



Equality Impact Assessment Regional Review Programme Scotland

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 Scotland 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 Scotland	3
2	Scotland: summary of estates and staffing	5
	Regional Update Summary	6
	RACIAL GROUP	7
	THOSE WITH A DISABILITY	7
	GENDER	7
	APPENDIX A: Edinburgh Urban Centre - update summary of equality impacts.	8
	APPENDIX B: Glasgow Urban Centre - update summary of equality impacts .	10
	APPENDIX C: Cluster 25 - update summary of equality impacts	12
	APPENDIX D: Cluster 26 - update summary of equality impacts	14
	APPENDIX E: Cluster 27 - update summary of equality impacts	16
	APPENDIX F: Cluster 28 - update summary of equality impacts	18
	APPENDIX G: Cluster 29 - update summary of equality impacts	20
	APPENDIX H: Cluster 30 - update summary of equality impacts	23
	APPENDIX I: Individual location - Dumfries - update summary of equality impacts	25
	APPENDIX J: Individual location - Inverness - update summary of equality impacts	27
	APPENDIX K: Individual location - Oban - update summary of equality impacts	28
	APPENDIX L: Individual location - Perth - update summary of equality impacts	29
	APPENDIX M: Individual location - Peterhead - update summary of equality impacts	31
	APPENDIX N: Individual location - Rothesay - update summary of equality impacts	33
	APPENDIX O: Individual location - Wick - update summary of equality impacts	35

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 Scotland

The decisions on HMRC accommodation in Scotland are as follows:

Table 1 – RRP decisions in Scotland

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement ¹
29 February 2008	Edinburgh urban centre	Pyramids Business Park, Bathgate	Retain	1,218
		Argyle House, Edinburgh	Vacate	37
		Clarendon House, Edinburgh	Vacate	137
		Elgin House, Edinburgh	Retain	287
		Grayfield House, Edinburgh	Retain	405
		Meldrum House, Edinburgh	Retain	189
		Saughton House, Edinburgh	Vacate	373
		Spitfire House, Edinburgh	Vacate	2
		York Place, Edinburgh	Vacate	227
		Barbara Ritchie House, Livingston	Retain	374
		Pentland House, Livingston	Retain	269
29 February 2008	Glasgow urban centre	Muiryhall Street, Coatbridge	Vacate	27
		St Mungo's Road, Cumbernauld	Retain	1,786
		Meadowbank Street, Dumbarton	Vacate	11
		Plaza Tower, East Kilbride	Retain	964
		Queensway House, East Kilbride	Retain	1,656
		Blythswood House, Glasgow	Vacate	173
		Cotton House, Glasgow	Retain	329
		Portcullis House, Glasgow	Retain	789
		Barrack Street, Hamilton	Vacate	33
		Civic Square, Motherwell	Vacate	19
		Falcon House, Paisley	Retain	104
		Gilmour House, Paisley	Vacate	27
		Osprey House, Paisley	Retain	9

¹ Source: Headcount data provided by HMRC business units at time of decision

EQIA – Regional Review Programme – Scotland

		Vigilant House, Paisley	Retain	78
4 December 2008	Cluster 25 (Ayr, Irvine, Prestwick)	Russell House, Ayr	Vacate	68
		Marress House, Irvine	Retain	31
		Liberator House, Prestwick	Vacate	2
4 December 2008	Cluster 26 (Dunfermline, Glenrothes, Kirkcaldy)	Merchiston House, Dunfermline	Vacate	23
		Saltire House, Glenrothes	Retain	112
		26 Victoria Road, Kirkcaldy	Retain	6
4 December 2008	Cluster 27 (Buckie, Elgin)	Moray House, Buckie	Vacate	11
		Phoenix House, Elgin	Vacate	4
4 December 2008	Cluster 28 (Falkirk, Grangemouth, Stirling)	Grahame House, Falkirk	Vacate	12
		Custom House, Grangemouth	Vacate	25
		8 Spittal Street, Stirling	Vacate	14
4 December 2008	Cluster 29 (Galashiels, Hawick)	New Reiver House, Galashiels	Vacate	21
		Crown Building, Hawick	Vacate	7
4 December 2008	Cluster 30 (Dunoon, Greenock)	Auchencraig, Dunoon	Vacate	8
		99 Dalrymple Street, Greenock	Vacate	23
		Custom House, Greenock	Vacate	71
4 December 2008	Individuals:			
	Aberdeen	Ruby House, Aberdeen	Retain	229
	Dumfries	Government Buildings, Dumfries	Vacate	41
	Dundee	Caledonian House, Dundee	Retain	190
	Dundee	Sidlaw House, Dundee	Retain	741
	Inverness	Longman House, Inverness	Vacate	10
	Inverness	River House, Inverness	Retain	89
	Lerwick	Charlotte House, Lerwick	Retain	3
	Oban	Mathieson House, Oban	Vacate	2
	Perth	1-3 Water Vennel, Perth	Vacate	21
	Peterhead	Keith House, Peterhead	Vacate	15
	Rothsay	9-10 King Street, Rothsay	Vacate	7
	Ullapool	24 West Argyll Street, Ullapool	Retain	1

