**Equality Analysis**

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](https://docs.uwe.ac.uk/sites/equality-and-diversity/_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/sites/equality-and-diversity/Documents/Equality%20analysis/Equality%20analysis%20guidance.docx) or contact the Equality, Diversity and Inclusivity Team: [edi@uwe.ac.uk](mailto:edi@uwe.ac.uk).

**Activity Title: Relocation of Collections and Research Library staff from 3D36 to offices on level 4 in C and D Block**

**Project Manager and Contact: Jenni Crossley / Anna Lawson and David Rowe**

As part of the Frenchay Library redevelopment work, Library staff will be relocated to a purpose designed agile office environment close to Frenchay Library. In order for the project to progress, a temporary relocation of staff is required. Collections and Research staff currently based in 3D36 will move to agile office environments in the 4C corridor. This provides access to a range of facilities including: agile office space with bookable desks, quiet working/ small meeting rooms, Teams enabled meeting rooms and staff room with kitchen facilities. In addition, a workroom area has been allocated in the 4D zone for specific tasks and storage.

Benefits

* Allows further adoption of agile/hybrid working principles in preparation for permanent office moves.
* Staff moving to more recently decorated / newly decorated spaces providing attractive modern workspaces.
* More efficient use of university space, freeing up core library space for students and other users.

Collections and Research staff have already trialled using the rooms in the 4C corridor area. The following ‘You said, we did’ document shows how feedback has been responded to.

Proposed activity (change, refresh, policy, process or practice) being analysed

Relocation

Changes will be experienced by staff due to relocation to a shared multi-office space and work rooms, requiring adaption of day-to-day working processes, e.g., physical stock processes, post sorting. Staff will also have to become used to working in a fully hybrid way, including acknowledgement of no permanent desk, working in spaces with other professional service teams, and some change/disruption to current working practices. Examples of this include loss of a sense of “ownership” of workspace, the need to ensure that workspaces are booked well in advance, moving around workspaces depending on the nature of the task being performed. This will potentially have the biggest impact on staff who are carrying out tasks which require use of specialist equipment.

What sources of information/ data, or who have you identified to help explore potential equalities impacts?

* Review of existing reasonable adjustments, in collaboration with Inclusive Practice Officer (EDI)
* 1:1 discussion with individuals who are impacted
* Feedback from new office space trials ([Trial Feedback from Level 4 C offices actions and responses.docx](https://eur01.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fuweacuk.sharepoint.com%2F%3Aw%3A%2Fr%2Fsites%2FLCI-LCIAnnoucements%2FShared%2520Documents%2FStaff%2520Office%2520Moves%2FTrial%2520Feedback%2520from%2520Level%25204%2520C%2520offices%2520actions%2520and%2520responses.docx%3Fd%3Dw1dc5951f7ea14068b77d811610dbabbc%26csf%3D1%26web%3D1%26e%3DioR8hZ&data=05%7C01%7CDavid.Rowe%40uwe.ac.uk%7C537d2ef5d603431bf3ea08dbef2b5f51%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638366741778167474%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=yVzGCNA5sXAUrOwTWYQrfVzLe%2Fc1I%2B%2Bqrp%2FzQjx4xLc%3D&reserved=0) )
* Discussion at team meetings and creation of Wellbeing Action Plan
* Involvement of Collections and Research EDI Champions

Assessing the activity from different perspectives

Might your proposal impact people who identify with the protected groups below in the following contexts?

* Access to or participation in UWE Bristol Faculties or Professional Services?
* Student experience, attainment or withdrawal?
* Staff experience, representation, or progression?

Explain why you have made that assessment and plan your response.

