



# **Equality Impact Assessment Regional Review Programme East**

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 the East 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

## **Contents**

1	Regional Review Programme decisions in the East .....	3
2	East: summary of estates and staffing.....	6
	Regional Update Summary .....	7
	RACIAL GROUP .....	8
	THOSE WITH A DISABILITY .....	8
	GENDER .....	8
	APPENDIX A: Peterborough Urban Centre - update summary of equality impacts .....	9
	APPENDIX B: Southend Urban Centre - update summary of equality impacts	11
	APPENDIX C: Cluster 1 - update summary of equality impacts .....	13
	APPENDIX D: Cluster 3 - update summary of equality impacts .....	15
	APPENDIX E: Cluster 4 - update summary of equality impacts.....	17
	APPENDIX F: Cluster 5 - update summary of equality impacts.....	19
	APPENDIX G: Cluster 9 - update summary of equality impacts .....	21
	APPENDIX H: Cluster 11 - update summary of equality impacts .....	23
	APPENDIX I: Cluster 12 - update summary of equality impacts .....	26
	APPENDIX J: Cluster 13 - update summary of equality impacts .....	28
	APPENDIX K: Individual location - Huntingdon - update summary of equality impacts .....	31
	APPENDIX L: Individual location: King's Lynn - update summary of equality impacts .....	33

**To receive this document in an alternative version, please contact the Visually Impaired Media Unit on 01274 539 646 or email VISUALLY IMPAIRED MEDIA UNIT, SHIPLEY (CaM).**

## 1 Regional Review Programme decisions in the East

The decisions on HMRC accommodation in the East are as follows:

**Table 1 – RRP Decisions in the East**

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement <sup>1</sup>
18 July 2007	Peterborough urban centre	Churchgate, Peterborough	Retain	99
		Clifton House, Peterborough	Retain	114
		Ashurst, Peterborough	Vacate	49
		Hereward House, Peterborough	Vacate	133
		Stuart House, Peterborough	Vacate	55
18 July 2007	Southend urban centre	Alexander House, Southend	Retain	1,666
		Kelting House, Basildon	Vacate	19
		Regent House, Basildon	Vacate	29
		Portcullis House, Southend	Vacate	286
		Tylers House (Dencora Court), Southend	Vacate	234
4 December 2008	Cluster 1 (Bury St Edmunds, Sudbury)	Triton House, Bury St Edmunds	Vacate	49
		Crown Building, Sudbury	Vacate	33
4 December 2008	Cluster 3 (Chelmsford, Witham)	Government Buildings, Chelmsford	Retain	62
		Parkway House, Chelmsford	Retain	49
		Iceni House, Witham	Vacate	36
4 December 2008	Cluster 4 (Clacton-on-Sea, Colchester, Harwich)	14 Headgate, Colchester	Retain	87
		Custom House, Harwich	Retain	75
		Harlech House, Clacton-on-Sea	Vacate	37
		Northgate House, Colchester	Vacate	79
4 December 2008	Cluster 5 (Grays, Tilbury)	Custom House, Tilbury	Retain	153
		Crown House, Grays	Vacate	20
4 December 2008	Cluster 6 (Felixstowe, Ipswich)	Custom House, Felixstowe	Retain	240
		Haven House, Ipswich	Retain	294

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

EQIA - Regional Review Programme - East

		St Clare House, Ipswich	Retain	340
4 December 2008	Cluster 9 (Luton, Stevenage)	King House, Luton	Retain	170
		Terminal Building, Luton	Retain	29
		Southgate House, Stevenage	Retain	143
		Jansel House, Luton	Vacate	78
4 December 2008	Cluster 11 (East Dereham, Great Yarmouth, Norwich)	Nelson House, Norwich	Retain	195
		St Cuthbert's House, Norwich	Retain	67
		24 Church Street, East Dereham	Vacate	28
		Havenbridge House, Great Yarmouth	Vacate	126
		Rosebery Court, Norwich	Vacate	45
4 December 2008	Cluster 12 (Bishop's Stortford, Harlow, Stansted)	Anglia House, Bishop's Stortford	Retain	82
		New Terminal, Stansted	Retain	55
		Beaufort House, Harlow	Vacate	44
		Terminus House, Harlow	Vacate	21
4 December 2008	Cluster 13 (Hatfield, Hemel Hempstead, Hertford, Hitchin, St Albans, Watford)	Portmill House, Hitchin	Retain	7
		Cambridge House, Watford	Retain	110
		Exchange House, Watford	Retain	0
		Gracemead House, Hatfield	Vacate	21
		Lord Alexander House, Hemel Hempstead	Vacate	47
		Sovereign House, Hertford	Vacate	32
		Beaver House, St Albans	Vacate	37
4 December 2008	Individuals:			
	Cambridge	Eastbrook, Cambridge	Retain	160
	Huntingdon	Chequers Court, Huntingdon	Vacate	45
	King's Lynn	Custom House, King's Lynn	Vacate	3
	King's Lynn	Vancouver House, King's Lynn	Retain	101