	Wick	Government Buildings, Wick	Vacate	25
--	------	----------------------------	--------	----

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 Scotland: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in Scotland and, while about 11,100 people work for us in Scotland², HMRC's current business plans for 2011 predict that we will require around 10,050.
- 1.1 Following the announcement of decisions on the Edinburgh and Glasgow urban centres on 29 February 2008 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.
- 1.2 The Regional Review Programme (RRP) resulted in decisions to retain 23 offices in Scotland. Of these, 14 offices are to be retained in urban centres, three within cluster locations and six within individual locations. Of the 31 offices to be vacated, 11 are within urban centres, 13 within cluster locations and seven within individual locations.
- 2.2 To date, two offices have been fully vacated and nine are scheduled for full vacation during 2009/10. There have been no 'partial'³ vacations although three offices will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from 18 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 two offices originally planned for full vacation between spring 2011 and spring 2012. The position on these buildings is to be monitored by local Implementation Teams and the Department's Estate Consolidation Programme.
- 1.3 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.
- 1.4 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 As at 1 May 2009

³ 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.

- 1.5 The table below summarises the HMRC equality data for Scotland as at 1 May 2009. A further breakdown of data between urban centres, cluster and individual locations can be found at Appendices A to O.

Table 2 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	69	Disabled	7	15 - 24	15
Ethnic minority	1	Not disabled	45	25 - 34	19
Chosen not to declare	3	Chosen not to declare	2	35 - 49	38
Not known	27	Not known	46	50 - 59	24
				60+	4
Gender⁴	%	Working Pattern	%	Gender (part-time staff)	%
Male	41	Full Time	72	Male	19
Female	59	Part-time	28	Female	81

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 Scotland urban centres, clusters and individual locations are included in the attached Appendices.
- At the time of announcements 1,421 staff in office buildings due to be vacated in Scotland 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 1,421 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 1,418 members of staff.
- Of the 1,421 staff expected to relocate:
 - 1,086 (76%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 3 (less than 1%) members of staff.
 - Moderating Group decisions are currently unavailable for 51 (4%) staff.
 - 281 (20%) 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 expected, the Department is already in the process of considering alternative options for these

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

staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

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 281 staff unable to relocate with their business unit, fewer than ten 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 1,418 members of staff who had one-to-one meetings 739 (52%) are female and 668 (47%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 11 (1%) staff. The gender split of staff in Scotland is shown in Table 2 above.
- Of the 281 staff unable to relocate with their business unit, 200 are female (14% of the 1,421 staff expected to relocate with their business unit) and 81 are male (6% of the 1,421 staff 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 A: Edinburgh Urban Centre - update summary of equality impacts

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

Table 3 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	69	Disabled	7	15 - 24	20
Ethnic minority	1	Not disabled	40	25 - 34	21
Chosen not to declare	2	Chosen not to declare	2	35 - 49	33
Not known	28	Not known	51	50 - 59	23
				60+	3
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	44	Full Time	78	Male	22
Female	56	Part-time	22	Female	78

Overview

- At the time of the announcements 776 staff in office buildings due to be vacated in the Edinburgh 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 776 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4), Moderating Group data is only available for 633 members of staff.
- Of the 776 expected to relocate
 - 617 (80%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 143 (18%) members of staff.
 - Moderating Group decisions are currently unavailable for 1 (less than 1%) member of staff.
 - 15 (2%) 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

- The TUS expressed concern over whether planning at the sites proposed for retention had taken into account the requirements of staff with special IT equipment and workstations.

- 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 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 633 members of staff who had one-to-one meetings 275 (44%) are female and 347 (55%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 11 (1%) staff. The gender split of staff in Edinburgh is shown in Table 3, and for Scotland in Table 2.
- Of the 15 staff unable to relocate with their business unit, the majority are female⁵.
- 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.