**Action Planning**: how will you mitigate negative and maximise positive outcomes?

**Please feed information from this action plan to your activity’s own planning documents e.g., action plans, risk registers, benefits maps**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Possible Positive Impact on Groups** Include relevant data if possible | **Possible Negative Impact on Groups** Include relevant data if possible | **Actions Required** | **Responsible Person** | **Target date** | **Success indicators** | **Progress to date** |
| **All** (possible impacts affecting many groups) | Better kitchen facilities for use by the Collections and Research team | Lack of allocated storage space in the kitchen. | Some new and returning staff will need to be introduced to the area.  Storage/fridge space is allocated to library staff. | Line Managers / People Managers | Christmas 2023 | Staff know where facilities are | All teams have trialled the available spaces including kitchen area.  Had conversations and updates across all teams.  One fridge has been moved to enhance provision. |
|  |  | Toilets – access to male, female, accessible and non-gender toilets | Clear direction to appropriate available toilets provided.  Some new and returning staff will need to be introduced to the area. | Line Managers / People Managers | Christmas 2023 | Staff know where facilities are | All teams have trialled the available spaces.  Had conversations and updates across all teams. |
|  |  | Lack of adequate personal locker provision for all team members to store valuables and/or personal items, resulting in: staff carrying more equipment to work on a daily basis; reduced access to storage for active commuters; nowhere to store valuable items e.g. bags, purses/wallets whilst at work. | Provision of fixed lockers for personal storage in easily accessible location(s).  Reminder to staff that lockers are not private and can be opened by university staff in case of an emergency | Project group | Mid Jan 2024? | Staff have a dedicated locker as currently. | Relocation of existing lockers has been raised with Lucy Cull |
|  | Integration with colleagues from other professional services, leading to opportunities increase awareness of other teams, building relationships with different colleagues. | Library staff feel like they are “intruding” in space that is already regularly used by other teams; other teams feel that “their” space is being taken over.  Staff lose a sense of “belonging” in a space/”ownership” of that space.  Raised sense of anxiety about knowing the other occupants of the space, what accepted office etiquette is. | Acknowledgement and reassurance around sense of anxiety.  Work with colleagues from other teams to develop a shared understanding of office etiquette.  Hold some “ice-breaker” sessions with other teams.  Encourage library colleagues to regularly use the new office spaces ahead of moving in January.  Positive messaging from team leaders across all affected teams.  Ensure library colleagues have access to Office Sway, and that this includes information on use of shared spaces. | Project group, team leaders/people managers | Starts now and on-going. | Staff feel positive about using new space, feel that their anxieties are being addressed.  To be addressed through feedback. | Library teams have trialled office spaces.  Office Sway has been distributed to research and collections team members*.*  Colleagues encouraged to start using the spaces before the final office move.  David arranging regular updates for Collections & Research colleagues. |
|  | Consistent use of desk/room booking system would align with practice elsewhere in UWE.  Using the central desk booking system will streamline space booking for library colleagues | Changes in bookings systems and additional admin may add to feelings of overwhelm. | For there to be the possibility for co-located block booking of desks, as a transitionary measure, in the new office space to ease anxiety and help all staff settle into the new environment.  Adopt and clearly communicate the university booking system and facilitate both advance and on day bookings. Booking at desk aided by QR code, etc.  Encourage colleagues to explore and start to book desk/meeting spaces to increase familiarity with system and spaces available. | Team leaders/project team/people managers | Christmas 23 | Staff are familiar with booking system and can find and book appropriate spaces. | Collections and research teams starting to use meeting rooms and being encouraged to regularly use hot desk spaces.  Discussed at team meetings/specific office move updates. |
|  |  | Established evacuation routes will change with office move | Establish what new evacuation routes are, including refuges, and share with all colleagues. | Team leaders/project team/people managers | Christmas 23 | Colleagues are familiar with evacuation routes. Target evacuation times are met in event of fire drills. |  |
| **Age** (older people, younger people) |  | Unsettling – It may be assumed or demonstrated that there is a correlation between age and adapting to a new working environment. This is a generalisation and will not be definitive, therefore it is important that all staff are treated in a similar way regarding this and hence this is discussed above. |  |  | Starts now and is on-going. | All colleagues feel comfortable and supported in using the new spaces. | Relevant actions are covered elsewhere in the document. |
|  |  | Members of the team that are at the very start of their career may not feel confident in arranging co-location in the new office space with their colleagues | Team leaders / People Managers to support team members at the start of their career to co-locate with colleagues in the new office space, enabling this to happen | Team leaders / People Managers | Christmas 23 | Members of the team at the start of their career journey feel they are supported in being co-located with colleagues and can do so in the new office space |  |
| **Disability**, including mental health and non-visible disabilities |  | Disabled staff will need access to reasonable adjustments at their main place of work | Team leaders and line mangers to work together to ensure reasonable adjustments are updated and reviewed and all relevant data passed to Simon Cox  Staff without reasonable/workplace adjustments given opportunity to understand/be reminded about why these adjustments are important and beneficial.  WECIL to be flagged as an available source of support | Team leaders/people managers | Nov 23  Jan 24 and on-going reviews | Staff with agreed reasonable adjustments have necessary equipment in place and feel supported to work in new office spaces.  *S*taff without reasonable adjustments understand why these are in place and how the process of obtaining them works*.* | Reasonable adjustment info has been discussed with individual team members and fed back to Simon Cox. |
|  |  | Medication may need to be stored at the workplace | Kitchen/fridge/lockers listed as requirement | Project Group | Jan 23 | Colleagues would know where to store medication if needed.  All colleagues are aware of designated space and not to move medication, if the need arises. | Been actioned by project group. |
|  |  | Access routes to working space, meeting rooms and facilities (including toilets, kitchens, etc). More walking required to connect with others. | Work with space planning to identify accessible routes and nearest facilities. | Project team / people manager | Jan 2023 and on-going | Review the need for automatic doors and request budget to purchase if required. |  |
