



# **Equality Impact Assessment Regional Review Programme South West**

This report, from HM Revenue & Customs People Function (Workforce Change) team, provides an update on equality impacts identified at May 2009 as arising from estate changes within the South West 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 West

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

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

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement <sup>1</sup>
18 July 2007	Bristol urban centre	Custom House, Avonmouth	Retain	73
		Norfolk House, Bristol	Retain	289
		The Crescent Centre, Bristol	Retain	246
		Highwood Pavilions, Bristol	Retain	76
		Rivergate, Bristol	Retain	168
		101 Victoria Street, Bristol	Retain	153
		Royal Mead, Bath	Vacate	119
		The Pithay, Bristol	Vacate	18
		Woodlands Court, Bristol	Vacate	24
4 December 2008	Cluster 44 (Barnstaple, Bideford)	Regent House, Barnstaple	Retain	92
		Northbank House, Bideford	Vacate	26
4 December 2008	Cluster 46 (Cheltenham, Gloucester, Stroud)	Southgate House, Gloucester	Retain	159
		Merrywalks House, Stroud	Retain	67
		Inland Revenue House, Cheltenham	Vacate	73
4 December 2008	Cluster 49 (Plymouth)	Crownhill Court, Plymouth	Retain	54
		The Apex, Plymouth	Retain	126
		West Point, Plymouth	Vacate	67
		Custom House, Plymouth	Vacate	44
4 December 2008	Cluster 50 (Bournemouth, Poole)	Holland House, Bournemouth	Retain	444
		Portcullis House, Poole	Retain	24
		St Johns House, Poole	Retain	76
4 December 2008	Cluster 51 (Bridgwater, Taunton)	Michael Paul House, Taunton	Retain	158
		Westgate House, Bridgwater	Vacate	46
		Riverside Chambers, Taunton	Vacate	21

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

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4 December 2008	Cluster 52 (Newton Abbot, Torquay)	Sherborne House, Newton Abbot	Vacate	81
		Tor Hill House, Torquay	Vacate	53
4 December 2008	Cluster 53 (Falmouth, Redruth, St Austell, Truro)	Custom House, Falmouth	Retain	12
		Piran House, Redruth	Retain	82
		Penhaligon House, St Austell	Retain	469
		Lysnoweth, Truro	Retain	61
		Pydar House, Truro	Vacate	9
4 December 2008	Individuals:			
	Chippenham	Kilvert House, Chippenham	Vacate	28
	Dorchester	Vespasian House, Dorchester	Vacate	46
	Exeter	Longbrook House, Exeter	Retain	289
	Frome	Edwin Sims House, Frome	Vacate	36
	Launceston	Madford House, Launceston	Vacate	55
	Penzance	Penlowarth, Penzance	Vacate	42
	Salisbury	Alexandra House, Salisbury	Vacate	28
	Swindon	Wiltshire Court, Swindon	Retain	115
		Spring Gardens House, Swindon	Vacate	24
	Wells	20 Priory Road, Wells	Vacate	21
	Weston-Super-Mare	Parkside, Weston-Super-Mare	Vacate	59
	Yeovil	Maltravers House, Yeovil	Vacate	71

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 West: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in South West and while about 3,850 people work for us in the region<sup>2</sup>, HMRC's current business plans for 2011 predict that we will require around 3,550.
- 2.2 Following the announcement of decisions on the Bristol urban centre on 18 July 2007 and the 'cluster' and 'individual' locations on 4 December 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessment (EQIA) documents.
- 2.3 The Regional Review Programme (RRP) resulted in decisions to retain 21 offices in South West. Of these, six offices are to be retained in the urban centre, 13 within cluster locations and two within individual locations. Of the 22 offices to be vacated, three are within the urban centre, nine within cluster locations and 10 within individual locations.
- 2.4 To date, one office has been fully vacated, and six are scheduled for full vacation during 2009/10. There has been one 'partial'<sup>3</sup> vacation and six offices will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from five 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 three 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 move, either due to, their journey being outside reasonable daily travel, caring responsibilities or disability, businesses are exploring alternative options. As the Department considers those options, office accommodation will be provided for staff, either in their current location or at an alternative office within reasonable daily travel. Businesses aim to feed back work to these staff for as long as it is viable to do so. Taking these issues into account, the extent to which office space is vacated is being managed by the relevant Implementation Team, which will also bear in mind other issues, such as funding priorities.
- 2.6 HMRC values the skills and experience of its staff and it is for that reason that staff are being asked to 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 West as at 1 May 2009. A further breakdown of data between urban centres, cluster and individual locations can be found at Appendices A to Q.