⁵ Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

APPENDIX B: Glasgow Urban Centre - update summary of equality impacts

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

Table 4 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	70	Disabled	6	15 - 24	13
Ethnic minority	1	Not disabled	48	25 - 34	17
Chosen not to declare	3	Chosen not to declare	2	35 - 49	41
Not known	26	Not known	44	50 - 59	25
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	38	Full Time	66	Male	19
Female	62	Part-time	34	Female	81

Overview

- At the time of the announcements 272 staff in office buildings due to be vacated in the Glasgow 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.
- When the decisions were announced it was expected that 272 staff would relocate. However the Moderating Group data shows that 502 staff were asked to relocate.
- Of the 502 staff asked to relocate:
 - 342 (68%) staff are able to relocate with their business unit.
 - Moderating Group decisions are currently unavailable for 44 (9%) staff
 - 116 (23%) 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

- Staff commented that increased travelling could present difficulties to staff with disabilities, particularly those with mobility problems. Staff were concerned that there may be insufficient designated disabled car parking at relocation sites.
- 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 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 502 staff who had one-to-one meetings 285 (57%) are female and 217 (43%) are male. The gender split of staff in the Glasgow urban centre is shown in Table 4, and for Scotland in Table 2.
- Of the 116 staff unable to relocate with their business unit, 84 are female (17% of the 502 staff in the Glasgow urban centre expected to relocate with their business unit) and 32 are male (6% of the 502 staff in the Glasgow urban centre 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 C: Cluster 25 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 25 (Ayr, Irvine, Prestwick) as at 1 May 2009.

Table 5 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	68	Disabled	7	15 - 24	0
Ethnic minority	0	Not disabled	55	25 - 34	3
Chosen not to declare	5	Chosen not to declare	2	35 - 49	58
Not known	27	Not known	36	50 - 59	36
				60+	3
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	42	Full Time	77	Male	10
Female	58	Part-time	23	Female	90

Overview

- At the time of the announcements 67 staff in office buildings due to be vacated in cluster 25 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 67 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 47 members of staff.
- Of the 67 expected to relocate
 - 34 (51%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 20 (30%) members of staff.
 - 13 (19%) 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 disabled staff travelling to work by car may be adversely affected if suitable parking facilities are not available at the new location. They also expressed concerns regarding access facilities available for those with a disability.
- 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 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 47 staff who had one-to-one meetings 31 (66%) are female and 16 (34%) are male. The gender split of staff in cluster 25 is shown in Table 5, and for Scotland in Table 2.
- Of the 13 staff unable to relocate with their business unit, the majority are female⁶.
- 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.

⁶ Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

APPENDIX D: Cluster 26 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 26 (Dunfermline, Glenrothes, Kirkcaldy) as at 1 May 2009.

Table 6 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	76	Disabled	7	15 - 24	0
Ethnic minority	1	Not disabled	37	25 - 34	7
Chosen not to declare	3	Chosen not to declare	4	35 - 49	46
Not known	20	Not known	52	50 - 59	44
				60+	3
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	30	Full Time	72	Male	8
Female	70	Part-time	28	Female	92

Overview

- At the time of the announcements 21 staff in office buildings due to be vacated in cluster 26 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 21 staff would relocate. However the Moderating Group data shows that 28 staff were asked to relocate.
- Of the 28 staff asked to relocate:
 - 19 (68%) staff are able to relocate with their business unit.
 - Moderating Group decisions are currently unavailable for 1(3%) member of staff.
 - 8 (29%) 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 expressed concern regarding the facilities available for those with disabilities, stating that they may be adversely affected if their current location provides suitable facilities and these are not available in 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 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 28 members of staff who had one-to-one meetings 16 (57%) are female and 12 (43%) are male. The gender split of staff in cluster 26 is shown in Table 6 above, in Scotland in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female⁷.
- 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.

⁷ Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

APPENDIX E: Cluster 27 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 27 (Buckie, Elgin) as at 1 May 2009.

Table 7 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	53	Disabled	7	15 - 24	0
Ethnic minority	7	Not disabled	47	25 - 34	7
Chosen not to declare	20	Chosen not to declare	13	35 - 49	46
Not known	20	Not known	33	50 - 59	40
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	47	Full Time	80	Male	0
Female	53	Part-time	20	Female	100

Overview

- At the time of the announcements 15 staff in office buildings due to be vacated in cluster 27 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 15 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 2 members of staff.
- Of the 15 expected to relocate
 - 2 (13%) staff are unable to relocate with their business unit and no decisions have been deferred.
 - Data on whether staff could relocate is currently unavailable for 13 (87%) members of staff.

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 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 staff who had one-to-one meetings, the gender ratio is comparable. The gender split of staff in cluster 27 is shown in Table 7 above, and for Scotland in Table 2.
- Of the staff unable to relocate with their business unit, the gender ratio is comparable⁸.
- 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

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

APPENDIX F: Cluster 28 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 28 (Falkirk, Grangemouth, Stirling) as at 1 May 2009.