|  |  | Car parking location is the same, but there is a need to identify new access routes to office spaces. | The nearest accessible parking is next to Felixstowe Court. With second one near B Block. Line Managers to discuss requirements and any impact with individuals. | Member of staff and Line Managers / People Managers | Dec 2023 | Relevant staff have suitable car parking access routes | Discussions with individual team members have happened |
|  |  | Neurodivergent staff may find hybrid/agile working a cause of anxiety | Line manager to discuss with individual and assess if reasonable adjustments are required  Colleagues reminded to be supportive of each other.  Work with colleagues from other teams in 4C offices to develop shared understanding of office etiquette. | Line Managers / People Managers | Starts now and on-going | Colleagues feel supported through the office moves and comfortable in the new environment.  No absence due to anxiety.  Any necessary adjustments are in place. |  |
|  |  | Staff with anxiety diagnosis/social anxiety may find hybrid/agile working triggers symptoms | Line manager to discuss with individual and assess if reasonable adjustments are required.  WECIL to be flagged as an available source of support  For there to be the possibility for co-located block booking of desks, as a transitionary measure, in the new office space to ease anxiety and help all staff settle into the new environment. | Line Managers / People Managers | Starts now and on-going | Colleagues feel supported through the office moves and comfortable in the new environment.  No absence due to anxiety.  Any reasonable adjustments are understood and in place*.* |  |
|  |  | Established evacuation routes will change with office move | Line Managers to update PEEPs with individuals  Team leaders/people managers to establish evacuation routes and ensure staff are familiar with the evacuation routes and refuge points | Line Managers / People Managers | Mid Jan 24 | Colleagues are familiar with new evacuation routes/refuge points.  Target evacuation times are met in event of fire drills |  |
| **Women and men** | Agile working may offer more flexibility around symptoms of menopause | Potential for inability to control lighting and temperature in office spaces. | Menopause may need adjustments like access to windows, fans, space to rest, etc. Ensure fans are available in office spaces.  Line manager to discuss equipment requirements and feed back to Simon | Line Managers / People Managers | Jan 24 | Affected colleagues feel relatively comfortable in new office/able to exert some control over environment. Negative feedback is minimal. |  |
| **Trans and non-binary people**, including gender reassignment | Agile working may offer some flexibility around finding a comfortable/safe space to work. | Medication may need to be stored at the workplace | Kitchen/fridge/lockers listed as requirement | Project group | ? Not aware of a current requirement. | Colleagues would know where to store medication if needed.  All colleagues are aware of designated space and not to move medication, if the need arises. | Additional fridge added to kitchen |
|  |  | Potential for inability to control lighting and temperature in office spaces.  Trans and non-binary staff at the start of their journey might only be out to a few people. New workspaces could mean people being accidentally outed during introductions  Colleagues from other teams could inadvertently misgender colleagues, causing distress/worry that their identity might not be respected. | Adjustments like access to windows, fans, space to rest, etc may be required. Discuss individual requirements with line manager and feed back to Simon any specific requirements | Project group/team leaders/people managers |  | Colleagues feel safe and respected in the workspace. Any feedback is responded to appropriately. |  |
|  |  | Staff who return from long-term medical leave, e.g., gender reassignment, leave after the office move may need to be supported in refamiliarising themselves with the new office environment | Member of staff to discuss with Line Manager / People Manager, e.g., requirements and trialling and feeding back on space before return | Line Manager / People Manager |  |  |  |
| **Marriage** and/or **civil partnership** |  |  |  |  |  |  |  |
| **Pregnancy** and/or **maternity**, including Adoption | Varied office spaces could provide a more comfortable environment | Comfort / accessibility of new working environment to be assessed | Risk assessment required for the environment to ensure it is safe for pregnant people. | Project Managers | When needed | Environment assessed as suitable with minimal risk. |  |
|  |  | Returning from maternity leave, member(s) of staff could require somewhere to express/store breast milk | Access to fridge and identify private location for expressing milk. Add information to Office Sway. | Project team | When needed | Staff returning from maternity leave feel comfortable and supported in continuing to breastfeed. |  |
|  |  | Staff who return from maternity leave after the office move may feel unsure of the new office environment | Member of staff to discuss with Line Manager / People Manager, e.g., requirements and trialling and feeding back on space before return | Line Managers / People Managers | When needed | Staff returning form leave are using office spaces comfortably. No concerns raised with people manager. |  |
| **Race**, including ethnicity and citizenship | Other workspaces might have more diversity of ethnicities represented within their staff population. This might enable racially minoritised colleagues to feel more comfortable and have a stronger sense of belonging. | Racially minoritised colleagues may also feel nervous working in environments different to their usual office causing worry that their identities will not be respected in alternate working areas. Ensuring there is support and communication from line managers is important. | Ensure there is support and communication from line managers for this group.  All colleagues to be reminded of the need to respect others' views beliefs and cultures | Line managers/people managers | Christmas 23 | Colleagues feel safe and respected in the workspace. Any feedback comments are suitably addressed. |  |
| **Religion and/or belief**, including those without religion and/or belief |  | Prayer room access | Clear guidance on available prayer rooms and reasonable consideration of any additional time needed to access the room to be discussed with Line Managers  All colleagues reminded of need to be respectful of others’ beliefs and views. | Line Managers / People Managers | Christmas 23 | Colleagues feel safe and respected in the workspace. Any feedback comments are suitably addressed. |  |
| **Sexual orientation** | Agile working may offer some flexibility around finding a safe space to work. | add .  LGB+ staff might only be out to a few people. New workspaces could mean people being accidentally outed during introductions  Colleagues from other teams could inadvertently cause distress/worry that their sexual orientation might not be respected. | All colleagues reminded of need to be respectful of others.  Ensure support from people managers. | Team leads/people managers | Christmas 23 | Colleagues feel safe and respected in the workspace. Any feedback comments are suitably addressed. |  |
| **Other specific group** (e.g., International or Access) |  |  |  |  |  |  |  |

