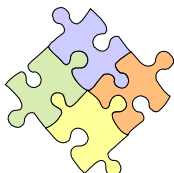


**IMPACT ASSESSMENT**

**Region: North East**

**Individual Location: Bishop Auckland**

Location	Vinovium House, Bishop Auckland, DL14 7AJ.
Original Proposal	To withdraw from Vinovium House and relocate staff to other HMRC offices within reasonable daily travel.
Decision	HMRC do not expect to fully vacate Vinovium House, relocating staff to 100 Russell Street, Middlesbrough and George Stephenson House, Stockton-on-Tees before spring 2010.
Risks/Issues	<p>Risk to customer service.</p> <p>The majority of staff are unlikely to be able to reach 100 Russell Street, Middlesbrough within reasonable daily travel. Travel times for some staff may exceed or be at the limit of reasonable daily travel if relocating to George Stephenson House, Stockton-on-Tees.</p> <p>Risk to HMRC meeting its efficiency targets if decision not implemented.</p>
Mitigating Action	<p>Enquiry centre services will continue to be provided from Vinovium House or from an alternative location nearby.</p> <p>Further examination of individual circumstances and available options will be undertaken through one to one discussions between managers and staff. No staff will be required to relocate beyond reasonable daily travel.</p> <p>Where necessary business units will consider the scope to feed back work while portable work is available and the office remains viable.</p>



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17 July 2008

**IMPACT ASSESSMENT**

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## **1 SUMMARY**

### **1.1. Background**

HMRC proposes to rationalise its estate in the North East Region with the aim of making more effective and efficient use of office space and to integrate teams within and across business units. As part of this proposal HMRC has reviewed its business requirement to remain at Vinovium House, Bishop Auckland, which is an individual location with one office building. The review has identified that there is no long term requirement to retain Vinovium House.

### **1.2. Enquiry Centre Customers**

Enquiry centre services will continue to be provided from Vinovium House or from an alternative location nearby. The impact on customers is expected to be minimal.

### **1.3. Socio-economic**

The Vinovium House office is situated within the local authority of Wear Valley. The unemployment rate for Wear Valley is 6.2%, against the UK national average of 5.3%. There are around 1,600 employers in Wear Valley employing approximately 20,000 people. There are 40 HMRC employees located at Vinovium House, which is less than 1% of those employed within the local authority area. It is therefore reasonable to infer that the local economy is not dependent on the HMRC presence at this office.

### **1.4. Staff**

Vinovium House accommodates a total of 40 staff. During consultation, concerns around additional travelling for staff have been raised. Further examination of individual circumstances will be undertaken through one to one discussions between managers and staff. Where a staff member is unable to relocate to the proposed HMRC office within reasonable daily travel managers will discuss other available options with them. No staff will be required to relocate beyond reasonable daily travel.

### **1.5. Staff Diversity**

The gender ratio of staff is 66% female to 34% male. 34% of staff work part-time, 9% are recorded as having a disability and no staff are recorded as being from an ethnic minority group.

Workforce Change has undertaken Equality Impact Assessment (EQIA) work on the proposal for Vinovium House. No significant risks with regard to equality issues have been identified and wider public consultation has not been considered necessary at this stage. Individuals will have an opportunity to raise any particular concerns with their manager during the one to one discussions. Mitigating action will be considered where impacts have been identified with regard to equality issues. The EQIA findings for Vinovium House can be found at Appendix A.

### **1.6. Business Units**

The **Customer Operations** business unit will relocate to George Stephenson House, Stockton-on-Tees.

The **Local Compliance** business unit will relocate to 100 Russell Street, Middlesbrough.

**Customer Contact** will continue to provide enquiry centre services at Vinovium House or from an alternative location nearby.

### 1.7. Finance

Estates related savings of up to £191k per year will be realised through the full vacation of Vinovium House. More detailed information on savings will be available when the closure timetable is announced.

## 2 OFFICE PROPOSAL AND BUSINESS PLANS

### 2.1. Office Proposal

HMRC proposes to rationalise its estate in the North East Region with the aim of making more effective and efficient use of office space and bringing teams closer together within and across business units. It is proposed to withdraw from Vinovium House and relocate staff to 100 Russell Street in Middlesbrough and George Stephenson House in Stockton-on-Tees. Enquiry centre services will remain at Vinovium House or relocate to an alternative location nearby.