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

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

**Table 2 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	64	Disabled	9	15 - 24	3
Ethnic minority	2	Not disabled	39	25 - 34	11
Chosen not to declare	6	Chosen not to declare	4	35 - 49	45
Not known	28	Not known	48	50 - 59	34
				60+	7
<b>Gender<sup>4</sup></b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff) %</b>	
Male	55	Full Time	73	Male	15
Female	45	Part-time	27	Female	85

### 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 West urban centre, clusters and individual locations are included in the attached appendices.
- At the time of the announcements 938 staff in office buildings due to be vacated in South West 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 938 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 793 members of staff.
- Of the 938 staff expected to relocate:
  - 442 (47%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 145 (15%) members of staff.
  - Moderating Group decisions are currently unavailable for 60 (7%) staff.
  - 291 (31%) 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 staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

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

## **RACIAL GROUP**

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

- All diversity data quoted in this EQIA is provided by background HR systems as at 1 May 2009 and staff completion is not mandatory. The information is therefore incomplete for ethnicity and disability.
- No issues specific to racial groups were raised as part of the staff consultation process.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff due to their racial group.

### **Mitigating action identified**

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

### **Update on the original EQIAs**

- At this stage no impacts have been identified that would disproportionately affect staff due to their racial group; for this reason updates at urban centre, cluster and individual location level have not been included in this document. HMRC will continue to monitor this information.

## **THOSE WITH A DISABILITY**

- Of the 291 staff unable to relocate with their business unit, fewer than ten were able 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 793 members of staff who had one-to-one meetings, data is available for 691. Of these (53%) are female and 269 (34%) are male. The gender split of staff in South West is shown in Table 2 above.
- Of the 291 staff unable to relocate with their business unit, data is available for 256. Of these 172 are female (18% of the 938 expected to relocate with their business unit) and 84 are male (9% of the 938 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

Table 3 below summarises the HMRC equality data for the Bristol 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	8	15 - 24	2
Ethnic minority	2	Not disabled	38	25 - 34	13
Chosen not to declare	5	Chosen not to declare	4	35 - 49	45
Not known	34	Not known	50	50 - 59	34
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	54	Full Time	77	Male	20
Female	46	Part-time	23	Female	80

### Overview

- At the time of the announcements 161 staff in office buildings due to be vacated in the Bristol 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 161 staff would relocate. However the Moderating Group data shows that 212 staff were asked to relocate.
- Of the 212 asked to relocate
  - 165 (78%) staff are able to relocate with their business unit.
  - Moderating Group decisions are currently unavailable for 2 (1%) staff.
  - 45 (21%) staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff with disabilities and that the needs of those with specialist equipment may be overlooked when considering relocation options or 'hot-desking'.
- 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 212 staff asked to relocate, data is available for 110. Of these 60 (28%) are female and 50 (24%) are male. The gender split of staff in the Bristol urban centre is shown above in Table 3 and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>5</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

## APPENDIX B: Cluster 44 - update summary of equality impacts

Table 4 below summarises the HMRC equality data for staff in Cluster 44 (Barnstaple, Bideford) 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	49	Disabled	4	15 - 24	1
Ethnic minority	3	Not disabled	29	25 - 34	4
Chosen not to declare	17	Chosen not to declare	6	35 - 49	52
Not known	31	Not known	61	50 - 59	34
				60+	9
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	35	Full Time	69	Male	6
Female	65	Part-time	31	Female	94

### Overview

- At the time of the announcements 24 staff in office buildings due to be vacated in cluster 44 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 24 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 22 members of staff.
- Of the 22 staff asked to relocate
  - 18 (82%) staff are able to relocate with their business unit.
  - 4 (18%) 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 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 22 members of staff who had one-to-one meetings 18 (82%) are female and 4 (18%) are male. The gender split of staff in cluster 44 is shown above in Table 4 and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>6</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

