



# **Equality Impact Assessment Regional Review Programme South 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 South 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

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## 1 Regional Review Programme decisions in South East

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

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

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement <sup>1</sup>
14 June 2007	Portsmouth urban centre	6 Southgate, Chichester	Vacate	113
		Lynx House, Portsmouth	Retain	808
		Norman House, Portsmouth	Retain	105
		Wingfield House, Portsmouth	Retain	608
14 June 2007	Reading urban centre	Bell Tower House, Maidenhead	Vacate	47
		Eaton Court, Reading	Vacate	25
		Eldon Court, Reading	Vacate	116
		Sapphire Plaza, Reading	Retain	222
14 June 2007	Southampton urban centre	8 Ogle Road, Southampton	Vacate	222
		Compass House, Southampton	Retain	506
		Portcullis House, Southampton	Vacate	0
		Queens Keep, Southampton	Vacate	245
		Cromwell House, Winchester	Vacate	43
17 July 2008	Cluster 31 (Ashford, Canterbury, Margate)	Crown Building, Ashford	Vacate	51
		Charter House, Canterbury	Retain	158
		Capital House, Margate	Vacate	40
17 July 2008	Cluster 33 (Crawley, Gatwick Airport, Haywards Heath, Horsham, Redhill)	Innovis House, Crawley	Retain	30
		Peveril Court, Crawley	Excluded	6
		Concorde House, Gatwick Airport	Retain	278
		Timberham House, Gatwick Airport	Retain	21
		Oaklands, Haywards Heath	Vacate	13
		Exchange House, Horsham	Vacate	17
		Tower Court, Horsham	Vacate	43
		Warwick House, Redhill	Retain	88

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

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17 July 2008	Cluster 35 (Eastbourne, Hastings, St Leonards-on-Sea)	Eastbourne TEC, Eastbourne	Excluded	8
		Ashdown House, Hastings	Vacate	17
		Ocean House, St Leonards-on-Sea	Retain	126
17 July 2008	Cluster 36 (Chatham, Gravesend, Maidstone)	Anchorage House, Chatham	Retain	185
		Custom House, Gravesend	Retain	70
		Stephenson House, Gravesend	Vacate	5
		Concorde House, Maidstone	Vacate	87
		Medvale House, Maidstone	Retain	219
17 July 2008	Cluster 37 (Bedford, Milton Keynes)	Chailey House, Bedford	Retain	92
		Portman House, Bedford	Vacate	63
		Bowback House, Milton Keynes	Retain	135
17 July 2008	Cluster 38 (High Wycombe, Slough)	Thame House, High Wycombe	Vacate	15
		102-104 Farnham Road, Slough	Retain	135
17 July 2008	Cluster 39 (Tonbridge, Tunbridge Wells)	Douglas House, Tonbridge	Vacate	38
		Longford House, Tunbridge Wells	Vacate	64
		Union House, Tunbridge Wells	Vacate	0
17 July 2008	Cluster 40 (Farnham, Guildford, Woking)	Woolmead House, Farnham	Vacate	61
		Blenheim House, Guildford	Excluded	5
		Dukes Court, Woking	Retain	214
17 July 2008	Cluster 42 (Bognor Regis, Brighton, Hove, Lewes, Newhaven, Worthing)	45a London Road, Bognor Regis	Excluded	7
		Crown House, Brighton	Retain	197
		Martello House, Hove	Vacate	50
		Medwyn House, Lewes	Vacate	57
		Custom House, Newhaven	Retain	12
		Barrington Road, Worthing	Retain	945
		Durrington Bridge House, Worthing	Retain	460
		Teville Gate House, Worthing	Vacate	73
17 July 2008	Cluster 69 (Cowes, Newport IoW)	The Watch House, Cowes	Vacate	0
		88-91 St James Street, Newport (IoW)	Vacate	6
		The Apex, Newport (IoW)	Vacate	36

17 July 2008	Individuals:			
	Andover	6 London Street, Andover	Vacate	16
	Aylesbury	Kingfisher House, Aylesbury	Vacate	64
	Banbury	Crown Buildings, Banbury	Vacate	40
	Newbury	Elizabeth House, Newbury	Vacate	25
	Oxford	Sterling House, Oxford	Vacate	87
	Oxford	Trinity House, Oxford	Retain	129