### 2.2. Business Plans

Vinovium House is occupied by staff from the **Customer Contact**, **Customer Operations** and **Local Compliance** business units.

**Customer Operations** plans to relocate to George Stephenson House in Stockton-on-Tees.

**Local Compliance** plans to relocate to 100 Russell Street in Middlesbrough.

For most staff this will present an opportunity to co-locate with teams already there or who will also move there from other buildings in the North East Region.

**Customer Contact** will continue to provide enquiry centre services at Vinovium House or from an alternative location nearby.

## 3 ENQUIRY CENTRE CUSTOMER IMPACT

### 3.1. Enquiry Centre Summary

During 2007/2008 the Enquiry Centre at Vinovium House received 4,633 callers.

Enquiry centre services will continue to be provided from Vinovium House or from an alternative location nearby. The impact on customers is expected to be minimal.

## 4 **SOCIO-ECONOMIC IMPACT**

### 4.1. **Member of Parliament and Constituency**

Vinovium House is within the parliamentary constituency of Bishop Auckland. The Member of Parliament is Helen Goodman (Labour)<sup>1</sup>.

Helen Goodman wrote to the Financial Secretary to the Treasury, raising concerns about the potential impact on the local economy, increased carbon emissions from increased travel, loss of local services, the impact on customer service and the impact on work/life balance for staff.

### 4.2. **Local Economy**

Vinovium House is situated within the local authority of Wear Valley. The unemployment rate for Wear Valley is 6.2%, against the UK national average of 5.3%. The table below shows the relative job density for Wear Valley, the North East Region and the UK as a whole. Job density is a ratio of total jobs to working-age population and provides a measure of the economic health of an area. Total jobs includes employees, self-employed, government supported trainees and HM Forces<sup>2</sup>.

**Table 1 - Job Density**

Wear Valley	North East	UK
0.62	0.75	0.84

There are around 1,600 employers in Wear Valley employing approximately 20,000. There are 40 HMRC employees located at Vinovium House, which is less than 1% of those employed within the local authority area. It is therefore reasonable to infer that the local economy is not dependent on the HMRC presence at this office.

There may be some impact on local businesses which at present benefit from the custom of HMRC staff based at Vinovium House. Any negative impact that may be caused by HMRC withdrawal from this location is expected to be temporary, lasting until such time as the building is reoccupied by another employer.

### 4.3. **Sustainable Development**

The intention to vacate Vinovium House assists HMRC in meeting its Sustainable Development Action Plan objective to provide office space of the right size and quality to meet long term business needs. Through the Sustainable Development Action Plan HMRC has also committed to improving the energy efficiency of all retained offices and the Corporate Responsibility Unit will work with Estates and Support Services (ESS) and IMS to meet this objective.

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<sup>1</sup> Source: [www.parliament.uk](http://www.parliament.uk)

<sup>2</sup> Source: [www.nomisweb.co.uk](http://www.nomisweb.co.uk). Unemployment rates are for the period October 06 - September 07. Job density relates to 2005.

#### 4.4. Media Activity

There has been one newspaper article on the proposal for this location, commenting on potential job losses.

#### 4.5. External Engagement

On 19 March 2008, Workforce Change wrote one local authority and three town councils in the North East about the proposals for the cluster and individual locations in this Region. A six week period for responses was given and comments were sought on subjects including local/regional economic factors, regeneration plans, wider employer activity and plans for new or improved transport links. A response was received from Alnwick District Council, which commented on the potential impact to the local economy if HMRC relocates jobs out of the area. All concerns raised have been taken into account in making our recommendations to Ministers.

### 5 STAFF & STAFF DIVERSITY IMPACT

#### 5.1. Business Unit Headcount

The table below shows the business units occupying Vinovium House<sup>3</sup>.