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

These decisions are being implemented under the management of location-specific Implementation Teams.



## 2 East: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in the East and while about 5,450 people work for us in the region<sup>2</sup>, HMRC's current business plans for 2011 predict that we will require around 4,300.
- 2.2 Following the announcement of decisions on the Peterborough and Southend urban centres on 18 July 2007 and the 'cluster' and 'individual' locations on 4 December 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessment (EQIA) documents.
- 2.3 The Regional Review Programme (RRP) resulted in decisions to retain 23 offices in the East. Of these, three offices are to be retained in urban centres, 18 within cluster locations and two within individual locations. Of the 25 offices to be vacated, seven are within urban centres, 16 within cluster locations and two within individual locations.
- 2.4 To date, seven offices have been fully vacated, and three are scheduled for full vacation during 2009/10. There have been no 'partial'<sup>3</sup> vacations although one office will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from ten of the offices originally scheduled for full vacation during 2009/10 has been deferred to a later vacation date, along with implementing the decisions for the four offices originally planned for full vacation by summer 2011. The position on these buildings is to be monitored by local Implementation Teams and the Department's Estate Consolidation Programme.
- 2.5 Implementation Teams were set up to deliver the original decisions of the RRP. Where staff cannot relocate, either due to their journey being outside reasonable daily travel, caring responsibilities or disability, businesses are exploring alternative options. As the Department considers those options, office accommodation will be provided for staff, either in their current location or at an alternative office within reasonable daily travel. Businesses aim to feed back work to these staff for as long as it is viable to do so. Taking these issues into account, the extent to which office space is vacated is being managed by the relevant Implementation Team, which will also bear in mind other issues, such as funding priorities.
- 2.6 HMRC values the skills and experience of its staff and it is for that reason that staff are being asked to relocate with their work wherever possible. HMRC is making every effort to find alternative solutions for staff unable to relocate to another HMRC office. Its primary concern, however, must be to meet its business objectives.
- 2.7 The table below summarises the HMRC equality data for the East as at 1 May 2009. A further breakdown of data between urban centres, cluster and individual locations can be found at Appendices A to L.

---

<sup>2</sup> As at 1 May 2009

<sup>3</sup> A 'partial' vacation includes the release of office space such as reducing the number of floors in a building to accommodate (a) staff remaining, or (b) those who are unable to relocate with their business unit. Reduction to Enquiry Centre only is classed as a full vacation from a RRP perspective.

**Table 2 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	58	Disabled	8	15 - 24	1
Ethnic minority	3	Not disabled	37	25 - 34	13
Chosen not to declare	6	Chosen not to declare	4	35 - 49	49
Not known	33	Not known	51	50 - 59	31
				60+	6
<b>Gender <sup>4</sup></b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	41	Full Time	73	Male	10
Female	59	Part-time	27	Female	90

### Regional Update Summary

- HMRC has consulted and carried out EQIA activity at an urban centre, cluster and individual location level throughout the UK. Details of the impacts identified following decisions on offices in the East urban centres, cluster and individual locations are included in the attached appendices.
- At the time of announcements 1,489 staff in office buildings due to be vacated in the East were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 1,489 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 1,374 members of staff.
- Of the 1,489 expected to relocate:
  - 841 (56%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 115 (8%) members of staff.
  - Moderating Group decisions are currently unavailable for 121 (8%) staff.
  - Decisions have been deferred for 27 (2%) staff pending receipt of further information.
  - 385 (26%) staff are unable to relocate with their business unit.
- For staff who are unable to relocate with their business unit as expected, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

<sup>4</sup> For information, in this and the following tables and narrative HMRC's national gender split is 58% female to 42% male.