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 South East: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in South East and while about 7,250 people work for us in the region<sup>2</sup>, HMRC's current business plans for 2011 predict that we will require around 4,950.
- 2.2 Following the announcement of decisions on the Portsmouth, Reading and Southampton urban centres on 14 June 2007 and the 'cluster' and 'individual' locations on 17 July 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessments (EQIA) documents.
- 2.3 The Regional Review Programme (RRP) resulted in decisions to retain 30 offices in South East. Of these, five offices are to be retained in urban centres, 24 within cluster locations and one within individual locations. Of the 33 offices to be vacated, eight are within urban centres, 20 within cluster locations and five within individual locations.
- 2.4 To date, seven offices have been fully vacated and 11 are scheduled for full vacation during 2009/10. There have been no 'partial'<sup>3</sup> vacations although six offices will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from four 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 five offices originally planned for full vacation by spring 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

<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.

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 move 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 South 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 R.

**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	2
Ethnic Minority	3	Not disabled	36	25 - 34	14
Chosen not to declare	5	Chosen not to declare	4	35 - 49	49
Not known	34	Not known	52	50 - 59	29
				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	46	Full Time	73	Male	14
Female	54	Part-time	27	Female	86

### 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 South East urban centres, cluster and individual locations are included in the attached appendices.
- At the time of the announcements 1,681 staff in office buildings due to be vacated in South 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 1,681 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 1,554 members of staff.
- Of the 1,681 staff expected to relocate:
  - 922 (55%) staff are able to relocate with their business unit.

<sup>4</sup> Please note, when considering gender data in the following tables and narratives, that HMRC's national gender split is 58% female to 42% male

- Data on whether staff could relocate is currently unavailable for 127 (8%) members of staff.
- Moderating Group decisions are currently unavailable for 14 (1%) staff.
- Decisions have been deferred for 11 (less than 1%) staff pending receipt of further information.
- 607 (36%) 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.

## **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 607 staff unable to relocate with their business unit, fewer than 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 1,554 members of staff who had one-to-one meetings 917 (59%) are female and 538 (35%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 99 (6%) staff. The gender split of staff in South East is shown above in Table 2 above.
- Of the 607 staff unable to relocate with their business unit, 420 are female (25% of the 1,681 expected to relocate with their business unit) and 161 are male (10% of the 1,681 expected to relocate with their business unit). For reasons explained in the UK summary (para 5.4) data is unavailable for 26 (2%) staff.

- 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: Portsmouth Urban Centre - update summary of equality impacts

Table 3 below summarises the HMRC equality data for the Portsmouth 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	9	15 - 24	5
Ethnic Minority	2	Not disabled	32	25 - 34	17
Chosen not to declare	4	Chosen not to declare	3	35 - 49	46
Not known	35	Not known	56	50 - 59	28
				60+	4
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	39	Full Time	66	Male	17
Female	61	Part-time	34	Female	83

### Overview

- At the time of the announcements 106 staff in office buildings due to be vacated in the Portsmouth 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 106 staff would relocate. However the Moderating Group data shows that 90 staff were asked to relocate.
- Of the 106 expected to relocate
  - 67 (63%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 16 (15%) members of staff.
  - 23 (22%) 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.
- They were also concerned that some buildings within the urban centre may have inadequate access for disabled colleagues.

- 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 90 members of staff who had one-to-one meetings 43 (48%) are female and 30 (33%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 17 (19%) of staff. The gender split of staff in the Portsmouth urban centre is shown above in Table 3 and for South East in Table 2.
- Of the 23 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 has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

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

Table 4 below summarises the HMRC equality data for the Reading 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	52	Disabled	8	15 - 24	0
Ethnic Minority	7	Not disabled	35	25 - 34	8
Chosen not to declare	7	Chosen not to declare	5	35 - 49	49
Not known	34	Not known	52	50 - 59	35
				60+	8
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	44	Full Time	73	Male	13
Female	56	Part-time	27	Female	87

### Overview

- At the time of the announcements 188 staff in office buildings due to be vacated in the Reading 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 188 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 166 members of staff.
- Of the 188 expected to relocate
  - 150 (80%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 22 (12%) staff.
  - Moderating Group decisions are currently unavailable for 5 (2%) staff.
  - 11 (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 with disabilities, particularly those whose condition may be exacerbated as a result of relocation.
- Concerns were also raised over potential redundancy for those who were unable to relocate due to their 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 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 166 members of staff who had one-to-one meetings 77 (46%) are female and 59 (36%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 30 (18%) of staff. The gender split of staff in Reading urban centre is shown at Table 4 above, and for South East in Table 2.

