

# Equality analysis form

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

*Convert Carroll Court Houses into open plan office accommodation for student services to consolidate existing staff and improve student support and experience*

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

*Improved staff communication and coordination and improved student support.*

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

*Student accommodation converted to office accommodation with new accessible path, entrance doorway and toilet.  
The conversion is over two floors whilst the existing staircase access provision to the 1<sup>st</sup> floor will not be altered, office accommodation will be provided on the ground floor if required by accessible users. There is further office accommodation available in the student village reception areas.*

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

*Facilities*

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

*Stakeholder feedback*

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.

*No adverse impact.*

## **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		X	
Trans people		X	
Black and minority ethnic groups		X	

Disabled people	Currently no members of staff have any mobility impairments, however, the location of any future potential staff with mobility restrictions will be on the ground floor of the building.		
Younger or older people		X	
People of different religion and beliefs		X	
Lesbian, gay, bisexual people		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

*Project Team and Equality and Diversity Unit*

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).

*Works are planned to either maintain or to improve accessibility to all and not have any negative impact*

9. Please indicate the level of equality relevance:

High ☐ Medium ☒ Low ☐

10. Equality analysis completed by:

Name	<i>Alistair Brooke</i>
Post title	<i>PM</i>
Faculty / service	<i>Facilities</i>
Date	<i>21/11/12</i>

# Equality analysis - action plan

Appendix 1

Name of activity: *Carroll Court Alterations*

Plan completed by: *Alistair Brooke*

Service / faculty: *Facilities*

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
<b>Information/data required</b>	<i>Survey, and discussions with Clients</i>	<i>Alistair Brooke/ Viv Jowett</i>	<i>None as this stage is completed</i>	<i>n/a</i>	<i>Compliant Office Accommodation</i>	<i>Initial designs underway</i>
<b>Consultation</b>	<i>Equality unit to feed back</i>	<i>Equalities Unit</i>				<i>Draft analysis sent to EA Unit</i>
<b>Monitoring and review arrangements</b>	<i>On-going by Project Team, Clients and Equality Unit</i>	<i>Alistair Brooke/ ViV Jowett</i>	<i>As project proceeds</i>	<i>n/a</i>		<i>on-going</i>
<b>Publication</b>	<i>N/A in this case</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>		<i>n/a</i>
<b>Other actions</b>	<i>Follow up and review once alterations are completed</i>	<i>Alistair Brooke</i>	<i>n/a</i>		<i>Compliant Office Accommodation</i>	<i>n/a</i>

Please return form to the Equality and Diversity Unit