**Table 2 - Staff in post by business unit**

Business Unit	Staff numbers
Customer Contact	5
Customer Operations	27
Local Compliance	8
<b>TOTAL</b>	<b>40</b>

#### 5.2. Staff Diversity

The following diversity data has been provided by background HR systems and staff completion is not mandatory. The information is therefore incomplete for ethnicity and disability<sup>4</sup>.

**Table 3 - Staff diversity**

Ethnicity	%	Disability	%	Age Group	%
White	64	Disabled	9	15 - 24	4
Ethnic Minority	0	Not disabled	51	25 - 34	17
Chosen not to declare	15	Chosen not to declare	11	35 - 49	47
				50 - 59	26
Not known	21	Not known	29	60+	6

<sup>3</sup> Source: Latest headcount data provided by HMRC business units

<sup>4</sup> Source: HR data at 01/05/08

Gender	%	Working Pattern	%	Part Time Gender	%
Male	34	Full Time	66	Male	0
Female	66	Part Time	34	Female	100

### 5.3. Equality Impact Assessment

Workforce Change has undertaken EQIA activity on the proposal for Vinovium House. No significant risks with regard to equality issues have been identified and wider public consultation has not been considered necessary at this stage. Further examination of individual circumstances will be undertaken through one to one discussions between managers and staff. Mitigating action will be considered where impacts have been identified with regard to equality issues. The EQIA findings for Vinovium House can be found at Appendix A.

### 5.4. Staff Consultation

HMRC undertook an eight week period of consultation between March 2008 and May 2008, inviting staff and unions to comment on the proposal to reshape HMRC within individual locations. During this period 62 responses were received, representing the views of all the staff in Alnwick, Bishop Auckland and Hexham. In addition, detailed responses were received from the trade union, PCS, who represent the majority of HMRC staff in these locations.

The Summary Report of the Consultation Responses for the North East Individual Locations of Alnwick, Bishop Auckland and Hexham was published on the staff intranet site on 25 June 2008.

Comments were constructive and covered a range of topics, the main themes being travel, diversity and green issues. The majority of comments focused on travel related issues, including extended travelling times to new offices, poor public transport, lack of available parking at potential locations, increased costs and impact on work/life balance.

Business managers will meet with every individual affected by changes and discuss the implications for them and their options. Some staff may need to move to another HMRC location depending on personal circumstances.

## 6 RELOCATION OPTIONS FOR STAFF

This section considers the impact of relocating staff to alternative HMRC offices.

Where a staff member is unable to relocate to the proposed HMRC office within reasonable daily travel managers will discuss other available options with them. No staff will be required to relocate beyond reasonable daily travel.

Customer Operations, a total of 27 staff, will relocate to George Stephenson House, Stockton-on-Tees.

The distance between Vinovium House and George Stephenson House is 26.5 miles (42.6km) and, travelling at 8.00 am, the journey by car takes approximately 57 minutes<sup>5</sup>.

Local Compliance, a total of eight staff, will relocate to 100 Russell Street, Middlesbrough.

The distance between Vinovium House and 100 Russell Street is 30.0 miles (48.3km) and, travelling at 8.00 am, the journey by car takes approximately 69 minutes<sup>5</sup>.

## **6.1. 100 Russell Street, Middlesbrough**

### **6.1.1. Overview**

The map at Appendix B shows the position of Vinovium House in relation to 100 Russell Street, Middlesbrough.

100 Russell Street is an ex-IR office. HMRC occupies a space sufficient to accommodate an estimated 335 staff before desk sharing and shift patterns are taken into account. The building currently houses 180 staff. The majority of staff work in Local Compliance<sup>6</sup>.

### **6.1.2. Travel by Car**

An analysis of drive time data, detailing travelling times by car between staff home postcodes and 100 Russell Street, indicates that for all staff currently based at Vinovium House potentially<sup>7</sup>:

- 100% of staff would face an increase in travel time following relocation to 100 Russell Street
- No staff would be able to reach 100 Russell Street in 30 minutes or less
- Of those staff facing an increase in travel time, 89% would fall outside of reasonable daily travel.

100 Russell Street has 45 on-site parking spaces, with an additional four designated disabled bays. There are eight public car parks within 0.2 miles (0.3km) of the office<sup>5</sup>.