## APPENDIX C: Cluster 46 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 46 (Cheltenham, Gloucester, Stroud) 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	64	Disabled	6	15 - 24	0
Ethnic minority	4	Not disabled	36	25 - 34	11
Chosen not to declare	5	Chosen not to declare	3	35 - 49	41
Not known	27	Not known	55	50 - 59	41
				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	79	Male	9
Female	58	Part-time	21	Female	91

### Overview

- At the time of the announcements, 66 staff in office buildings due to be vacated in cluster 46 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 66 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 63 members of staff.
- Of the 66 staff expected to relocate:
  - 55 (83%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 3 (5%) members of staff.
  - Moderating Group decisions are currently unavailable for 3 (5%) staff.
  - 5 (7%) 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

- Concerns were raised during the staff consultation process that the access facilities available to disabled staff may not meet the required standard at the importing office.
- 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 63 members of staff who had one-to-one meetings 38 (60%) are female and 25 (40%) are male. The gender split of staff in cluster 46 is shown above in Table 5, and in South West in Table 2.
- Of the 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 have 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 D: Cluster 49 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 49 (Plymouth) 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	60	Disabled	6	15 - 24	1
Ethnic minority	0	Not disabled	33	25 - 34	6
Chosen not to declare	5	Chosen not to declare	3	35 - 49	48
Not known	35	Not known	58	50 - 59	35
				60+	10
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff) %</b>	
Male	49	Full Time	73	Male	21
Female	51	Part-time	27	Female	79

### Overview

- At the time of the announcements 111 staff in office buildings due to be vacated in cluster 49, 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 111 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 111 staff expected to relocate:
  - 76 (68%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 32 (29%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (1%) staff.
  - 2 (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

- Concerns were raised during the staff consultation process 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 79 members of staff who had one-to-one meetings 37 (47%) are female and 42 (53%) are male. The gender split of staff in cluster 49 is shown above in Table 6 and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the female and male gender split is comparable.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX E: Cluster 51 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 51 (Bridgwater, Taunton) 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	70	Disabled	6	15 - 24	0
Ethnic minority	1	Not disabled	38	25 - 34	9
Chosen not to declare	6	Chosen not to declare	3	35 - 49	51
Not known	23	Not known	53	50 - 59	34
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	36	Full Time	71	Male	12
Female	64	Part-time	29	Female	88

### Overview

- At the time of the announcements 65 staff in office buildings due to be vacated in cluster 51 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 65 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 49 members of staff.
- Of the 65 staff expected to relocate:
  - 29 (45%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 16 (24%) members of staff.
  - Moderating Group decisions are currently unavailable for 11 (17%) staff.
  - 9 (14%) staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process that those with a disability who have suitable facilities provided in their current location, may be adversely affected if 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 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 49 members of staff who had one-to-one meetings 38 (78%) are female and 11 (22%) are male. The gender split of staff in cluster 51 is shown above in Table 7 and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>8</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the regional UK summary.
- Options are still being considered for all staff unable to relocate.

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



## APPENDIX F: Cluster 52 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 52 (Newton Abbot, Torquay) 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	60	Disabled	8	15 - 24	1
Ethnic minority	1	Not disabled	33	25 - 34	7
Chosen not to declare	9	Chosen not to declare	5	35 - 49	52
Not known	30	Not known	54	50 - 59	35
				60+	5
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	50	Full Time	81	Male	4
Female	50	Part-time	19	Female	96

### Overview

- At the time of the announcements 123 staff in office buildings due to be vacated in cluster 52 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 123 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 103 members of staff.
- Of the 123 staff expected to relocate:
  - 13 (11%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 20 (16%) members of staff.
  - Moderating Group decisions are currently unavailable for 25 (20%) staff.
  - 65 (53%) staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff 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 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 103 members of staff who had one-to-one meetings 51 (50%) are female and 52 (50%) are male. The gender split of staff in cluster 52 is shown above in Table 8 and in South West in Table 2.
- Of the 65 staff unable to relocate with their business unit, 35 are female (28% of the 123 staff in cluster 52 expected to relocate with their business unit) and 30 are male (24% of the 123 staff in cluster 52 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX G: Cluster 53 - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster 53 (Falmouth, Redruth, St Austell, Truro) 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	70	Disabled	12	15 - 24	9
Ethnic minority	1	Not disabled	41	25 - 34	16
Chosen not to declare	5	Chosen not to declare	3	35 - 49	42
Not known	24	Not known	44	50 - 59	27
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	38	Full Time	66	Male	15
Female	62	Part-time	34	Female	85

### Overview

- Up to date information is not currently available for cluster 53. 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 53 is shown above in Table 9 and in South West in Table 2.

