**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 Library staff from Level 2 Library Office and 3D41 to 2C6/7/8 and duty office in main Frenchay Library**

**Project Manager and Contact: Sandra Clark**

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

In order to facilitate developments to space in the Library staff will move to a close by office (2C6/7/8) and the current office on level 2 (2D62) will be redeveloped. This work has a short timeframe so staff will move initially for a short time to 3D36 which is currently vacant to allow summer works to happen in 2D62 and 2C6/7/8 concurrently. Upon completion of the works the student space in the library will be increased and staff will be located in a purpose designed agile office, which will provide the following: open plan bookable desks, online teaching/ small meeting rooms, drop in booths and staff kitchen/cafe style environment. This will provide a range of spaces for different modes of working. In addition to this there will be a duty office in the main library for the rota-ed day team to operate from.

Benefits

Allows further adoption of agile/hybrid working principles in preparation for longer term 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

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

The requirements for the new environment have been informed by staff feedback including workshops for LCI staff held in Autumn 2022.

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) | New larger kitchen |  | Agree guidelines on use of space, storage and cleaning expectations | Team | By August/September 2024  Review December 2024 | Staff using space for breaks and keeping it to an agreed standard |  |
|  | Integration of the PAL team leading to opportunities to increase awareness of other teams, building relationships with different colleagues. | PAL team won’t be able to operate as they do in the current office. | PAL team will revise ways of working as students won’t be able to drop into the new office.  Team coffee scheme helps with informal networking across team.  Team social/wellbeing event/s TBA during the summer. | PAL team/Project Lead  Ongoing  Summer 2024 | May 2024 | Team have clear offer in place and have communicated this to PALs  Staff know each other.  Staff engagement. | Initial meeting held 28/2/2024. Project lead to attend further PAL team meetings. |
|  |  | Need to adapt to what the new office will be like and the expectations, this will be unsettling for some.  Need to adapt to new ways of working (hot desking, no longer being based in the library, changes to rotas).  Teams no longer able to necessarily sit together to enable ad hoc collaborative working. | Talking as a team about how the office will work and updating our etiquette document together.  Trialling different ways of constructing the rota.  Discussing different ways to manage the office and desks.  Teams encouraged to consider ways of working and booking space to work together as needed. | Team/Line Managers/Project Leads |  | Staff feel positive about the new space.  Staff feel their concerns are being addressed and they have the opportunity to input into how things will operate.  Teams are aware of spaces they could use to meet as a team. | An initial rota trial has been carried out, and feedback gathered |
|  |  | Toilets – access to male, female, accessible and gender neutral toilets | Clear direction to appropriate available toilets provided.  Some new and returning staff will need to be introduced to the area. | Line Managers |  | Staff know where facilities are.  For new or returning staff this would be covered in re/induction. |  |
|  |  | Rota-d/library based staff feeling disconnected from the main team office.  Staff working on the desk who are not based in the library will need to travel to and from the library for desk shifts. | Different ways of constructing the rota are being trialled and feedback is being gathered to inform decision making.  Discussion at team meetings.  Staff will be encouraged to see the 2C office as their ‘home’ base and to work there for part of the day when not on a service point.  Continued use of Teams chat to share information and foster a feeling of team cohesion. | Team/E&D Librarians/Project Lead |  | Staff feel connected to the main team office.  Efficient ways of working can be established.  People feel their concerns have been addressed and that they have been able to contribute to a solution. |  |
|  |  | Lack of personal storage space at desks. | Provision of fixed lockers for personal storage in easily accessible location(s).  Specifically discuss this point in a team meeting so that staff are aware they will not have drawers at their desks.  Respond to any Reasonable Adjustment requests that arise.  Lockers are allocated so that mobility is taken into account. | Project Lead/Line managers/Team |  | Staff have a personal locker as they do in the current office.  Staff are able to access their locker and anything they require with reasonable ease. |  |
|  |  | In the current office people need to book desks. Regularly needing to book and cancel desks in response to work schedule may lead to feelings of overwhelm as well as increasing workload and potentially disadvantage staff who forget or are unable to book a desk. | Team to discuss methods for working in the office and agree a way to manage this.  Possibility of a trial over the summer in 3D36 so that when we first move to 2C we have a plan. We can then gather feedback and adjust as needed. | Project Lead/Team | Plan May 2024  Trial ideas while in 3D36  Initial try out in August/September 2024  Review December 2024 | People have had the opportunity to participate in discussion and feedback on what works and doesn’t work. |  |
|  |  | Block booking desks in advance currently means desks appear unavailable when they are not in use giving the impression of less space available that the reality. | Team to discuss methods for utilising the office and agree a way to manage this.  May need to trial different methods to allow ideas about what could work to be explored. | Project lead/Team |  | Team have agreed what is acceptable |  |
|  |  | Established evacuation routes will change with office move | Establish what new evacuation routes are, including refuges, and share with all colleagues. | Team/Line Managers/Project Lead | August/September 2024 | Colleagues are familiar with evacuation routes.  Target evacuation times are met in event of fire drills. |  |
|  |  | Evacuation/emergency procedures will need to be updated for staff working in the Library. | Advice to be sought from H&S team.  Procedure established and information shared with colleagues.  This forms part of induction for new starters. | Line Managers/E&D Librarians/Project lead |  | Staff working in the Library are confident in the event of an evacuation/emergency. |  |