Table 8 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	70	Disabled	4	15 - 24	0
Ethnic minority	2	Not disabled	47	25 - 34	2
Chosen not to declare	2	Chosen not to declare	2	35 - 49	51
Not known	26	Not known	47	50 - 59	43
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	53	Full Time	87	Male	17
Female	47	Part-time	13	Female	83

Overview

- At the time of the announcements 45 staff in office buildings due to be vacated in cluster 28 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 45 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 38 members of staff.
- Of the 45 expected to relocate
 - 32 (71%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 7 (16%) members of staff.
 - Moderating Group decisions are currently unavailable for 3 (7%) staff.
 - 3 (6%) 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 within disability, particularly those whose condition maybe exacerbated by any additional driving.

- 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 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 38 members of staff who had one-to-one meetings 18 (47%) are female and 20 (53%) are male. The gender split of staff in cluster 28 is shown in Table 8 above, and Scotland in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female⁹.
- 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.

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

APPENDIX G: Cluster 29 - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster 29 (Galashiels, Hawick) as at 1 May 2009.

Table 9 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	71	Disabled	4	15 - 24	0
Ethnic minority	0	Not disabled	63	25 - 34	4
Chosen not to declare	8	Chosen not to declare	4	35 - 49	50
Not known	21	Not known	29	50 - 59	38
				60+	8
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	29	Full Time	54	Male	9
Female	71	Part-time	46	Female	91

Overview

- At the time of the announcements 21 staff in office buildings due to be vacated in cluster 29 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 21 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 19 members of staff.
- Of the 21 expected to relocate
 - 19 (90%) staff are unable to relocate with their business unit and no decisions have been deferred.
 - Data on whether staff could relocate is currently unavailable for 2 (10%) members of staff.

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 those who are precluded from driving and experience difficulties using 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 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 19 members of staff who had one-to-one meetings 12 (63%) are female and 7 (37%) are male. The gender split of staff in cluster 29 is shown in Table 9 above, and for Scotland in Table 2.
- Of the 19 staff unable to relocate with their business unit, the majority are female¹⁰.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.

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

- Options are still being considered for all staff unable to relocate

APPENDIX H: Cluster 30 - update summary of equality impacts

Table 10 below summarises the HMRC equality data for staff in Cluster 30 (Dunoon, Greenock) as at 1 May 2009.

Table 10 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	74	Disabled	6	15 - 24	1
Ethnic minority	0	Not disabled	51	25 - 34	11
Chosen not to declare	5	Chosen not to declare	3	35 - 49	42
Not known	21	Not known	40	50 - 59	34
				60+	12
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	34	Full Time	71	Male	17
Female	66	Part-time	29	Female	83

Overview

- At the time of the announcements 94 staff in office buildings due to be vacated in cluster 30 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 94 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 84 members of staff.
- Of the 94 expected to relocate
 - 34 (36%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 10 (11%) members of staff.
 - Moderating Group decisions are currently unavailable for 1 (1%) member of staff.
 - 49 (52%) 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 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 84 members of staff who had one-to-one meetings 58 (69%) are female and 26 (31%) are male. The gender split of staff in cluster 30 is shown in Table 10 above, and for Scotland in Table 2.
- Of the 49 staff unable to relocate with their business unit, 38 are female (40% of the 94 staff expected to relocate with their business unit) and 11 male (12% of the 94 staff in cluster 30 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: Individual location - Dumfries - update summary of equality impacts

Table 11 below summarises the HMRC equality data for staff in Dumfries as at 1 May 2009.

Table 11 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	69	Disabled	3	15 - 24	0
Ethnic minority	0	Not disabled	63	25 - 34	6
Chosen not to declare	3	Chosen not to declare	3	35 - 49	48
Not known	28	Not known	31	50 - 59	40
				60+	6
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	37	Full Time	71	Male	10
Female	63	Part-time	29	Female	90

Overview

- At the time of the announcements 38 staff in office buildings due to be vacated in Dumfries 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 38 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 23 members of staff.
- Of the 38 expected to relocate
 - 23 (61%) staff are unable to relocate with their business unit and no decisions have been deferred.
 - Data on whether staff could relocate is currently unavailable for 15 (39%) members of staff.

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 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 23 members of staff who had one-to-one meetings 13 (57%) are female and 10 (43%) are male. The gender split of staff in Dumfries shown in Table 11 above, and for Scotland in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female¹¹.
- 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.

