, there is no reason to assume this project will have a negative impact on students, staff and/or visitors from equality groups. The rooms are located in an accessible corridor and can be accessed by lift from the ground floor. Room layouts have been designed with space requirements and regulations in mind. Although this office space was previously teaching space, FBL has relocated and has sufficient accommodation for teaching.

4. Does the activity have the potential to impact equality groups in the following ways:
- Access to or participation in UWE Faculties or Professional Services?
 - Levels of representation across the UWE workforce?
 - Student experience, attainment or withdrawal?
 - Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

No.

- Access to or participation in UWE Faculties or Professional Services?**
The SIS Programme is a University-wide initiative that may involve most staff at UWE. 4C001 and 4C002 will be used as central offices for the Programme team. The offices are based on an accessible corridor with lift access from the ground floor for anyone visiting the team, and events run to engage all staff will be held in standard meeting rooms.
- Levels of representation across the UWE workforce?**
Not relevant – the room does not affect selection or engagement of specific staff.
- Student experience, attainment or withdrawal?**
The new Student Information System will ultimately impact on student experience at UWE, but the conversion of these rooms into office space will not impact on it.
- Staff experience?**
Locating the SIS Programme team together in these offices will promote effective working practices, particularly around communication. It will help to limit any feelings of isolation for staff working on the Programme and will encourage the successful delivery of this University-wide Programme.

Equality analysis screening sign off:

Faculty Dean or Head of Service	Lee Norris
Faculty / service	Director of Strategic Programmes Office
Date	23 August 2017

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

1. Name of the activity (strategy, policy or practice etc)

The conversion of teaching rooms 4C001 and 4C002 Frenchay into office space for the Student Information System (SIS) Programme

2. What is the aim of the activity (objective or purpose)?

Locating the SIS Programme team together in these offices will promote effective working practices, particularly around communication. It will help to limit any feelings of isolation for staff working on the Programme and will encourage the successful delivery of this University-wide Programme.

3. If amending a current activity, what changes are proposed?

At the moment, Programme team members are located across the University. This change proposes to bring the team together into one location to promote effective working practices, particularly around communication and to prevent any feelings of isolation.

4. Who is responsible for developing and delivering the activity?

Ian Dibble is the Director of the Student Information System Programme.

5. What measures will be used to assess whether the activity is successful?

All staff based in the offices are happy with their working environment and have any reasonable adjustments taken into consideration to ensure the space works for them.

Visitors are happy with the environment with their needs taken into consideration and facilities are within easy access of the offices/ signage is provided.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men	Yes – the underrepresentation of men based in the office has been noted.		

Trans people			X
Black and minority ethnic groups			X
Disabled people	Yes – the offices are on the 4 th floor but there is lift access from the ground floor.		
	Signage to be provided in offices to nearest lift. Reasonable adjustments will be made for staff based in the offices and for visitors to the offices.		
Younger or older people	Yes – mobility and/or sensory issues will be taken into consideration where staff based in the offices are concerned in terms of desk allocation and for visitors to the offices.		
People of different religion and beliefs	Yes – signage will ensure easy access to the nearest faith spaces.		
Lesbian, gay, bisexual people			X
Marriage and civil partnership			X

Pregnancy and maternity	Yes – the room to use for rest and recovery will be included as part of the induction to new members of the team joining the office.		
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7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

Equality groups/ networks will be consulted on this equality analysis once it is published on the UWE Intranet. Comments then provided by members of staff will be taken into consideration, and included in the equality analysis with details of actions to be undertaken as required.

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

Team members' line-managers will be contacted to ask for any reasonable adjustments that need to be made to the office to ensure it is an effective working space for all staff based there.

9. Please indicate the level of equality relevance:

High

Medium

Low

10. **Equality analysis sign off:**

Faculty Dean or Head of Service	Lee Norris
Faculty / service	Director of Strategic Programmes Office
Date	23 August 2017

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan

Appendix 1

Name of activity: The conversion of teaching rooms 4C001 and 4C002 Frenchay into office space for the Student Information System (SIS) Programme

Plan completed by: Alison Barnard, Project Support Officer

Service / faculty: Strategic Programmes Office

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Any reasonable adjustments to be requested for staff based in the offices from their line-manager.	Alison Barnard	To ensure that any reasonable adjustments set up for members of staff in their current working environment come across with them to the new office. Reasonable adjustments also to be considered for new members of staff to UWE and the relevant resources put in place.	Initially 30/08/17 and then ongoing	Staff based in 4C001 and 4C002 are happy with their working environment and have everything they need to be able to work effectively in the space.	Reasonable adjustments were requested in late June but none were advised.

Consultation	Equality Analysis to be published on the UWE Intranet to invite comments from staff.	Alison Barnard to send the Equality Analysis to the E&D Unit for publishing.	Alison Barnard; E&D team; webteam to help with publishing.	Consultation to be complete by 7 July 2017.	Either no comments or comments received and incorporated into the Equality Analysis.	No comments were received during the consultation period.
Monitoring and review arrangements	The Equality Analysis and action plan to be periodically reviewed to ensure it is up-to-date and amended as required.	Alison Barnard/ Ian Dibble	The Equality Analysis document.	Ongoing	Staff and visitors who use the offices are happy with the environment and they are able to use the space effectively.	Equality Analysis to be reviewed periodically to ensure it's up-to-date and amended as required.
Publication	To be published for 3 weeks to invite comment from equality groups/ networks at UWE.	Alison Barnard E&D Unit Web team	UWE Intranet	Consultation to be complete by 7 July 2017.	Either no comments or comments received and incorporated into the Equality Analysis.	No comments were received during the consultation period.

Other actions	Signage to be placed in 4C001 and 4C002 to direct staff and visitors to nearest lifts, evacuation points and faith spaces.	Alison Barnard	Signage to be created locally and placed on noticeboards within 4C001 and 4C002.	Signage to be put in place by 14 July. Checklist to be created at the same time.	Staff and visitors are aware where the nearest facilities are to the offices.	Signage put up in 4C001, 2 and 4 with information on nearest toilets, lifts, evacuation
	Induction to be given to new team members about location of facilities – toilets, kitchen, rest and recovery area/ meeting room availability.		A checklist to be created to ensure all relevant information is provided to new members of the team, and as appropriate, visitors.	Induction to be provided to new members of the team on an ongoing basis.		points and faith spaces. A checklist produced for induction of new staff to 4C001 and 2 offices.

Please return form to the Equality and Diversity Unit