## **RACIAL GROUP**

### **Impacts identified in original EQIAs**

- All diversity data quoted in this EQIA is provided by background HR systems as at 1 May 2009 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 this stage no impacts have been identified that would disproportionately affect staff due to their racial group; for this reason updates at urban centre, cluster and individual location level have not been included in this document. HMRC will continue to monitor this information.

## **THOSE WITH A DISABILITY**

- Of the 385 staff unable to relocate with their business unit, 10 were unable to do so based on health or compassionate grounds (this includes those with a disability).
- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **GENDER**

- Of the 1,374 members of staff who had one-to-one meetings, data is available for 1346. Of these 913 (66%) are female and 433 (32%) are male.
- Of the 385 staff unable to relocate with their business unit, 296 are female (20% of the 1,489 staff expected to relocate with their business unit) and 89 are male (6% of the 1,489 staff expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX A: Peterborough Urban Centre - update summary of equality impacts

Table 3 below summarises the HMRC equality data for the Peterborough urban centre as at 1 May 2009.

**Table 3 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	59	Disabled	11	15 - 24	2
Ethnic minority	5	Not disabled	39	25 - 34	9
Chosen not to declare	8	Chosen not to declare	6	35 - 49	46
Not known	8	Not known	44	50 - 59	36
				60+	7
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	40	Full Time	71	Male	15
Female	60	Part-time	29	Female	85

### Overview

- At the time of the announcements 226 staff in office buildings due to be vacated in the Peterborough urban centre were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups
- Although 226 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 217 members of staff.
- Of the 226 expected to relocate:
  - 201 (89%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 4% of staff and Moderating Group decisions are currently unavailable for 2% of staff.
  - 12 (5%) staff are unable to relocate with their business unit

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- No issues specific to those with or without a disability were raised as part of the staff consultation.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

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

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 217 members of staff who had one-to-one meetings data is available for 207. Of these 124 (57%) are female and 83 (38%) are male. The gender split of staff in Peterborough is shown above in Table 3 and for the East in Table 2.
- Of the 12 staff unable to relocate with their business unit, the majority are female<sup>5</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>5</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data protection principles

## APPENDIX B: Southend Urban Centre - update summary of equality impacts

Table 4 below summarises the HMRC equality data for the Southend urban centre as at 1 May 2009.

**Table 4 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	63	Disabled	8	15 - 24	1
Ethnic minority	3	Not disabled	45	25 - 34	11
Chosen not to declare	6	Chosen not to declare	4	35 - 49	48
Not known	28	Not known	43	50 - 59	31
				60+	9
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	40	Full Time	74	Male	11
Female	60	Part-time	26	Female	89

### Overview

- At the time of the announcements 550 staff in office buildings due to be vacated in the Southend urban centre were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 550 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 332 members of staff.
- Of the 550 expected to relocate:
  - 224 (41%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 218 (40%) members of staff.
  - Moderating Group decisions are currently unavailable for 102 (18%) staff.
  - 6 (1%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.
- For staff who are unable to relocate with their business unit as originally planned, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

## **1. THOSE WITH A DISABILITY**

### **Impacts identified in original EQIA**

- No issues specific to those with or without a disability were raised as part of the staff consultation.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

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

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 332 members of staff who had one-to-one meetings, data is available for 316. Of these 219 (66%) are female and 97 (29%) are male. The gender split of staff in Southend is shown above in Table 4 and for the East in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>6</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>6</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data protection principles

## APPENDIX C: Cluster 1 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 1 (Bury St Edmunds, Sudbury) as at 1 May 2009.

**Table 5 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	58	Disabled	6	15 - 24	0
Ethnic minority	1	Not disabled	35	25 - 34	6
Chosen not to declare	4	Chosen not to declare	6	35 - 49	46
Not known	37	Not known	53	50 - 59	35
				60+	13
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff) %</b>	
Male	39	Full Time	69	Male	14
Female	61	Part-time	31	Female	86

### Overview

- At the time of the announcements 74 staff in office buildings due to be vacated in cluster 1 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 74 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 65 members of staff.
- Of the 74 expected to relocate:
  - 28 (38%) of staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 9 (12%) members of staff.
  - 37 (50%) staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those reliant on public transport.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process, considering further mitigating action such as reasonable adjustments where appropriate.