## APPENDIX H: Individual Location - Chippenham - update summary of equality impacts

Table 10 below summarises the HMRC equality data for staff in Chippenham 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	50	Disabled	17	15 - 24	4
Ethnic minority	4	Not disabled	17	25 - 34	4
Chosen not to declare	4	Chosen not to declare	0	35 - 49	59
Not known	42	Not known	66	50 - 59	29
				60+	4
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	21	Full Time	58	Male	10
Female	79	Part-time	42	Female	90

### Overview

- At the time of the announcements 26 staff in the office building due to be vacated in Chippenham 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 26 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 22 members of staff.
- Of the 26 staff expected to relocate:
  - 4 (15%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 4 (15%) members of staff.
  - 18 (70%) staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process 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.
- Some respondents were concerned that disabled staff travelling to work by car may be adversely affected if disabled parking facilities were not available at the new location.

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

#### **Mitigating action identified**

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

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

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

## **2. GENDER**

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

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

#### **Mitigating action identified**

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

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

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable solutions where appropriate.
- Of the 22 members of staff who had one-to-one meetings 18 (82%) are female and 4 (18%) are male. The gender split of staff in Chippenham is shown above in Table 10 and in South West in Table 2.
- Of the 18 staff unable to relocate with their business unit, the majority are female<sup>9</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have 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 I: Individual Location - Dorchester - update summary of equality impacts

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

**Table 11 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	56	Disabled	6	15 - 24	0
Ethnic minority	0	Not disabled	44	25 - 34	6
Chosen not to declare	0	Chosen not to declare	0	35 - 49	50
Not known	44	Not known	50	50 - 59	38
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	75	Full Time	88	Male	50
Female	25	Part-time	12	Female	50

### Overview

- At the time of the announcements 43 staff in the office building due to be vacated in Dorchester 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 43 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 20 members of staff.
- Of the 43 staff expected to relocate:
  - 8 (19%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 23 (53%) members of staff.
  - Moderating Group decisions are currently unavailable for 6 (14%) staff.
  - 6 (14%) 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.

### **3. GENDER**

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

- No issues specific to gender were raised as part of the staff consultation process.
- No potential impacts were identified in the original EQIA. However, it was acknowledged that 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 solutions where appropriate.
- Of the 20 members of staff who had one-to-one meetings 8 (40%) are female and 12 (60%) are male. The gender split of staff in Dorchester is shown above in Table 11 and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the female and male gender split is comparable.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX J: Individual Location - Frome - update summary of equality impacts

Table 12 below summarises the HMRC equality data for staff in Frome 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	76	Disabled	15	15 - 24	0
Ethnic minority	0	Not disabled	50	25 - 34	9
Chosen not to declare	3	Chosen not to declare	3	35 - 49	38
Not known	21	Not known	32	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	12	Full Time	56	Male	0
Female	88	Part-time	44	Female	100

### Overview

- At the time of the announcements 32 staff in the office building due to be vacated in Frome 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 32 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 14 members of staff.
- Of the 32 staff expected to relocate:
  - 13 (41%) staff are unable to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 18 (56%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (3%) staff.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff with disabilities. They were also concerned that staff may require specialist IT equipment or reasonable adjustment adaptations.
- 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 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 in the location covered by the assessment.
- The original EQIA recorded the gender ratio of part-time staff as an indication of the proportion of female staff who may have dependants.