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

APPENDIX J: Individual location - Inverness - update summary of equality impacts

Table 12 below summarises the HMRC equality data for staff in Inverness as at 1 May 2009.

Table 12 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	76	Disabled	7	15 - 24	2
Ethnic minority	0	Not disabled	46	25 - 34	10
Chosen not to declare	4	Chosen not to declare	2	35 - 49	46
Not known	20	Not known	45	50 - 59	34
				60+	8
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	37	Full Time	63	Male	6
Female	63	Part-time	37	Female	94

Overview

- Up to date information is not currently available for the Inverness office. Any equality impacts identified following the one-to-one discussions between managers and staff will be published at a later date.
- The gender split of staff in Inverness is shown in Table 12 above, and for Scotland in Table 2.

APPENDIX K: Individual location - Oban - update summary of equality impacts

Overview

The Equality Data Table is not included as the office has fewer than 10 staff. This is in line with HMRC best practice on Diversity Monitoring and Data Protection Principles.

APPENDIX L: Individual location - Perth - update summary of equality impacts

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

Table 13 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	80	Disabled	5	15 - 24	0
Ethnic minority	0	Not disabled	50	25 - 34	0
Chosen not to declare	10	Chosen not to declare	10	35 - 49	65
Not known	10	Not known	35	50 - 59	20
				60+	15
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	50	Full Time	80	Male	0
Female	50	Part-time	20	Female	100

Overview

- At the time of the announcements 18 staff in an office building due to be vacated in Perth 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 18 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 17 members of staff.
- Of the 18 expected to relocate
 - 8 (44%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 1 (6%) member of staff.
 - 9 (50%) 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

- 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 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 17 members of staff who had one-to-one meetings 7 (41%) are female and 10 (59%) are male. The gender split of staff in Perth is shown in Table 13 above, and for Scotland in Table 2.
- Of the staff unable to relocate with their business unit, the majority are male¹².
- 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.

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

APPENDIX M: Individual location - Peterhead - update summary of equality impacts

Table 14 below summarises the HMRC equality data for staff in Peterhead as at 1 May 2009.

Table 14 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	60	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	30	25 - 34	10
Chosen not to declare	10	Chosen not to declare	10	35 - 49	70
Not known	30	Not known	60	50 - 59	20
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	10	Full Time	60	Male	0
Female	90	Part-time	40	Female	100

Overview

- At the time of the announcements 13 staff in an office building due to be vacated in Peterhead 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 13 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 8 members of staff.
- Of the 13 expected to relocate
 - 8 (62%) staff are unable to relocate with their business unit and no decisions have been deferred.
 - Data on whether staff could relocate is currently unavailable for 5 (38%) members of staff.

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 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 staff asked to relocate the majority are female¹³. The gender split of staff in Peterhead is shown in Table 14 above and for Scotland 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.

¹³ Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

APPENDIX N: Individual location - Rothesay - update summary of equality impacts

Table 15 below summarises the HMRC equality data for staff in Rothesay as at 1 May 2009.

Table 15 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	100	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	71	25 - 34	0
Chosen not to declare	0	Chosen not to declare	0	35 - 49	57
Not known	0	Not known	29	50 - 59	14
				60+	29
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	14	Full Time	57	Male	0
Female	86	Part-time	43	Female	100

Overview

- At the time of the announcements 6 staff in an office in an office building due to be vacated in Rothesay 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 6 staff would relocate. However the Moderating Group data shows that 8 staff were asked to relocate.
- Of the 8 asked to relocate
 - Moderating Group decisions are currently unavailable for 1 (12%) member of staff.
 - 7 (88%) 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 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 staff asked to relocate the majority are female. The gender split of staff in Rothesay is shown in Table 15 above and for Scotland 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.

APPENDIX O: Individual location - Wick - update summary of equality impacts

Table 16 below summarises the HMRC equality data for staff in Wick as at 1 May 2009.

Table 16 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	67	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	42	25 - 34	4
Chosen not to declare	4	Chosen not to declare	4	35 - 49	71
Not known	29	Not known	54	50 - 59	21
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	33	Full Time	42	Male	0
Female	67	Part-time	58	Female	100

Overview

- At the time of the announcement 23 staff in an office building due to be vacated in Wick 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 23 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 9 members of staff.
- Of the 23 expected to relocate
 - 9 (39%) staff are unable to relocate with their business unit and no decisions have been deferred.
 - Data on whether staff could relocate is currently unavailable for 14 (61%) members of staff.

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 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 staff asked to relocate the majority are female¹⁴. The gender split of staff in Wick is shown in Table 16 above and for Scotland 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.

¹⁴ Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles