



# **Equality Impact Assessment Regional Review Programme Central London**

This report, from HM Revenue & Customs People Function (Workforce Change) team, provides an update on equality impacts identified at May 2009 as arising from estate changes within Central London as part of the Regional Review Programme. The related UK summary shows the action being taken by the Department to mitigate these impacts and any which emerge in the future. Further updates will be provided.

11 November 2009

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## 1 Regional Review Programme decisions in Central London

The decisions on HMRC accommodation in Central London are as follows:

**Table 1 – RRP Decisions in Central London**

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement <sup>1</sup>
8 February 2007	Central London	Bush House	Retain	571
		Custom House	Retain	830
		Custom House Annexe	Retain	387
		Euston Tower	Retain	899
		22 Kingsway	Retain	340
		100 Parliament Street	Retain	1,799
		Belgrave Road	Vacate	105
		Haymarket House	Vacate	47
		New Kings Beam House	Vacate	223
		Thomas Paine House	Vacate	447
		Towergate	Vacate	30
		Towergate Garage	Vacate	0
3 June 2009	Central London	Dorset House	Retain	586
		Somerset House <sup>2</sup>	Retain	384
		Charles House	Vacate	155 <sup>3</sup>

Enquiry centre services will remain in their current location or nearby.

These decisions are being implemented under the management of an Implementation Team.

## 2 Central London Region: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in Central London and, while about 6,800 people work for us in the region, HMRC's current business plans for 2011 predict that we will require around 6,150.
- 2.2 Announcements on the future of the majority of buildings in the Central London urban centre were made on 8 February 2007. Update announcements 4

<sup>1</sup> Source: Headcount data provided by HMRC business units at time of decision

<sup>2</sup> Except Somerset House East Wing which was fully vacated by Sept 2009

<sup>3</sup> Per Impact Assessment published 2 June 2009

December 2008 and 3 June 2009 confirmed the vacation of Charles House and the continuing requirement to occupy West and New Wings, Somerset House. The position regarding space in all Central London buildings will continue to be reviewed. HMRC will ensure building space in Central London is used efficiently and effectively and will keep staff informed. HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessment documents (EQIA).

- 2.3 At May 2009, six offices had been fully vacated.
- 2.4 Table 3 and 4 below summarise the HMRC equality data for the Central London Urban Centre as at 1 October 2006 and 1 May 2009.

### Diversity Data (October 2006) – (Staff in Post 6792)

Table 2 – Equality Data 1 October 2006<sup>4</sup>

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	47	Disabled	5	15 - 24	3
Ethnic minority	17	Not disabled	57	25 - 34	17
Chosen not to declare	0	Chosen not to declare	0	35 - 49	52
Not known	36	Not known	38	50 - 59	26
				60+	3
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	57	Full Time	92	Male	16
Female	43	Part-time	8	Female	84

### Diversity Data (May 2009) – (Staff in Post London 6465)

Table 3 – Equality Data 1 May 2009<sup>5</sup>

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	44	Disabled	6	15 - 24	2
Ethnic minority	16	Not disabled	37	25 - 34	14
Chosen not to declare	6	Chosen not to declare	3	35 - 49	49
Not known	34	Not known	54	50 - 59	30
				60+	5
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	57	Full Time	90	Male	24

<sup>4</sup> This information was gathered from the HR system in use at the time - E-HR

<sup>5</sup> This information was gathered from the HR system in use at the time - ERP

Female	43	Part-time	10	Female	76
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### Central London Update Summary

- HMRC has consulted and carried out EQIA activity at urban centre level throughout the UK. Impacts identified following decisions on offices in the Central London urban centre made in February 2007 are included below.
- All 1,353 staff in the Central London urban centre affected by the decisions were expected to relocate with their business unit. Managers held informal discussions with staff to determine whether or not people were able to relocate, taking their personal circumstances into account.
- The EQIA published at the time of the decisions advised staff to consider what impact the planned changes might have on their own future work and travel patterns and speak with managers if they anticipated a move posing significant challenges. Managers and staff were advised that they should aim to agree notes of any such discussions.
- The one-to-one process, including the formation of Moderating Panels to ensure consistency in decision making, was introduced in June 2007. The Moderating Groups were not in place at the time the original decisions for Central London were announced in February 2007.

### RACIAL GROUP

#### Impacts identified in original EQIAs

- All diversity data quoted in this EQIA is provided by background HR systems (e-HR and ERP<sup>6</sup>) introduced November 2006 and staff completion is not mandatory. The information is therefore incomplete for ethnicity and disability.
- No issues specific to racial groups were raised as part of the staff consultation process.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff due to their racial group.

#### Mitigating action identified

- No mitigating action was required as no impacts were identified.

#### Update on the original EQIAs

- At May 2009, no impacts had been identified that had disproportionately affected staff due to their racial group; for this reason updates have not been included in this document.

### THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- The potential impact on people with a disability is dependent on personal circumstances. Where staff have hearing impairments, protocols may need to be developed to keep background noise levels at an acceptable level. Staff who require specialist IT equipment or reasonable adjustment adaptations may need to be exempted from “hot-desking” arrangements.
- Relocation to a new building may have an impact on those whose disability currently entitles them to disabled parking on site or for whom available public

<sup>6</sup> New HR system to replace E-HR

transport would not meet their needs in some way. Not all sites in central London are able to provide a parking space for disabled staff.

- In the original EQIA no potential adverse impacts were identified that would disproportionately affect staff with a disability.

**Mitigating action identified**

- Managers were advised to discuss personal circumstances with staff and consider further mitigating action such as reasonable adjustments, where appropriate.

**Update on the original EQIA**

- At May 2009, no impacts had been identified that had disproportionately affected staff due to disability; for this reason updates have not been included in this document.
- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

**GENDER**

**Impacts identified in original EQIA**

- No issues specific to gender were raised as part of the staff consultation process.
- No potential impacts were identified in the original EQIA. However, it was acknowledged that overall HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff as an indication of the proportion of female staff who may have dependants.

**Mitigating action identified**

- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

**Update on the original EQIA**

- At May 2009, no impacts had been identified that had disproportionately affected staff due to their gender; for this reason updates have not been included in this document.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.