### **6.1.3. Travel by Public Transport**

An analysis of travel by public transport between staff home postcodes and 100 Russell Street indicates that for all staff currently based at Vinovium House potentially<sup>7</sup>:

- 100% of staff would face an increase in travel time following relocation to 100 Russell Street
- Of the staff facing an increase in travel time, 100% would fall outside of reasonable daily travel.

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<sup>5</sup> Source: [www.transportdirect.info](http://www.transportdirect.info)

<sup>6</sup> Source: Latest headcount data provided by HMRC business units

<sup>7</sup> Source: Staff numbers based on HR known postcodes at 01/05/08

One to one discussions between staff and managers will establish the full impact of relocation to 100 Russell Street and could lead to alternative arrangements being considered.

The nearest railway station is Middlesbrough located 0.4 miles (0.6km) from the office<sup>8</sup>.

## **6.2. George Stephenson House, Stockton-on-Tees**

### **6.2.1. Overview**

The map at Appendix B shows the position of Vinovium House in relation to George Stephenson House, Stockton-on-Tees.

George Stephenson House is an ex-IR office. HMRC occupies a space sufficient to accommodate an estimated 365 staff before desk sharing and shift patterns are taken into account. The building currently houses 245 staff. The majority of staff work in Customer Operations<sup>9</sup>.

### **6.2.2. Travel by Car**

An analysis of drive time data, detailing travelling times by car between staff home postcodes and George Stephenson House, indicates that for all staff currently based at Vinovium House potentially<sup>10</sup>:

- 100% of staff would face an increase in travel time following relocation to George Stephenson House
- No staff would be able to reach George Stephenson House in 30 minutes or less
- Of those staff facing an increase in travel time, 24% would fall outside of reasonable daily travel.

George Stephenson House has 162 on-site parking spaces, with an additional six designated disabled bays. There are two public car parks within 0.2 miles (0.3km) of the office<sup>8</sup>.

### **6.2.3. Travel by Public Transport**

An analysis of travel by public transport between staff home postcodes and George Stephenson House indicates that for all staff currently based at Vinovium House potentially<sup>10</sup>:

- 98% of staff would face an increase in travel time following relocation to George Stephenson House
- Of the staff facing an increase in travel time, 98% would fall outside of reasonable daily travel.

One to one discussions between staff and managers will establish the full impact of relocation to George Stephenson House and could lead to alternative arrangements being considered.

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<sup>8</sup> Source: [www.transportdirect.info](http://www.transportdirect.info)

<sup>9</sup> Latest Headcount data provided by HMRC business units

<sup>10</sup> Source: Staff numbers based on HR known postcodes at 01/03/08

The nearest railway station is Thornaby located 0.2 miles (0.3km) from the office<sup>11</sup>.

### **6.3. Daily Travel Assistance**

A calculation based upon 27 Customer Operations staff travelling between Vinovium House and George Stephenson House, a return journey of 53.0 miles (85.2km), produces a maximum Daily Travel Assistance cost of £279k over three years<sup>12</sup>.

A calculation based upon eight Local Compliance staff travelling between Vinovium House and 100 Russell Street, a return journey of 60.0 miles (96.5km), produces a maximum Daily Travel Assistance cost of £94k over three years<sup>12</sup>.

Because Daily Travel Assistance forms part of a person's taxable income, any individuals receiving Working Tax Credit and claiming Daily Travel Assistance should be aware that their Working Tax Credit entitlement could be reduced as a result.

### **6.4. Other Government Departments**

The expectation is that staff will relocate within HMRC. However opportunities may exist to transfer to other Government Departments and HMRC has a support package of measures, both financial and personal, to facilitate such transfers. Other Government Departments located in the area include<sup>13</sup>:

- Department for Transport
- DWP
- HM Courts Service
- Ministry of Defence
- National Probation Directorate.

## **7 ESTATES & FINANCE**

### **7.1. Estate Information**

HMRC occupies Vinovium House under a Memorandum of Terms of Occupation with DWP. Vinovium House has on-site car parking available for 17 vehicles with no predetermined number of designated disabled bays.