### **Mitigating action identified**

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

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

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their work as expected, the Department, with the assistance and support of HR specialists, will consider reasonable solutions where appropriate.
- Of the 14 members of staff who had one-to-one meetings 13 (93%) are female and 1 (7%) are male. The gender split of staff in Frome is shown above in Table 12, and in South West in Table 2.
- Of the 13 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 have 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 K: Individual Location - Launceston - update summary of equality impacts

Table 13 below summarises the HMRC equality data for staff in Launceston 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	72	Disabled	8	15 - 24	0
Ethnic minority	0	Not disabled	44	25 - 34	13
Chosen not to declare	10	Chosen not to declare	8	35 - 49	51
Not known	18	Not known	40	50 - 59	33
				60+	3
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	31	Full Time	79	Male	25
Female	69	Part-time	21	Female	75

### Overview

- At the time of the announcements 51 staff in the office building due to be vacated in Launceston 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 51 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 36 members of staff.
- Of the 51 staff expected to relocate:
  - 5 (10%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 15 (29%) members of staff.
  - 31 (61%) 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 overall HMRC employs more female staff than male staff in the location covered by the assessment.
- 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 solutions where appropriate.
- Of the 36 members of staff who had one-to-one meetings 24 (67%) are female and 12 (33%) are male. The gender split of staff in Launceston is shown above in Table 13 and in South West in Table 2.
- Of the 31 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 have 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 L: Individual Location - Penzance - update summary of equality impacts

Table 14 below summarises the HMRC equality data for staff in Penzance 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	68	Disabled	20	15 - 24	0
Ethnic minority	0	Not disabled	25	25 - 34	8
Chosen not to declare	5	Chosen not to declare	8	35 - 49	46
Not known	27	Not known	47	50 - 59	38
				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	65	Male	36
Female	57	Part-time	35	Female	64

### Overview

- At the time of the announcements 39 staff in the office building due to be vacated in Penzance 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 39 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 39 staff expected to relocate:
  - 34 (87%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 1 (3%) members of staff.
  - Moderating Group decisions are currently unavailable for 2 (5%) staff.
  - 2 (5%) 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

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff whose disabilities may be exacerbated by any additional travelling 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 overall HMRC employs more female staff than male staff in the location covered by the assessment.
- 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 solutions where appropriate.
- Of the 38 members of staff who had one-to-one meetings 23 (60%) are female and 15 (40%) are male. The gender split of staff in Penzance is shown above in Table 14, and in South West 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 have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

## APPENDIX M: Individual Location - Salisbury - update summary of equality impacts

Table 15 below summarises the HMRC equality data for staff in Salisbury 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	72	Disabled	8	15 - 24	0
Ethnic minority	0	Not disabled	56	25 - 34	0
Chosen not to declare	8	Chosen not to declare	0	35 - 49	36
Not known	20	Not known	36	50 - 59	48
				60+	16
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	
				<b>%</b>	
Male	36	Full Time	52	Male	17
Female	64	Part-time	48	Female	83

### Overview

- At the time of the announcements 24 staff in the office building due to be vacated in Salisbury 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 24 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 22 members of staff.
- Of the 24 staff expected to relocate:
  - 4 (17%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 2 (8%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (4%) staff.
  - 17 (71%) 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

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff with disabilities, particularly for those who are reliant on public transport.

- Some respondents stated that increased travelling may have an adverse impact on those whose disabilities may be exacerbated by any additional travelling 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 overall HMRC employs more female staff than male staff in the location covered by the assessment.
- 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 solutions where appropriate.
- Of the 22 members of staff who had one-to-one meetings 14 (64%) are female and 8 (36%) are male. The gender split of staff in Salisbury is shown above in Table 15, and in South West in Table 2.
- Of the 17 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 have 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 N: Individual Location - Swindon - update summary of equality impacts

Table 16 below summarises the HMRC equality data for staff in Swindon 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	73	Disabled	6	15 - 24	0
Ethnic minority	3	Not disabled	50	25 - 34	10
Chosen not to declare	6	Chosen not to declare	2	35 - 49	47
Not known	18	Not known	42	50 - 59	37
				60+	6
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	44	Full Time	72	Male	19
Female	56	Part-time	28	Female	81

### Overview

- At the time of the announcements 24 staff in the office building due to be vacated in Swindon 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 24 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 22 members of staff.
- Of the 24 staff expected to relocate:
  - 15 (63%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 2 (8%) members of staff.
  - Moderating Group decisions are currently unavailable for 3 (13%) staff.
  - 4 (16%) of staff are unable to relocate with their business unit.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

- Concerns were raised during the staff consultation process that increased travelling may have an adverse impact on staff with disabilities. They stated that some staff have disabilities that either preclude them from driving or may be exacerbated by any additional driving required 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 overall HMRC employs more female staff than male staff in the location covered by the assessment.
- 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 solutions where appropriate.
- Of the 22 members of staff who had one-to-one meetings 10 (45%) are female and 12 (55%) are male. The gender split of staff in Swindon is shown above in Table 16, and in South West 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 have 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 O: Individual Location - Wells - update summary of equality impacts