| **Age** (older people, younger people) |  | All staff might find the change unsettling regardless of their age so we are covering a range of concerns in the ’All’ section, above. | Various, see above. | Team leaders/project lead/people managers |  | Staff feel comfortable in new office. |  |
| **Disability**, including mental health and non-visible disabilities |  | Disabled staff will need access to reasonable adjustments at their main place of work | Line manager to discuss with individual and agree what reasonable adjustments will need to continue in the new office.  Team leaders and line mangers to work together to ensure reasonable adjustments are updated, reviewed and all relevant data passed to the project team. | Team leaders/project lead/people managers |  | Reasonable adjustments are made to reduce barriers to working.  Information is provided in a timely way to allow for RA’s to be designed into the space where helpful. | Project lead has met with line managers to understand existing RAs in relation to space and working environment. |
|  |  | Some staff require accessible parking close to their usual workplace  People who have mobility issues or find it hard to carry equipment from a locker to desk may be impacted. | The nearest accessible parking is next to Felixstowe Court. With second one near B Block.  Specifically discuss this point in a team meeting so that staff are aware they will not have drawers at their desks.  Respond to any Reasonable Adjustment requests that arise.  Lockers are allocated so that mobility is taken into account | Line managers |  | Managers to discuss locations and routes for parking with staff who have accessible parking permits.  People have access to locker space |  |
|  |  | Established evacuation routes will change with office move | Individuals will work with their line manager to identify the best routes for them and update existing PEEPs | Line managers |  | Staff feel confident about the right course of action in the event of a fire |  |
|  |  | Some staff will require lower lighting levels | This has been included in the brief and the project lead is aware of the need to ensure at least some lighting can be controlled (Aime McCabe) | Project team |  | Lighting can be controlled |  |
|  |  | Access to meeting rooms. More walking required. | Work with space planning to identify accessible routes and nearest facilities.  Staff will be encouraged to book spaces when organising meetings. |  |  | Staff are familiar with bookable meeting rooms |  |
|  |  | Neurodivergent staff may find hybrid/agile working a cause of anxiety. | Line managers to initiate discussion in one-to-ones and update reasonable adjustments if needed. | Individuals/line managers |  | Staff feel able to work effectively |  |
|  |  | Staff with anxiety diagnosis/social anxiety may find hybrid/agile working triggers symptoms. | Line managers to be reminded of reasonable adjustments and ensure staff have opportunities for an open discussion about this in one-to-ones to raise any issues related to this. | Individuals/line managers |  | Staff feel supported |  |
|  |  | Hot desking may pose some risk to staff with allergies | Allergies should be discussed with line managers and if necessary reasonable adjustments made to reduce risk in this situation.  Ensure office is cleaned regularly.  Consider what we can make available for staff to clean own desks at start/end of day. | Individuals/line managers/ project lead |  | Office cleaned regularly and staff have access to materials to clean desks themselves. |  |
| **Women and Men** | Agile working may offer more flexibility around menopause symptoms | Women experiencing menopause may need reasonable adjustments like access to windows, fans, space to rest, etc. | Discuss individual requirements with line manager | Individuals/line managers |  | Staff are supported during peri/menopause |  |
|  | Agile working may offer more flexibility around caring responsibilities | It could be difficult for people needing to discreetly store menstrual products, medication and other personal items. | Individuals to discuss caring responsibilities with line manager/people manager  Specifically discuss this point in a team meeting so that staff are aware they will not have drawers at their desks.  Respond to any Reasonable Adjustment requests that arise.  Lockers are allocated so that mobility is taken into account |  |  | Staff are able to work flexibly |  |
|  |  | Medication may need to be stored at the workplace | Lockers will be provided |  |  |  |  |
| **Trans and non-binary people**, including gender reassignment |  | Medication may need to be stored at the workplace | Lockers will be provided |  |  | Staff have access to a locker |  |
|  |  | People may experience anxiety about being misgendered when sharing an office with new colleague. | All staff in this team engage with diversity training including trans awareness.  Managers will be asked to ensure they have completed ‘Supporting trans and non-binary people at work: a guide for managers’ training to ensure they feel equipped to support colleagues who may be experiencing anxiety for this reason. |  |  | Staff feel safe and supported |  |
| **Marriage** and/or **civil partnership** |  |  |  |  |  |  |  |
| **Pregnancy** and/or **maternity**, including Adoption |  | Access to space to express milk and refrigerated storage for expressed milk may be required. | Individuals to discuss with line manager when preparing to return to work. |  |  | Adequate storage and access to suitable spaces. |  |
| **Race**, including ethnicity and citizenship |  |  |  |  |  |  |  |
| **Religion and/or belief**, including those without religion and/or belief |  | Distance from Prayer room | Staff may need to travel further to Prayer facilities.  Individuals to discuss with line manager |  |  |  |  |
| **Sexual orientation** |  | People may experience anxiety about being outed or sharing information about their personal life when sharing an office with new colleague. | Individuals to discuss with line managers  All staff in this team engage with diversity training including the Sexual orientation session |  |  |  |  |
| **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) No

Delete as appropriate.

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

Feedback from staff

Office occupancy data

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

1. Initial review when we move into 2C office August/September 2024 – meetings and feedback to allow initial concerns to be addressed.
2. Survey staff November/December 2024 to ensure all issues have been covered and to pick up on any additional actions.

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: Vicky Swinerd Date: 27 March 2024

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.**