### **7.2. Finance**

Estates related savings of up to £191k per year will be achieved through the full vacation of Vinovium House. Initial relocation costs and the costs of providing alternative enquiry centre accommodation may need to be offset against this saving. More detailed information on savings will be available when the closure timetable is announced.

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<sup>11</sup> Source: [www.transportdirect.info](http://www.transportdirect.info)

<sup>12</sup> Formula: staff x return mileage x PTR x 260 days x 3 years

<sup>13</sup> Source: OGC data at April 2008

### **7.3. Information Management Services (IMS)**

IMS has been engaged in the detailed consideration of the proposal for Vinovium House. IMS will work closely with ESS and business unit managers to provide the IT and telephony requirements for staff relocating to 100 Russell Street and George Stephenson House.

**APPENDIX A: EQUALITY IMPACT ASSESSMENT – VINOVIUM HOUSE, BISHOP AUCKLAND**

Equality Impact Assessment (EQIA) work is undertaken to determine which policies or activities, for staff and customers, should be subject to a wider EQIA public consultation. This work is ongoing and is updated whenever there is a major change to proposals or plans. Once a decision has been made to withdraw from a specific office an EQIA document is prepared with reference to that office. This EQIA focuses on the withdrawal from Vinovium House, Bishop Auckland, which is an individual location.

**Background to proposal**

1. Proposal	<p>On 19 March 2008 Workforce Change (WFC) commenced an eight week period of staff consultation on a proposal to reshape HMRC within the North East Region. Part of the proposal was to withdraw from Vinovium House. The expectation is that up to 35 staff will relocate to 100 Russell Street, Middlesbrough approximately 30 miles away and George Stephenson House, Stockton-on-Tees approximately 27 miles away.</p> <p>Appendix B shows a map of these offices.</p>
2. Date implemented or planned to come into effect	Relocation of staff and work is expected to take place by spring 2010.
3. Programme Owner	WFC acting with a devolved authority from Directors and adopting a pooled sovereignty approach, led by the WFC Strategy Group. This group will include representatives from all key stakeholders among service-providers and business units.
4. Programme Manager	The Regional Review Programme Manager within WFC.

<p>5. Who in the Department manages the day to day function?</p>	<p>ESS will have primary responsibility for the delivery of changes to the North East Region estate, working with IMS and senior managers appointed from the business units affected.</p>
<p>6. Why is this proposal being considered? Provide a description of aims of proposal (purpose, who benefits and how, etc)</p>	<p>HMRC is required to make estate savings under the Comprehensive Spending Reviews 2004 and 2007. The North East Region proposal was one of a series of consultations on the reshaping of HMRC. The overall aim is to deliver a more efficient and effective service to businesses and individuals.</p> <p>The decision for Vinovium House, Bishop Auckland will deliver more effective utilisation of available office space, contributing to departmental efficiency savings whilst providing opportunities for the consolidation of teams within the same business unit. Staff are expected to relocate within reasonable daily travel. In some cases, people and work may not always move to the same place - business units may take the opportunity of an office move to restructure their operations, opening up different options for staff.</p>
<p>7. a. Give full details of all the internal and external stakeholders of this proposed action</p> <p>7. b. How will you work with stakeholders in implementing this function?</p>	<p>Internal – staff, managers, business unit planners, trade unions, WFC, People Function, IMS, CaM, ESS.</p> <p>External – Financial Secretary to the Treasury, local MPs, customers, Mapeley, ASPIRE, local authorities, selected trade bodies.</p> <p>Internal – HMRC consults formally with internal stakeholders during the feasibility stage.</p> <p>External – HMRC engages with the Financial Secretary to the Treasury and MPs during the feasibility stage. HMRC will engage with local authorities and selected trade bodies, where appropriate.</p>