- Of the 11 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 has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

## APPENDIX C: Southampton Urban Centre - update summary of equality impacts

Table 5 below summarises the HMRC equality data for the Southampton urban centre 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	59	Disabled	7	15 - 24	1
Ethnic Minority	3	Not disabled	40	25 - 34	15
Chosen not to declare	6	Chosen not to declare	3	35 - 49	48
Not known	32	Not known	50	50 - 59	31
				60+	5
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	48	Full Time	76	Male	16
Female	52	Part-time	24	Female	84

### Overview

- At the time of the announcements 497 staff in office buildings due to be vacated in the Southampton 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 497 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 474 members of staff.
- Of the 497 expected to relocate
  - 334 (67%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 23 (5%) members of staff.
  - Moderating Group decisions are currently unavailable for 2 (less than 1%) staff.
  - 138 (28%) 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.

- They were also concerned that some buildings within the urban centre may have inadequate access for disabled colleagues.
- 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 474 members of staff who had one-to-one meetings 267 (56%) are female and 156 (33%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 51 (11%) staff. The gender split of staff in Southampton urban centre is shown in Table 5 above, and South East in Table 2 above.
- Of the 138 staff unable to relocate with their business unit, 81 are female (17% of the 474 staff in Southampton urban centre expected to relocate with their business unit) and 37 are male (8% of the 474 staff in the Southampton urban

centre expected to relocate with their business unit). For reasons explained in the UK summary (para 5.4) data is unavailable for 20 (4%) staff.

- 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 D: Cluster 31 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 31 (Ashford, Canterbury, Margate) 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	58	Disabled	12	15 - 24	0
Ethnic Minority	2	Not disabled	35	25 - 34	10
Chosen not to declare	9	Chosen not to declare	5	35 - 49	53
Not known	31	Not known	48	50 - 59	30
				60+	7
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff) %</b>	
Male	39	Full Time	66	Male	10
Female	61	Part-time	34	Female	90

### Overview

- Up to date information is not currently available for cluster 31. 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 cluster 31 is shown above in Table 6 and South East in Table 2.

## APPENDIX E: Cluster 33 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 33 (Crawley, Gatwick Airport, Haywards Heath, Horsham, Redhill) 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	39	Disabled	4	15 - 24	2
Ethnic Minority	2	Not disabled	25	25 - 34	14
Chosen not to declare	5	Chosen not to declare	4	35 - 49	46
Not known	54	Not known	67	50 - 59	32
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	63	Full Time	86	Male	17
Female	37	Part-time	14	Female	83

### Overview

- At the time of the announcements 67 staff in office buildings due to be vacated in cluster 33 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 53 members of staff.
- Of the 67 expected to relocate
  - 11 (16%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 14 (21%) members of staff.
  - 42 (63%) staff are unable to relocate with their business unit and decisions have been deferred.

### 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 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 53 members of staff who had one-to-one meetings 42 (79%) are female and 11 (21%) are male. The gender split of staff in cluster 33 is shown above in Table 7 and South East is shown in Table 2.
- Of the 42 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.

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

## APPENDIX F: Cluster 35 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 35 (Eastbourne, Hastings, St Leonards-on-Sea) 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	64	Disabled	12	15 - 24	0
Ethnic Minority	1	Not disabled	39	25 - 34	2
Chosen not to declare	7	Chosen not to declare	6	35 - 49	45
Not known	28	Not known	43	50 - 59	38
				60+	15
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	39	Full Time	58	Male	18
Female	61	Part-time	42	Female	82

### Overview

- At the time of the announcements 17 staff in office buildings due to be vacated in cluster 35 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 17 staff would relocate. However the Moderating Group data shows that 20 staff were asked to relocate.
- Of the 20 asked to relocate all were considered able to relocate with their business units and no decisions have been deferred.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Respondents to the consultation process were concerned that disabled staff travelling to work by car may be adversely affected if their current location provides suitable parking 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 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 20 staff who had one-to-one meetings 7 (35%) are female and 13 (65%) are male. The gender split of staff in cluster 35 is shown above in Table 8 and South East in Table 2.
- Of the 20 staff affected by the decisions in cluster 35, all held discussions with their managers to determine whether or not they were able to relocate, taking their personal circumstances into account. As a result, all 20 were considered able to relocate with their business unit.