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the regional and UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 65 members of staff who had one-to-one meetings 43 (66%) are female and 22 (34%) are male. The gender split of staff in cluster 1 is shown above in Table 5 and for the East in Table 2.
- Of the 37 staff unable to relocate with their business unit, the majority are female<sup>7</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>7</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data protection principles

## APPENDIX D: Cluster 3 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 3 (Chelmsford, Witham) as at 1 May 2009.

**Table 6 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	67	Disabled	6	15 - 24	2
Ethnic minority	1	Not disabled	37	25 - 34	8
Chosen not to declare	4	Chosen not to declare	2	35 - 49	49
Not known	28	Not known	55	50 - 59	36
				60+	5
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	30	Full Time	70	Male	5
Female	70	Part-time	30	Female	95

### Overview

- At the time of the announcements 34 staff in office buildings due to be vacated in cluster 3 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 34 staff would relocate. However the Moderating Group data shows that 63 staff were asked to relocate.
- Of the 63 asked to relocate:
  - 36 (57%) staff are able to relocate with their business unit.
  - 27 (43%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

#### Mitigating action identified

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 63 members of staff who had one-to-one meetings 49 (78%) are female and 14 (22%) are male. The gender split of staff in cluster 3 is shown above in Table 6 and for the East in Table 2.
- Of the 27 staff unable to relocate with their business unit, the majority are female<sup>8</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>8</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

## APPENDIX E: Cluster 4 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 4 (Clacton-on-Sea, Colchester, Harwich) as at 1 May 2009.

**Table 7 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	61	Disabled	6	15 - 24	2
Ethnic minority	1	Not disabled	39	25 - 34	19
Chosen not to declare	4	Chosen not to declare	3	35 - 49	42
Not known	34	Not known	52	50 - 59	31
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	40	Full Time	73	Male	8
Female	60	Part-time	27	Female	92

### Overview

- At the time of the announcements 113 staff in office buildings due to be vacated in cluster 4 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 113 staff would relocate. However the Moderating Group data shows that 124 staff were asked to relocate.
- Of the 124 asked to relocate:
  - 81 (65%) staff are able to relocate with their business unit.
  - Moderating Group decisions are currently unavailable for 3 (3%) staff.
  - 40 (32%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns regarding facilities available to those with a disability, stating that they may be adversely affected if their current location provides suitable facilities and these are not available in the new location.
- Respondents also expressed concern that some staff have disabilities that either preclude them from driving or that may be exacerbated by any additional driving required as a result of relocation.

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

#### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

#### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall employs more female staff than male.
- 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

#### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 124 members of staff who had one-to-one meetings, data is available for 122. Of these 84 (68%) are female and 38 (30%) are male. The gender split of staff in cluster 4 is shown above in Table 7 and for the East in Table 2.
- Of the 40 staff unable to relocate with their business unit, the majority are female<sup>9</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>9</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

## APPENDIX F: Cluster 5 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 5 (Grays, Tilbury) as at 1 May 2009.

**Table 8 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	46	Disabled	5	15 - 24	5
Ethnic minority	3	Not disabled	26	25 - 34	14
Chosen not to declare	6	Chosen not to declare	2	35 - 49	61
Not known	45	Not known	67	50 - 59	19
				60+	1
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	61	Full Time	85	Male	4
Female	39	Part-time	15	Female	96

### Overview

- At the time of the announcements 15 staff in office buildings due to be vacated in cluster 5 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 15 staff would relocate. However the Moderating Group data shows that 25 staff were asked to relocate.
- Of the 25 staff asked to relocate:
  - All are unable to relocate with their business unit or decisions have been deferred pending receipt of further information.
- For staff who are unable to relocate with their business unit as originally planned, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that access at the relocation office may cause difficulties for those with impaired mobility.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

**Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

**Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

**2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

**Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their work as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 25 staff unable to relocate with their business unit, the majority are female<sup>10</sup>. The gender split of staff in cluster 5 is shown above in Table 8, and for the East in Table 2.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>10</sup>Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

## APPENDIX G: Cluster 9 - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster 9 (Luton, Stevenage) as at 1 May 2009.