Table 17 below summarises the HMRC equality data for staff in Wells 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	81	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	75	25 - 34	0
Chosen not to declare	0	Chosen not to declare	0	35 - 49	56
Not known	19	Not known	25	50 - 59	25
				60+	19
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	19	Full Time	50	Male	0
Female	81	Part-time	50	Female	100

### Overview

- At the time of the announcements 18 staff in the office building due to be vacated in Wells 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 14 members of staff.
- Of the 18 staff expected to relocate:
  - 12 (67%) staff are unable to relocate with their business unit.
  - 1 (6%) member of staff is able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 4 (21%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (6%) member 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 solutions where appropriate.
- Of the 14 members of staff who had one-to-one meetings 12 (86%) are female and 2 (14%) are male. The gender split of staff in Wells is shown above in Table 17, and in South West in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female<sup>14</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

## APPENDIX P: Individual Location - Weston-Super-Mare - update summary of equality impacts

Table 18 below summarises the HMRC equality data for staff in Weston-Super-Mare 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	69	Disabled	8	15 - 24	0
Ethnic minority	0	Not disabled	46	25 - 34	10
Chosen not to declare	6	Chosen not to declare	2	35 - 49	40
Not known	25	Not known	44	50 - 59	46
				60+	4
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	38	Full Time	69	Male	7
Female	62	Part-time	31	Female	93

### Overview

- At the time of the announcements 55 staff in the office building due to be vacated in Weston-Super-Mare 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 55 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 36 members of staff.
- Of the 55 staff expected to relocate:
  - 6 (11%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 19 (35%) members of staff.
  - Moderating Group decisions are currently unavailable for 3 (5%) staff.
  - 27 (49%) staff are unable to relocate with their business unit and no decisions have been deferred.

### 1. THOSE WITH A DISABILITY

#### Impacts identified in original EQIA

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

### **Mitigating action identified**

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

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

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

## **2. GENDER**

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

- No issues specific to gender were raised as part of the staff consultation process.
- No potential impacts were identified in the original EQIA. However, it was acknowledged that 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 solutions where appropriate.
- Of the 36 members of staff who had one-to-one meetings 26 (72%) are female and 10 (28%) are male. The gender split of staff in Weston-Super-Mare is shown above in Table 18, and in South West in Table 2.
- Of the 27 staff unable to relocate with their business unit, the majority are female<sup>15</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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<sup>15</sup>Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles

## APPENDIX Q: Individual Location - Yeovil - update summary of equality impacts

Table 19 below summarises the HMRC equality data for staff in Yeovil as at 1 May 2009.

**Table 19 – Equality Data**

<b>Ethnicity</b>	<b>%</b>	<b>Disability</b>	<b>%</b>	<b>Age Group</b>	<b>%</b>
White	85	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	48	25 - 34	20
Chosen not to declare	0	Chosen not to declare	3	35 - 49	42
Not known	15	Not known	49	50 - 59	30
				60+	8
<b>Gender</b>	<b>%</b>	<b>Working Pattern</b>	<b>%</b>	<b>Gender (part-time staff)</b>	<b>%</b>
Male	25	Full Time	72	Male	0
Female	75	Part-time	28	Female	100

### Overview

- At the time of the announcements 67 staff in the office building due to be vacated in Yeovil 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 41 members of staff.
- Of the 67 staff expected to relocate:
  - 9 (13%) staff are able to relocate with their business unit.
  - Data on whether staff could relocate is currently unavailable for 26 (39%) members of staff.
  - Moderating Group decisions are currently unavailable for 1 (1%) staff.
  - 31 (46%) 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 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 solutions where appropriate.
- Of the 41 members of staff who had one-to-one meetings 32 (78%) are female and 9 (22%) are male. The gender split of staff in Yeovil is shown above in Table 19, and in South West in Table 2.
- Of the 31 staff unable to relocate with their business unit, the majority are female<sup>16</sup>.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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<sup>16</sup>Figures omitted in line with HMRC best practice on Diversity Monitoring and Data Protection Principles