Project manager next steps

Does this Equality Analysis require consultation of 3 or 6 weeks ([chart to help you decide](https://docs.uwe.ac.uk/sites/equality-and-diversity/Documents/Equality%20analysis/Equality%20Relevance%20Chart%20for%20Equality%20Analysis%202019.docx)) 3 weeks

Delete as appropriate.

Is further monitoring or engagement required? (In addition to the formal Equality Analysis consultation, e.g., with the Students’ Union, Disability Services, relevant staff groups) Yes

Delete as appropriate.

What measure / statistic / data will you use to check if the activity has had a positive, negative, or neutral outcome?

* Check appropriate Reasonable Adjustments have been put in place and are effective and what is still needed. This will be worked through in 1:1 discussions with members of staff and Line Manager / People Manager.
* Review Wellness Action Plan within sections to pick-up on any further actions which need to be addressed, after the office move.
* Project group to review feedback from office trials and effectiveness of alterations put in place, through team discussions and staff feedback.
* Ensuring mechanisms to enable regular feedback from colleagues as they settle into new office environments, including how well the new office spaces support specialist work processes.
* Survey of staff to garner feedback 2 – 3 months after office move has been completed.

When will you review this Equality Analysis? Enter date or project stage suitable to the proposal:

Equality, Diversity, and Inclusivity Team Review

The EDI Team has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation

EDI representative: Date:

Faculty/Service/Departmental Sign off

I am satisfied with the results from investigation, consultation, and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean/ Head of Department/ Head of Service:

Faculty/ Department/ Service:

Date:

So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the ‘You Said, We Did’ table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and

Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as

required.

|  |  |
| --- | --- |
| **You said** | **We did** |
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**Please forward an electronic copy to the EDI Team by emailing** [**edi@uwe.ac.uk**](mailto:edi@uwe.ac.uk)

**The original signed hard copy and/or electronic copy should be kept with your team for actions,**

**review, and progression of Freedom of Information requests.**