**Table 9 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	49	Disabled	5	15 - 24	1
Ethnic minority	8	Not disabled	35	25 - 34	13
Chosen not to declare	8	Chosen not to declare	4	35 - 49	49
Not known	35	Not known	56	50 - 59	31
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	32	Full Time	67	Male	9
Female	68	Part-time	33	Female	91

### Overview

- At the time of the announcements 78 staff in office buildings due to be vacated in cluster 9 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 78 staff would relocate. However Moderating Group data shows that 169 staff were asked to relocate.
- Of the 169 asked to relocate:
  - 97 (57%) staff are able to relocate with their business unit.
  - 72 (43%) staff are unable to relocate with their business unit and no decisions have been deferred.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that access at the relocation office may cause difficulties for those with impaired mobility.
- Respondents also expressed concern that some staff have disabilities that either preclude them from driving or that may be exacerbated by any additional driving required as a result of relocation.
- They were also concerned that suitable parking spaces may not be available at the new location.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 169 members of staff who had one-to-one meetings 119 (70%) are female and 50 (30%) are male. The gender split of staff in cluster 9 is shown above in Table 9 and for the East in Table 2.
- Of the 72 staff unable to relocate with their business unit, 58 are female (34% of the 169 staff in cluster 9 expected to relocate with their business unit) and 14 are male (8% of the 169 staff in cluster 9 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX H: Cluster 11 - update summary of equality impacts

Table 10 below summarises the HMRC equality data for staff in Cluster 11 (East Dereham, Great Yarmouth, Norwich) as at 1 May 2009.

**Table 10 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	59	Disabled	9	15 - 24	0
Ethnic minority	1	Not disabled	31	25 - 34	9
Chosen not to declare	8	Chosen not to declare	5	35 - 49	51
Not known	32	Not known	55	50 - 59	36
				60+	4
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	38	Full Time	65	Male	13
Female	62	Part-time	35	Female	87

### Overview

- At the time of the announcements 188 staff in office buildings due to be vacated in cluster 11 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 188 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 123 members of staff.
- Of the 188 staff expected to relocate:
  - 56 (30%) staff are able to relocate with their business unit.
  - Moderating Group decisions are currently unavailable for 11 (6%) staff.
  - Data on whether staff could relocate is currently unavailable for 65 (34%) members of staff
  - 56 (30%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information
- For staff who are unable to relocate with their business unit as originally planned, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns regarding the facilities available for those with a disability, stating that they may be adversely affected

if their current location provides suitable facilities and these are not available in the new location.

- Some respondents added that they have disabilities that either preclude them from driving, or that may be exacerbated by any additional driving required as a result of relocation.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

#### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

#### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

#### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their work as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 123 members of staff who had one-to-one meetings 89 (72%) are female and 34 (28%) are male. The gender split of staff in cluster 11 is shown above in Table 10 and for the East in Table 2.
- Of the 56 staff unable to relocate with their business unit, 43 are female (23% of the 188 staff in cluster 11 expected to relocate with their business unit) and 13 are male (7% of the 188 staff in cluster 11 expected to relocate with their business unit).

- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX I: Cluster 12 - update summary of equality impacts

Table 11 below summarises the HMRC equality data for staff in Cluster 12 (Bishop's Stortford, Harlow, Stansted) as at 1 May 2009.

**Table 11 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	56	Disabled	11	15 - 24	1
Ethnic minority	2	Not disabled	31	25 - 34	12
Chosen not to declare	4	Chosen not to declare	3	35 - 49	50
Not known	38	Not known	55	50 - 59	34
				60+	3
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	42	Full Time	72	Male	4
Female	58	Part-time	28	Female	96

### Overview

- At the time of the announcements 58 staff in office buildings due to be vacated in cluster 12 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 58 staff would relocate. However the Moderating Group data shows that 78 staff were asked to relocate.
- Of the 78 asked to relocate:
  - 34 (44%) staff are able to relocate with their business unit.
  - 44 (56%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those reliant on public transport.
- They added that some staff have disabilities that either preclude them from driving, or that may be exacerbated by any additional driving required as a result of relocation.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 78 members of staff who had one-to-one meetings 50 (64%) are female and 28 (36%) are male. The gender split of staff in cluster 12 is shown above in Table 11 and in the East in Table 2.
- Of the 44 staff unable to relocate with their business unit, 34 are female (44% of the 78 staff in cluster 12 expected to relocate with their business unit) and 10 are male (13% of the 78 staff in cluster 12 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX J: Cluster 13 - update summary of equality impacts

Table 12 below summarises the HMRC equality data for staff in Cluster 13 (Hatfield, Hemel Hempstead, Hertford, Hitchin, St Albans, Watford) as at 1 May 2009.