## APPENDIX G: Cluster 36 - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster 36 (Chatham, Gravesend, Maidstone) 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	57	Disabled	7	15 - 24	1
Ethnic Minority	3	Not disabled	34	25 - 34	12
Chosen not to declare	5	Chosen not to declare	3	35 - 49	51
Not known	35	Not known	56	50 - 59	31
				60+	5
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	49	Full Time	77	Male	12
Female	51	Part-time	23	Female	88

### Overview

- At the time of the announcements 87 staff in office buildings due to be vacated in cluster 36 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 87 staff would relocate. However the Moderating Group data shows that 248 staff were asked to relocate.
- Of the 248 asked to relocate
  - 86 (35%) staff are able to relocate with their business unit.
  - 162 (65%) 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 increased travelling may have an adverse impact on staff with disabilities if suitable parking facilities are 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 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 248 members of staff who had one-to-one meetings 172 (69%) are female and 75 (30%) are male. For reasons explained in the UK summary (para 5.4) data is unavailable for 1 (1%) member of staff. The gender split of staff in cluster 36 is shown above in Table 9 and South East in Table 2.
- Of the 162 staff unable to relocate with their business unit, 123 are female (50% of the 248 staff in cluster 36 expected to relocate with their business unit) and 39 are male (16% of the 248 staff in cluster 36 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 37 - update summary of equality impacts

Table 10 below summarises the HMRC equality data for staff in Cluster 37 (Bedford, Milton Keynes) 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	55	Disabled	6	15 - 24	1
Ethnic Minority	6	Not disabled	36	25 - 34	11
Chosen not to declare	5	Chosen not to declare	5	35 - 49	45
Not known	34	Not known	53	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	42	Full Time	73	Male	8
Female	58	Part-time	27	Female	92

### Overview

- At the time of the announcements 63 staff in office buildings due to be vacated in cluster 37 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 63 staff would relocate. However the Moderating Group data shows that 145 staff were asked to relocate.
- Of the 145 asked to relocate
  - 70 (48%) staff are able to relocate with their business unit.
  - 75 (52%) staff are either unable to relocate with their business unit or decisions have been deferred<sup>8</sup> 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 if suitable parking facilities are not available at the new location.
- Concerns were also raised over the suitability of access within the building for disabled staff.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

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

### **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 145 members of staff who had one-to-one meetings, 101 (70%) are female and 44 (30%) are male. The gender split of staff in cluster 37 is shown above in Table 10 and South East in Table 2.
- Of the 75 staff unable to relocate with their business unit, 56 are female (39% of the 145 staff in cluster 37 expected to relocate with their business unit) and 19 are male (13% of the 145 staff in cluster 37 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 38 - update summary of equality impacts

Table 11 below summarises the HMRC equality data for staff in Cluster 38 (High Wycombe, Slough) 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	46	Disabled	18	15 - 24	0
Ethnic Minority	22	Not disabled	28	25 - 34	7
Chosen not to declare	4	Chosen not to declare	2	35 - 49	46
Not known	28	Not known	52	50 - 59	40
				60+	7
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	41	Full Time	81	Male	4
Female	59	Part-time	19	Female	96

### Overview

- At the time of the announcements 9 staff in office buildings due to be vacated in cluster 38 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 9 staff would relocate. However the Moderating Group data shows that 34 staff were asked to relocate.
- Of the 34 asked to relocate
  - 17 (50%) staff are able to relocate with their business unit.
  - 17 (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

- 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 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 34 members of staff who had one-to-one meetings the majority are female<sup>9</sup>. The gender split of staff in cluster 38 is shown above in Table 11 and for South 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.