<p>8. Does this proposal interact with any others? If so, how? Please comment on connected proposals and describe the relationship</p>	<p>The proposal is part of the Regional Review Programme (RRP), which is designed to deliver HMRC's restructuring ambitions as quickly and cost-effectively as possible. The RRP supports business unit strategic planning and the Estates Consolidation Programme, working towards meeting HMRC efficiency targets for people (headcount) and estate.</p>
<p>9. How will the RRP impact directly those staff who cannot travel to a more distant location?</p>	<p>Businesses will consider the scope to feedback work to staff affected by this proposal, while portable work is available and the office remains viable. The Department is committed to measures which will particularly assist staff who are not within reasonable daily travel of any other location. Those measures include:</p> <ul style="list-style-type: none"> <li>▪ Voluntary early release schemes for all grades and ages</li> <li>▪ Additional support to staff to assist them in writing CVs, interview techniques etc.</li> <li>▪ A 'public sector release scheme' offering grants to staff leaving to train for frontline public sector jobs such as teaching or nursing.</li> <li>▪ A compensation scheme for staff transferring to other departments with lower pay.</li> <li>▪ Paid moves of home for pre-surplus staff to fill specialised posts that cannot be filled locally.</li> </ul>

**Potential Equality Impacts**

This section considers equality impacts and actions to be taken to reduce/mitigate any adverse impacts on staff. In the announcement on 19 March 2008 staff were encouraged to consider what impact the planned changes might have on their own future work and travel patterns and speak with managers if they anticipated any difficulties. Any individual concerns will be considered further in one to one discussions between managers and staff. Managers will work with staff to consider personal circumstances and any necessary mitigating action.

Consideration given to:	Staff	Mitigating Action
1. Racial groups	<p>64% of the staff in Vinovium House have provided details of their ethnic origin and 15% of the staff chose not to declare their ethnicity. No staff have declared that they belong to an ethnic minority group. The HMRC total for the North East Region is 1%. The HMRC national total is 5%<sup>14</sup>.</p> <p>No issues specific to racial groups have been raised in the staff consultation process.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their racial group.</p>	None required at this stage.
2. Those with a disability	<p>60% of staff in Vinovium House have provided data on disability. 9% of staff have declared a disability and 11% of the staff chose not to declare their disability status. The HMRC total for the North East Region is 6%. The HMRC national total is 7%<sup>14</sup>.</p> <p>No issues specific to disability have been raised in the staff consultation process.</p>	Staff and managers will engage in one to one discussions regarding the specific needs of each staff member and will make reasonable adjustments

<sup>14</sup> All diversity data quoted in this EQIA is provided by background HR systems as at 01/05/08 and staff completion is not mandatory. The information is therefore incomplete for ethnicity and disability.

<b>Consideration given to:</b>	<b>Staff</b>	<b>Mitigating Action</b>
	<p>The potential impact on those with a disability is dependent on personal circumstances. Known impacts to this group arising from previous relocations are:</p> <ul style="list-style-type: none"> <li>▪ Staff who require specialist IT equipment or reasonable adjustment adaptations may need to discuss their requirements/needs with their manager</li> <li>▪ Staff relocating to a new building may experience changes to their home to work journeys. If travelling by public transport there may be an adverse impact on staff with a disability if the public transport services available to the new location are not adequate</li> <li>▪ Disabled staff travelling to work by car may be adversely affected if their current location provides disabled parking facilities and these are not available in the new location</li> <li>▪ Disabled staff requiring re-training may be adversely impacted if training courses require overnight stays or long distance travel.</li> </ul> <p>There are 45 car parking spaces, with an additional four designated disabled bays, at 100 Russell Street. There are 162 car parking spaces, with an additional six designated disabled bays, at George Stephenson House, Stockton-on-Tees.</p>	<p>where required.</p> <p>Managers will discuss these issues with staff if they arise and seek the support and guidance of HR and Diversity specialists.</p> <p>Managers may need to engage with 'Access to Work' to identify reasonable solutions and assistance with journeys.</p>
<p>3. Gender (including transsexual/transgender)</p>	<p>The gender ratio of staff based at Vinovium House is 66% female to 34% male. The HMRC total for the North East Region is 64% female to 36% male. The national HMRC total is 58% female to 42% male.</p> <p>34% of the staff at Vinovium House work part-time. Of these all are female. Potential impacts arising to those staff (full and part-time) with care</p>	<p>None required at this stage.</p>

Consideration given to:	Staff	Mitigating Action												
	<p>responsibilities are noted in section 6 – 'Those with dependants'.</p> <p>No issues specific to gender have been raised in the staff consultation process.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their gender.</p>													
4. Age	<p>The age profile for HMRC staff in Vinovium House is as follows:</p> <table border="1" data-bbox="602 624 842 911"> <thead> <tr> <th>Age</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>15-24</td> <td>4</td> </tr> <tr> <td>25-34</td> <td>17</td> </tr> <tr> <td>35-49</td> <td>47</td> </tr> <tr> <td>50-59</td> <td>26</td> </tr> <tr> <td>60+</td> <td>6</td> </tr> </tbody> </table> <p>No concerns specific to age were raised in the staff consultation process.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their age.</p>	Age	%	15-24	4	25-34	17	35-49	47	50-59	26	60+	6	None required at this stage.
Age	%													
15-24	4													
25-34	17													
35-49	47													
50-59	26													
60+	6													
5. Marital status	<p>HMRC holds information on marital status for superannuation purposes only. This data has not been analysed within this EQIA.</p> <p>No issues specific to marital status were raised during staff consultation.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their marital status.</p>	None required at this stage.												

Consideration given to:	Staff	Mitigating Action
<p>6. Those with dependants</p>	<p>HMRC gathers some information on staff with dependants via the staff survey. Completion is voluntary.</p> <p>Respondents to the staff consultation were concerned that extra travelling requirements would create difficulties for part time staff with childcare responsibilities and cause them to incur additional care costs.</p> <p>Staff also raised concerns in respect of those who would be entitled to Daily Travel Assistance as it is taxable and impacts on the payment of tax credits.</p> <p>Another known potential impact arising from previous relocations is that in changing work activity, employees with dependants may be required to change working patterns or hours to suit business needs.</p> <p>A drive time analysis of home to office journeys for part-time staff has been undertaken based on available home postcode data. The results indicate that for part-time staff currently based at Vinovium House and relocating to:</p> <p><b>100 Russell Street</b></p> <ul style="list-style-type: none"> <li>▪ 100% will experience an increase in travel time</li> <li>▪ 100% will experience journey times that would fall outside reasonable daily travel</li> <li>▪ The longest journey time is calculated at approximately 82 minutes.</li> </ul> <p><b>George Stephenson House</b></p> <ul style="list-style-type: none"> <li>▪ 100% will experience an increase in travel time</li> <li>▪ 12% will experience journey times that would fall outside reasonable daily travel</li> </ul>	<p>Managers will work with staff to consider personal circumstances and any necessary mitigating action.</p> <p>HMRC provides <a href="#">childcare vouchers</a> to assist staff with childcare costs.</p> <p>No staff will be required to relocate beyond reasonable daily travel.</p>

Consideration given to:	Staff	Mitigating Action
	<ul style="list-style-type: none"> <li>▪ The longest journey time is calculated at approximately 69 minutes.</li> </ul>	
7. Sexual orientation	<p>HMRC gathers some information on the sexual orientation of staff via the staff survey. Completion is voluntary.</p> <p>No concerns specific to sexual orientation were raised in the staff consultation process.</p> <p>It is noted that a potential adverse impact may arise if staff relocate to an office where they experience changes to the network/support structure and facilities currently available.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their sexual orientation.</p>	None required at this stage.
8. Religion and beliefs	<p>HMRC gathers some information on the religion and beliefs of staff via the staff survey. Completion is voluntary.</p> <p>The Diversity Network Coordinator previously expressed concerns that the estate rationalisation could affect the availability of 'All faith rooms'.</p> <p>It is noted that a potential adverse impact may arise if staff relocate to an office where they experience changes to the network/support structure and facilities currently available.</p> <p>At this stage no potential adverse impacts have been identified that would disproportionately affect staff due to their religion and beliefs.</p>	<p>HMRC policy is to provide 'All faith rooms' on request where a dedicated room is not available.</p> <p>Managers will work with staff to consider personal circumstances and any necessary mitigating action.</p>

Consideration given to:	Staff	Mitigating Action
9. Should any of the people in the categories listed be consulted at this time?	Not at this stage – in due course all staff will have one to one discussions with their managers to establish individual impacts and consider appropriate mitigating action.	

**Comments on proposed actions**

Consideration given to:	Comments on action to be taken to promote equality of opportunities and good relations for each of the diverse groups, alternative actions and communications of different impacts.
<p>1. Categories</p> <ul style="list-style-type: none"> <li>▪ Racial groups</li> <li>▪ Those with a disability</li> <li>▪ Gender (including transsexual/transgender)</li> <li>▪ Age</li> <li>▪ Marital status</li> <li>▪ Those with dependants</li> <li>▪ Sexual orientation</li> <li>▪ Religion and beliefs</li> </ul>	<p>HMRC is an equal opportunities employer and offers support to staff via the following policies, schemes and contacts:</p> <ul style="list-style-type: none"> <li>▪ Race Equality Scheme</li> <li>▪ Disability Equality Scheme</li> <li>▪ Gender Equality Scheme</li> <li>▪ Diversity Network Coordinators/Staff Networks (race, disability, gender, age, alternative working patterns, lesbian, gay or bi-sexual, religion and beliefs)</li> <li>▪ Flexible Working Patterns (offering flexible working hours, alternative working patterns, part-time and term-time contracts)</li> <li>▪ Provision of facilities for nursing mothers</li> <li>▪ Provision of facilities for all faiths</li> </ul>

<p><b>Consideration given to:</b></p>	<p><b>Comments on action to be taken to promote equality of opportunities and good relations for each of the diverse groups, alternative actions and communications of different impacts.</b></p>
	<p>In relocating staff from Vinovium House to 100 Russell Street and George Stephenson House, managers will discuss individual impacts with staff. Where agreement is reached that it is unreasonable for an individual to relocate to the proposed office, managers will consider alternative solutions such as redeployment to other Government Departments within the locality, home working (subject to business requirement) or transfer into another business unit.</p>
<p>2. Explain how you plan to monitor equality issues following announcement of decisions</p>	<p>Managers will discuss relocation with staff to establish whether or not the relocation is reasonable and within reasonable daily travel. The conclusions from these discussions will be considered and moderated by a moderating group (consisting of senior managers advised by HR specialists) to ensure there is consistency between managers within the decision making process. WFC will work with business unit managers and HR to monitor any objections/grievances/appeals received to establish if the proposal is disproportionately impacting on any of the groups assessed.</p>
<p>3. Lessons learned and any other comments</p>	<p>All learning from this project will be taken forward to similar future projects under consideration.</p>
<p>4. If having considered all relevant factors you concluded that there may be an impact that you are unable to mitigate with policy or procedural changes, please give full details including why mitigating action cannot be provided</p>	<p>All impacts identified from this assessment can be addressed by the mitigating actions discussed.</p>

<p><b>Consideration given to:</b></p>	<p><b>Comments on action to be taken to promote equality of opportunities and good relations for each of the diverse groups, alternative actions and communications of different impacts.</b></p>
<p>5. Requirement for wider public consultation on Equality Impact Assessment (EQIA) work</p>	<p>Wider public consultation will not be required at this stage. Mitigating action can be provided for the potential and known impacts identified. Overall, the extent of any impacts will be dependent on personal circumstances and these will be identified in discussions between managers and staff.</p>

**Customer Impact**

This section considers equality impacts and actions to be taken to reduce/mitigate any adverse impacts on customers.

<p><b>Consideration given to</b></p>	<p><b>Enquiry Centre Customers</b></p>	<p><b>Mitigating Action</b></p>
<ul style="list-style-type: none"> <li>▪ Racial groups</li> <li>▪ Those with a disability</li> <li>▪ Gender (including transsexual/transgender)</li> <li>▪ Age</li> <li>▪ Marital status</li> <li>▪ Those with dependants</li> <li>▪ Sexual orientation</li> <li>▪ Religion and beliefs.</li> </ul>	<p>Enquiry centre services will continue to be provided at Vinovium House or from an alternative location nearby.</p> <p>Any impact on enquiry centre customers is expected to be minimal.</p>	<p>None required at this stage.</p>

**APPENDIX B: MAP OF OFFICES**