**Table 12 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	60	Disabled	11	15 - 24	0
Ethnic minority	8	Not disabled	36	25 - 34	11
Chosen not to declare	4	Chosen not to declare	4	35 - 49	50
Not known	28	Not known	49	50 - 59	33
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	30	Full Time	65	Male	4
Female	70	Part-time	35	Female	96

### Overview

- At the time of the announcements 108 staff in office buildings due to be vacated in cluster 13 were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- When the decisions were announced it was expected that 108 staff were expected to relocate. However the Moderating Group data shows that 119 staff were asked to relocate.
- Of the 119 staff asked to relocate:
  - 67 (56%) staff are able to relocate with their business unit.
  - Moderating Group decisions are currently unavailable for 1 (1%) member of staff.
  - 51 (43%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.
- For staff who are unable to relocate with their business unit as originally planned, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

## **1. THOSE WITH A DISABILITY**

### **Impacts identified in original EQIA**

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those unable to use public transport.
- Some respondents were concerned that disabled staff travelling to work by car may be adversely affected if suitable parking facilities were not available at the new location.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

## **2. 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 119 members of staff who had one-to-one meetings 82 (69%) are female and 37 (31%) are male. The gender split of staff in cluster 13 is shown above in Table 12 and for the East in Table 2.

- Of the 51 staff unable to relocate with their business unit, 33 are female (28% of the 119 staff in cluster 13 expected to relocate with their business unit) and 18 are male (15% of the 119 staff in cluster 13 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX K: Individual location - Huntingdon - update summary of equality impacts

Table 13 below summarises the HMRC equality data for staff in Huntingdon as at 1 May 2009.

**Table 13 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	48	Disabled	15	15 - 24	0
Ethnic minority	0	Not disabled	27	25 - 34	0
Chosen not to declare	0	Chosen not to declare	0	35 - 49	52
Not known	52	Not known	58	50 - 59	46
				60+	12
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	33	Full Time	76	Male	13
Female	67	Part-time	24	Female	87

### Overview

- At the time of the announcements 42 staff in Huntingdon were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups
- Although 42 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 37 members of staff.
- Of the 42 expected to relocate:
  - 17 (40%) staff are able to relocate with their business unit.
  - Data on whether staff can relocate is currently unavailable for 5 (12%) members of staff.
  - 20 (48%) staff are unable to relocate with their business unit and no decisions have been deferred.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- No issues specific to those with a disability were raised as part of the staff consultation.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

### **Mitigating action identified**

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

### **Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

## **2. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

### **Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 37 members of staff who had one-to-one meetings 25 (68%) are female and 12 (32%) are male. The gender split of staff in Huntingdon shown above in Table 13 and in the East in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>11</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>11</sup> Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

## APPENDIX L: Individual location: King’s Lynn - update summary of equality impacts

Table 14 below summarises the HMRC equality data for staff in King’s Lynn as at 1 May 2009.

**Table 14 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	53	Disabled	5	15 - 24	0
Ethnic minority	0	Not disabled	29	25 - 34	16
Chosen not to declare	6	Chosen not to declare	2	35 - 49	41
Not known	41	Not known	64	50 - 59	37
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	32	Full Time	70	Male	13
Female	68	Part-time	30	Female	87

### Overview

- At the time of the announcements 3 staff in Kings Lynn were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups
- When the decisions were announced it was expected that 3 staff would relocate. However the Moderating Group data shows that 22 staff were asked to relocate.
- Of the 22 asked to relocate:
  - All are unable to relocate with with their business unit
- For staff who are unable to relocate with their business unit as originally planned, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

## 2. THOSE WITH A DISABILITY

### Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities. They stated that some staff have disabilities that either preclude them from driving, or may be exacerbated by any additional driving required.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

**Mitigating action identified**

- Managers to discuss personal circumstances with staff as part of the one-to-one process considering further mitigating action such as reasonable adjustments where appropriate.

**Update on the original EQIA**

- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

**3. 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 HMRC overall 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**

- Managers to discuss personal circumstances with staff as part of the one-to-one process.
- As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

**Update on the original EQIA**

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 22 staff unable to relocate with their business unit, the majority are male<sup>12</sup>. The gender split of staff in Kings Lynn shown above in Table 14 and in the East in Table 2.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

---

<sup>12</sup>Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles