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| **Screening** | **Please provide explanatory comments**  |
| 1. What activity is being analysed?
 | The annual review of the Accommodation Bookings Policy and Procedures document |
| 1. Who likely to be affected by the activity?
 | Applicants and Students who book accommodation with BU |
| 1. Who led the analysis?
 | Robin Walsh |
| 1. Who contributed to the analysis?
 | Glenda Brown and Accommodation Strategy Group (ASG) |
| 1. What information has been used to inform the analysis?
 | The current *Accommodation Bookings Policy and Procedures document* from 2017/18 and key learnings from the experience of implementing and using this policy to process bookings for the 2017/18 new student intake. |
| **Analysis** | **Please provide explanatory comments** |
| 1. **How does the activity promote good relations/equality/inclusion in relation to:**
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| 6.1 Age | BU does not discriminate based on age. Eligible applicants or students of any age can book accommodation. However, a key learning from 2017/18 has been that we needed to clarify that eligible applicants and students under the age of 18 years of age are fully covered by the BU guarantee of accommodation. A clause has now been inserted into the policy document to clarify this. |
| 6.2 Disability | Due to a limited stock of accommodation that are defined as ‘accessible’ BU is unable to offer a guarantee that it can accommodate all students with specific needs. The policy document is clear about this in order to manage expectations of students who might fall into this category. |
| 6.3 Gender Reassignment | BU does not discriminate based on gender. Eligible applicants or students of any gender can book accommodation.  |
| 6.4 Marriage and civil partnership[[1]](#footnote-1) | Due to a limited stock of accommodation that is suitable for students with families or partners BU is unable to offer a guarantee of accommodation that extends beyond the eligible student. The policy document is clear about this in order to manage expectations of students who might fall into this category. |
| 6.5 Pregnancy and maternity (including paternity) | Due to a limited stock of accommodation that is suitable for students with dependents BU is unable to offer a guarantee of accommodation that extends beyond the eligible student. The policy document is clear about this in order to manage expectations of students who might fall into this category. |
| 6.6 Race (colour, ethnic or national background) | BU does not discriminate based on Race. Eligible applicants or students of any Race can book accommodation. |
| 6.7 Religion or belief (including non-belief) | BU does not discriminate based on Religion. Eligible applicants or students of any Religion can book accommodation. |
| 6.8 Sex (Female/Male) | BU does not discriminate based on Sex. Eligible applicants or students of either sex can book accommodation. |
| 6.9 Sexual orientation | BU does not discriminate based on Sexual orientation. Eligible applicants or students of any sexual orientation can book accommodation. |
| 1. **Does the activity have an actual or potential adverse impact in relation to?**
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| 7.1 Age | Students who under the age of 18 during their accommodation contract are required to abide by the BU Under 18 Accommodation policy detailed at: <https://www1.bournemouth.ac.uk/why-bu/accommodation/accommodation-specific-needs/accommodation-students-under-18-years-age>  |
| 7.2 Disability | Disabled students are not covered by the accommodation guarantee so could find themselves having to source private accommodation that is suitable for their specific need. |
| 7.3 Gender Reassignment | None |
| 7.4 Marriage and civil partnership[[2]](#footnote-2) | A student’s family or partner are not covered by the accommodation guarantee so if they need to live together they would then need to source private accommodation that is suitable for them. |
| 7.5 Pregnancy and maternity (including paternity) | A student’s dependent(s) are not covered by the accommodation guarantee so if they need to live together they would then need to source private accommodation that is suitable for them. |
| 7.6 Race (colour, ethnic or national background) | None |
| 7.7 Religion or belief (including non-belief) | None |
| 7.8 Sex (Female/Male)  | None |
| 7.9 Sexual orientation  | None |
| 1. **Comment on the good practice identified**
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| BU operate a ‘self-selection’ booking process where eligible applicants or students choose and book their own accommodation from what is available at the time they login in to the online booking portal.Students who are Care Leavers or Estranged are automatically guaranteed BU accommodation.Students with a criminal conviction are risk assessed prior to being allowed to book BU accommodation. |
| 1. **Comment on the actions to mitigate actual or potential adverse impact**
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| 7.2 Disability – BU provides a specific web page with relevant accommodation related information for students with disabilities (<https://www1.bournemouth.ac.uk/why-bu/accommodation/accommodation-specific-needs/accessible-accommodation> ). BU prioritises the limited stock of accessible rooms for students with a proven disability over those without. Residential Services works closely with Assisted Learning Services to gather supporting evidence from applicants and students with a disability who disclose a need for specific accommodation to ensure the most suitable available accommodation is allocated to them. BU will make reasonable adjustments to accommodation to meet specific needs. BU will work with its accommodation partners to support them to make reasonable adjustments to meet specific needs. In the eventuality where an applicants’ or student’s needs could not be met BU will make reasonable endeavours to assist the applicant or student to secure suitable accommodation in the private sector.7.4 Marriage and civil partnership - BU is clear in its information to applicants or students in this category that their family or partner is not covered by the BU Accommodation Guarantee (<https://www1.bournemouth.ac.uk/why-bu/accommodation/essential-information/how-book-accommodation/terms-conditions-accommodation-guarantee> ). BU provides a specific web page with relevant accommodation related information for students with a family or partners (<https://www1.bournemouth.ac.uk/why-bu/accommodation/accommodation-specific-needs/accommodation-families-couples> ). BU has a small stock of accommodation that is suitable for students with a family or partner; this is prioritised over those without.7.5 Pregnancy and maternity (including paternity) - BU is clear in its information to applicants or students in this category that their dependent(s) is/are not covered by the BU Accommodation Guarantee (<https://www1.bournemouth.ac.uk/why-bu/accommodation/essential-information/how-book-accommodation/terms-conditions-accommodation-guarantee> ). BU provides a specific web page with relevant accommodation related information for students with a family or partners (<https://www1.bournemouth.ac.uk/why-bu/accommodation/accommodation-specific-needs/accommodation-families-couples> ). BU has a small stock of accommodation that is suitable for students with dependent(s); this is prioritised over those without. |
| **10. Decision/Feedback/Approval** |  |
| 10.1 What is the analysis outcome? (See Table 1 to assist here)  | Please circle | **Level 1** | Level 2 | Level 3 | Level 4 |
| 10.2 Have you consulted with EDSG? | No |
| 10.3 When will the analysis be reported to EDSG? | Once approved by ASG |
| 10.4 Which Committee will approve the analysis? | ASG |
| 10.5 Date of approval | Friday 10th November 2017 |
| 10.6 When and how will the analysis be reviewed?  | In Oct/Nov 2018 when the Booking Policy is reviewed again. |

1. Marriage and civil partnership are protected under the legislation but only for the need to eliminate unlawful discrimination in employment. [↑](#footnote-ref-1)
2. Please see footnote 1. [↑](#footnote-ref-2)