

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)

FET Faculty Finance Team Move to 2P050

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.

Yes, it has the potential to benefit both staff in the FET Faculty Finance Team and those in the FET Faculty:

- It will bring the FET Faculty Finance Team together in one room (instead of being split over 3 rooms), facilitating better communication amongst the team.
- It will bring the team physically closer to the Faculty they support, reducing travel distances for face-to-face meetings.
- New carpet and new paint on the walls will improve the working environment for the FET Faculty Finance Team and the customer experience for anyone who visits them.

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.

Yes, it has the potential to create a negative impact if reasonable adjustments are not put in place for disabled staff, if inclusive design principles are not followed, if the working environment does not reflect UWE's inclusive values or if staff do not have easy access to spaces that support them, e.g. quiet spaces, faith spaces etc.

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? - YES
 - Levels of representation across the UWE workforce? - NO
 - Student experience, attainment or withdrawal? - NO
 - Staff experience? - YES

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.

YES

Equality analysis screening sign off:

Faculty Dean or Head of Service	William Liew
Faculty / service	Director of Finance
Date	03.11.17

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)

FET Faculty Finance Team Move to 2P050

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

The office space in E Block that the FET Faculty Finance Team are currently working in is required by the Space Team for Library staff, due to the Library's expansion.

The aim of moving the FET Faculty Finance Team from E Block to P Block is: to free up the required space for the Library; enable the FET Faculty Finance Team to share one office (instead of being split over 3 offices) thus fostering better communication amongst the team; and to improve the team's access to the FET Faculty (and vice versa).

The aim of the project request for new carpet and paint for 2P050 is to bring the room up to a reasonable decorative standard, to help create a positive new and long-term work environment for the FET Faculty Finance Team.

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

AT the moment the FET Faculty Finance Team are based in 3 rooms on 5th Floor of E Block. This move will enable them to all be in the same office, and also to be closer to their main customer, the FET Faculty.

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

William Liew (Director of Finance), supported by Isobel Napier (Executive Support Officer)

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

The FET Faculty Team will move into the redecorated space.

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

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		The office space is designed for all.	
Trans people	Although it is not believed any Trans staff will be adversely impacted by this move, it has been taken into consideration that Trans people may have become accustomed to being out, and to expressing their identity boldly in their previous office space. They may be uneasy about sharing office space with a different group of people. This can be mitigated by senior managers re-emphasising during the move UWE's values relating to inclusivity. All relevant colleagues have completed the mandatory E&D e-learning. Any particular local issues could be addressed through team meetings and/or additional training as necessary.		
Black and minority ethnic groups		The FET team are used to working closely together in adjacent offices. This move will foster better relations, as it will remove the literal walls between them. All affected staff have completed the mandatory E&D e-learning.	
Disabled people	If staff have a disability that is triggered by change, line managers will take this into consideration and offer appropriate support during the move process. Any reasonable adjustments that need to be made to the new space will be considered, e.g.	Current E Block office is on 5 th Floor, new P Block office will be at ground level, so no need for a lift to be used for access. Refurbishment of the office will follow the specifications for inclusive design in the UWE	

	a desk in a quieter part of the office or access to a quiet space nearby. There will be clear communication on the changes for all affected staff.	Design Guide, including those for visual contrast in colour schemes between walls, floors, ceilings, furniture etc.	
Younger or older people		The office space is designed for all.	
People of different religion and beliefs		2P050 is a very similar (close) distance away from the prayer space at the Octagon as the current office space in 5 th Floor E Block. It is further from the Muslim Prayer rooms on 3 rd Floor E Block than the previous office space, but is still closer than many of the other offices on Frenchay Campus – the extra time taken to travel there would be marginal.	
Lesbian, gay, bisexual people	Although it is not believed any LGB staff will be adversely impacted by this move, it has been taken into consideration that LGB people may have become accustomed to being out, and to expressing their identity boldly in their previous office space. They may be uneasy about sharing office space with a different group of people. This can be mitigated by senior managers re-emphasising during the move UWE's values relating to inclusivity. All relevant colleagues have completed the mandatory E&D e-learning. Any particular local issues could be addressed through team meetings and/or additional training as necessary.	The FET team are used to working closely together in adjacent offices. This move will foster better relations, as it will remove the literal walls between them.	
Marriage and civil partnership		The office space is designed for all.	
Pregnancy and maternity		There will be easier access to the office space as no stairs or lift will be required to get there. There are two smaller rooms within the new office space in 2P050. One is currently planned to be an archive space and one a meeting room. Either could be considered as a space for breastfeeding or expressing milk as necessary.	

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 Internet. 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 there. Senior managers will re-emphasise UWE's values relating to inclusivity as part of the move process. It will be considered if the two smaller rooms in the new office space could be used as additional quiet spaces and/or used for breastfeeding / expressing milk.


9. Please indicate the level of equality relevance:

High

Medium

Low

10. Equality analysis sign off:

Faculty Dean or Head of Service	 William Liew
Faculty / service	Director of Finance
Date	03.11.17

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: FET Faculty Finance Team Move to 2P050

Plan completed by: Isobel Napier, Executive Support Officer

Service / faculty: Finance Service

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.	Isobel Napier to obtain current info; Faculty Financial Controller to monitor needs of team going forwards.	Ensure 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 staff whose needs may change due to the new space and any new members of staff. Relevant resources will be put in place.	Initially 31.10.17 and then ongoing	Staff based in 2P050 are happy with their working environment and have everything they need to be able to work effectively in the space.	31.10.17 The FET Faculty Financial Controller has confirmed the only reasonable adjustments currently in place for members of the team are connected to work tasks and work patterns. These will continue after the move and will not be impacted by it.
Consultation	Equality Analysis to be published on the UWE Internet to invite comments from staff.	Isobel Napier to send the Equality Analysis to the E&D Unit for publishing.	Isobel Napier; E&D team; webteam to help with publishing.	Consultation to be completed by 27.11.17	Either no comments or comments received and incorporated into the Equality Analysis.	

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.	Isobel Napier / Faculty Financial Controller	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.	
Publication	To be published for 3 weeks to invite comment from equality groups/ networks at UWE.	Isobel Napier; E&D Unit; Web team	UWE Internet	Consultation to be completed by 27.11.17	Either no comments or comments received and incorporated into the Equality Analysis.	
Other actions	Clear communications about the move (before, during and after) to be shared with staff.	Isobel Napier; Faculty Financial Controller	Isobel Napier; Faculty Financial Controller;	Initial conversations already had with the team. Timelines / key dates to be issued as soon as known.	Staff are clear about the move process and any queries are answered in a timely manner.	3.11.17: Team aware that the move happening but not yet in a position to confirm dates as awaiting confirmation of these from Facilities.
	Senior Managers to re-emphasise during the move UWE's values relating to inclusivity.	Director and/or Deputy Director of Finance; Faculty Financial Controller	Director and/or Deputy Director of Finance; Faculty Financial Controller; E&D web pages;	Ongoing	All affected staff have completed mandatory E&D e-learning; All staff are comfortable and happy in their new work environment.	All affected staff have completed mandatory E&D e-learning
	Induction to be given to team members about location of facilities – toilets, kitchen,	Isobel Napier; Faculty Financial Controller	A checklist to be created to ensure all relevant information is provided to new members	On day #1 of being in new office space. Induction to	Staff and visitors are aware where the nearest facilities	

	fire exits, rest and recovery areas, faith spaces, meeting room availability.		of the team, and as appropriate, visitors.	be provided to new members of the team on an ongoing basis.	are to the offices.	
--	---	--	--	---	---------------------	--

Please return form to the Equality and Diversity Unit