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

## APPENDIX J: Cluster 39 - update summary of equality impacts

Table 12 below summarises the HMRC equality data for staff in Cluster 39 (Tonbridge, Tunbridge Wells) 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	70	Disabled	7	15 - 24	1
Ethnic Minority	0	Not disabled	40	25 - 34	8
Chosen not to declare	5	Chosen not to declare	3	35 - 49	48
Not known	25	Not known	50	50 - 59	32
				60+	11
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	42	Full Time	78	Male	15
Female	58	Part-time	22	Female	85

### Overview

- At the time of the announcements 94 staff in office buildings due to be vacated in cluster 39 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 79 members of staff.
- Of the 94 expected to relocate
  - 13 (14%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 15 (16%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (1%) staff.
  - 65 (69%) 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 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 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 79 members of staff who had one-to-one meetings 44 (56%) are female and 35 (44%) are male. The gender split of staff in cluster 39 is shown above in Table 12 and for South East in Table 2.
- Of the 65 staff unable to relocate with their business unit, 39 are female (49% of the 79 staff in cluster 39 expected to relocate with their business unit) and 26 are male (33% of the 79 staff in cluster 39 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: Cluster 40 - update summary of equality impacts

Table 13 below summarises the HMRC equality data for staff in Cluster 40 (Farnham, Guildford, Woking) 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	63	Disabled	13	15 - 24	0
Ethnic Minority	9	Not disabled	42	25 - 34	9
Chosen not to declare	6	Chosen not to declare	4	35 - 49	47
Not known	22	Not known	41	50 - 59	33
				60+	11
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	40	Full Time	68	Male	9
Female	60	Part-time	32	Female	91

### Overview

- Up to date information is not currently available for cluster 40. 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 cluster 40 is shown above in Table 13 and South East in Table 2.

## APPENDIX L: Cluster 42 - update summary of equality impacts

Table 14 below summarises the HMRC equality data for staff in Cluster 42 (Bognor Regis, Brighton, Hove, Lewes, Newhaven, Worthing) 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	73	Disabled	9	15 - 24	1
Ethnic Minority	1	Not disabled	52	25 - 34	12
Chosen not to declare	6	Chosen not to declare	5	35 - 49	48
Not known	20	Not known	34	50 - 59	31
				60+	8
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	43	Full Time	70	Male	14
Female	57	Part-time	30	Female	86

### Overview

- At the time of the announcements 166 staff in office buildings due to be vacated in cluster 42 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 166 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 88 members of staff.
- Of the 166 expected to relocate
  - 47 (28%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 78 (47%) members of staff.
  - Moderating Group decisions are currently unavailable for 6 (4%) staff
  - 35 (21%) 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, if suitable parking facilities were not available at the new location or if they are reliant on public transport.

- Some respondents stated that those who required specialist IT equipment or reasonable adjustment adaptations should be exempt from ‘hot-desking’ arrangements.
- 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 88 members of staff who had one-to-one meetings, 49 (56%) are female and 39 (44%) are male. The gender split of staff in cluster 42 is shown above in Table 14 and South East in Table 2.
- Of the 35 staff unable to relocate with their business unit, the majority are female<sup>10</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.

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



## APPENDIX M: Cluster 69 - update summary of equality impacts

Table 15 below summarises the HMRC equality data for staff in Cluster 69 (Cowes, Newport Isle of Wight) as at 1 May 2009.

**Table 15 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	68	Disabled	19	15 - 24	0
Ethnic Minority	0	Not disabled	38	25 - 34	0
Chosen not to declare	5	Chosen not to declare	8	35 - 49	62
Not known	27	Not known	35	50 - 59	35
				60+	3
<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	15
Female	62	Part-time	35	Female	85

### Overview

- Up to date information is not currently available for cluster 69. 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 cluster 69 is shown above in Table 15 and South East in Table 2.

## APPENDIX N: Individual location - Andover - update summary of equality impacts

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

**Table 16 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	77	Disabled	8	15 - 24	0
Ethnic Minority	8	Not disabled	54	25 - 34	8
Chosen not to declare	0	Chosen not to declare	0	35 - 49	46
Not known	15	Not known	38	50 - 59	46
				60+	0
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	23	Full Time	69	Male	0
Female	77	Part-time	31	Female	100

### Overview

- Up to date information is not currently available for the Andover 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 Andover is shown above in Table 16 and South East in Table 2.

## APPENDIX O: Individual location - Aylesbury - update summary of equality impacts

Table 17 below summarises the HMRC equality data for staff in Aylesbury as at 1 May 2009.

**Table 17 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	76	Disabled	7	15 - 24	0
Ethnic Minority	7	Not disabled	63	25 - 34	7
Chosen not to declare	7	Chosen not to declare	7	35 - 49	52
Not known	10	Not known	23	50 - 59	34
				60+	7
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	39	Full Time	71	Male	0
Female	61	Part-time	29	Female	100

### Overview

- At the time of the announcements 60 staff in the office building due to be vacated in Aylesbury 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 60 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 45 members of staff.
- Of the 60 expected to relocate
  - 19 (32%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 15 (25%) members of staff.
  - 26 (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 increased travelling may have an adverse impact on staff with disabilities, particularly for those who 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 45 members of staff who had one-to-one meetings 33 (73%) are female and 12 (27%) are male. The gender split of staff in Aylesbury is shown above in Table 17 and for South East in Table 2.
- Of the 26 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.

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

## APPENDIX P: Individual location - Banbury - update summary of equality impacts

Table 18 below summarises the HMRC equality data for staff in Banbury as at 1 May 2009.

**Table 18 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	65	Disabled	6	15 - 24	0
Ethnic Minority	0	Not disabled	32	25 - 34	0
Chosen not to declare	9	Chosen not to declare	15	35 - 49	44
Not known	26	Not known	47	50 - 59	47
				60+	9
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	24	Full Time	59	Male	7
Female	76	Part-time	41	Female	93

### Overview

- At the time of the announcements 35 staff in the office building due to be vacated in Banbury 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 35 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 11 members of staff.
- Of the 35 expected to relocate
  - Data on whether staff could relocate is currently unavailable for 24 (69%) members of staff.
  - 11 (31%) 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 increased travelling may have an adverse impact on staff with disabilities, particularly for those who have disabilities that preclude them from driving and who experience difficulties in 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 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 11 members of staff who had one-to-one meetings 6 (55%) are female and 5 (45%) are male. . The gender split of staff in Banbury is shown above in Table 18 and for South East in Table 2.
- Of the 11 staff unable to relocate with their business unit, the majority are female<sup>12</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.

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

## APPENDIX Q: Individual location - Newbury - update summary of equality impacts

Table 19 below summarises the HMRC equality data for staff in Newbury 2009.

**Table 19 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	83	Disabled	4	15 - 24	0
Ethnic Minority	4	Not disabled	48	25 - 34	0
Chosen not to declare	0	Chosen not to declare	0	35 - 49	39
Not known	13	Not known	48	50 - 59	57
				60+	4
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	61	Full Time	87	Male	0
Female	39	Part-time	13	Female	100

### Overview

- At the time of the announcements 22 staff in the office building due to be vacated in Newbury 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 22 staff would relocate.
- Of the 22 expected to relocate
  - 14 (64%) staff are able to relocate with their business unit.
  - 8 (36%) 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 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 22 members of staff who had one-to-one meetings 6 (27%) are female and 16 (73%) are male. The gender split of staff in Newbury is shown above in Table 19 and for South East in Table 2.
- Of the staff unable to relocate with their business unit, the majority are male<sup>13</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.

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

## APPENDIX R: Individual location - Oxford - update summary of equality impacts

Table 20 below summarises the HMRC equality data for staff in Oxford as at 1 May 2009.

**Table 20 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	58	Disabled	10	15 - 24	0
Ethnic Minority	5	Not disabled	40	25 - 34	10
Chosen not to declare	3	Chosen not to declare	2	35 - 49	46
Not known	34	Not known	48	50 - 59	33
				60+	11
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	40	Full Time	61	Male	18
Female	60	Part-time	39	Female	82

### Overview

- At the time of the announcements 87 staff in the office building due to be vacated in Oxford 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 87 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 75 members of staff.
- Of the 87 expected to relocate
  - 73 (84%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 12 (14%) members of staff.
  - 2 (2%) 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.
- 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 75 members of staff who had one-to-one meetings 44 (59%) are female and 31 (41%) are male. The gender split of staff in Oxford is shown above in Table 20 and for South East in Table 2.
- Of the staff unable to relocate with their business unit, all are female.
- 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.