



Equality Impact Assessment Regional Review Programme West Midlands

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 West Midlands 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 West Midlands

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

Table 1 – RRP Decisions in West Midlands

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement ¹
17 July 2008	Cluster 60 (Oswestry, Shrewsbury, Welshpool)	Plas Ffynnon, Oswestry	Vacate	36
		New Mayfield House, Shrewsbury	Vacate	34
		Dolanog House, Welshpool	Vacate	28
17 July 2008	Cluster 61 (Coventry, Nuneaton, Rugby)	International Hub, Coventry	Retain	71
		Sherbourne House, Coventry	Retain	469
		62 Brandon Parade, Leamington Spa ²	Retain	5
		Powell House, Nuneaton	Vacate	30
		Bennfield House, Rugby	Vacate	17
17 July 2008	Cluster 62 (Stratford-upon-Avon)	Crown Building, Stratford-upon-Avon	Vacate	60
17 July 2008	Cluster 63 (Cannock, Stafford)	Rogers House, Cannock	Vacate	48
		Greyfriars House, Stafford	Vacate	65
17 July 2008	Cluster 64 (Leek, Stoke-on-Trent)	Blackburn House, Stoke-on-Trent	Retain	328
		Britannia Chambers, Leek	Vacate	19
17 July 2008	Cluster 65 (Evesham, Worcester)	Government Buildings, Worcester	Retain	167
		Lower Leys, Evesham	Vacate	48
17 July 2008	Cluster **	Capstan House, Brierley Hill	Vacate	78
		Threadneedle House, Redditch	Vacate	42
17 July 2008	Individuals:			
	Hereford	Broadway House, Hereford	Vacate	90
	Ludlow	Old MEB Buildings, Ludlow	Vacate	28

The urban centres in West Midlands were excluded from the review.

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

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

²Standalone Enquiry Centre, retained but excluded from review

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

2 West Midlands Region: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in West Midlands and while about 5,200 people work for us in the region³, HMRC's current business plans for 2011 predict that we will require around 4,600.
- 2.2 In February 2007, the initial appraisal of the two urban centres in West Midlands, Birmingham and Telford showed a good match between the available accommodation and staffing forecasts to 2010. The West Midlands announcement that followed confirmed that there were no changes to be made to the estate - the decision at that time was to retain all buildings in both urban centres.
- 2.3 Following the publication of new staffing projections up to 2011 on 29 February 2008, all urban centre decisions previously announced were re-examined. Whilst there was no change in the decisions for Telford, in Birmingham two buildings were affected: Capstan House, Brierley Hill and Threadneedle House, Redditch. New proposals on these buildings (grouped as Cluster **) were launched in March 2008, along with proposals for the six clusters and two individual locations in West Midlands. Since the announcement of decisions on West Midlands cluster and individual locations on 17 July 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessment (EQIA) documents.
- 2.4 The Regional Review Programme (RRP) resulted in decisions to retain 31 offices in West Midlands. Of these, 26 offices are to be retained in urban centres and five within cluster locations. Of the 14 offices to be vacated, 12 are within clusters and two within individual locations.
- 2.5 To date, no offices have been fully vacated and one office is scheduled for full vacation during 2009/10. There have been no 'partial'⁴ vacations, although two offices will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from nine of the offices originally scheduled for full vacation during 2009/10 has been deferred to a later vacation date, along with implementing the decisions for the two offices originally planned for full vacation by spring 2011. The position on these buildings is to be monitored by local Implementation Teams and the Department's Estate Consolidation Programme.
- 2.6 Implementation Teams were set up to deliver the original decisions of the RRP. Where staff cannot relocate, either due to their journey being outside reasonable daily travel, caring responsibilities or disability, businesses are exploring alternative options. As the Department considers those options, office accommodation will be provided for staff, either in their current location or at an alternative office within reasonable daily travel. Businesses aim to feed back work to these staff for as long as it is viable to do so. Taking these issues into account, the extent to which office space is vacated is being managed by the relevant Implementation Team, which will also bear in mind other issues, such as funding priorities.
- 2.7 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.

³ As at 1 May 2009

⁴ 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.

2.8 The table below summarises the HMRC equality data for West Midlands as at 1 May 2009. A further breakdown of data between cluster locations can be found at Appendices A to I.

Table 2 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	60	Disabled	8	15 - 24	4
Ethnic minority	8	Not disabled	43	25 - 34	15
Chosen not to declare	4	Chosen not to declare	3	35 - 49	46
Not known	28	Not known	46	50 - 59	30
				60+	5
Gender⁵	%	Working Pattern	%	Gender (part-time staff)	%
Male	40	Full Time	73	Male	11
Female	60	Part-time	27	Female	89

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 West Midlands cluster and individual locations are included in the attached Appendices.
- At the time of the announcements 563 staff in office buildings due to be vacated in West Midlands 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 563 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 477 members of staff.
- Of the 563 staff asked to relocate:
 - 188 (33%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 86 (16%) members of staff.
 - Moderating Group decisions are currently unavailable for 53 (9%) staff.
 - Decisions have been deferred for 19 (3%) staff pending receipt of further information.
 - 217 (39%) staff are unable to relocate with their business unit.

⁵For information, in this and the following narratives HMRC's national gender split is 58% female to 42% male.

- For staff who are unable to relocate with their business unit as expected, the Department is already in the process of considering alternative options. 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 cluster and individual location level have not been included. HMRC will continue to monitor this information.

THOSE WITH A DISABILITY

- Of the 217 staff unable to relocate with their business unit, fewer than ten were unable to do so based on health or compassionate grounds (this includes those with a disability).
- The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

GENDER

- Of the 477 members of staff who had one-to-one meetings, data is available for 475. Of these 342 (72%) are female and 133 (28%) are male. The gender split of staff in West Midlands is shown in Table 2 above.
- Of the 217 staff unable to relocate with their business unit, data is available for 215. Of these 165 are female (29% of the 563 expected to relocate with their business unit) and 50 are male (9% of the 563 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: Cluster 60 - update summary of equality impacts

Table 3 below summarises the HMRC equality data for staff in Cluster 60 (Oswestry, Shrewsbury, Welshpool) as at 1 May 2009.

Table 3 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	78	Disabled	12	15 - 24	0
Ethnic minority	0	Not disabled	42	25 - 34	10
Chosen not to declare	2	Chosen not to declare	5	35 - 49	48
Not known	20	Not known	41	50 - 59	36
				60+	6
Gender	%	Working Pattern	%	Gender (part-time staff)	
Male	37	Full Time	65	Male	7
Female	63	Part-time	35	Female	93

Overview

- At the time of the announcements 87 staff in office buildings due to be vacated in cluster 60 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 83 members of staff.
- Of the 87 expected to relocate;
 - 27 (31%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 5% members of staff.
 - Moderating Group decisions are currently unavailable for 10 (11%) staff.
 - 46 (53%) staff are unable to relocate with their business unit.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those who are unable to drive.
- Some respondents were concerned that the additional travelling could affect their health.

- 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 in the case of disabled staff.

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 83 members of staff who had one-to-one meetings, data is available for 81. Of these 49 (59%) are female and 32 (39%) are male. The gender split of staff in cluster 60 is shown above in Table 3, and for West Midlands in Table 2.
- Of the 46 staff unable to relocate with their business unit, data is available for 44. Of these 31 are female (36% of the 87 expected to relocate with their business unit) and 13 are male (15% of the 87 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 B: Cluster 61 - update summary of equality impacts

Table 4 below summarises the HMRC equality data for staff in Cluster 61 (Coventry, Nuneaton, Rugby) as at 1 May 2009.

Table 4 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	57	Disabled	9	15 - 24	1
Ethnic minority	8	Not disabled	37	25 - 34	13
Chosen not to declare	3	Chosen not to declare	2	35 - 49	48
Not known	32	Not known	52	50 - 59	32
				60+	6
Gender	%	Working Pattern	%	Gender (part-time staff)	
Male	42	Full Time	75	Male	17
Female	58	Part-time	25	Female	83

Overview

- At the time of the announcements 37 staff in office buildings due to be vacated in cluster 61 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 37 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 25 members of staff.
- Of the 37 expected to relocate
 - 16 (43%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 12 (33%) members of staff.
 - 9 (24%) 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 staff consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those who are unable to drive. TUS added that that some staff have disabilities that either preclude them from driving, or that may be exacerbated by any additional driving required as a result of relocation.

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 25 members of staff who had one-to-one meetings 20 (80%) are female and 5 (20%) are male. The gender split of staff in cluster 61 is shown above in Table 4, and for West Midlands in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female⁶.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX C: Cluster 62 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 62 (Stratford-upon-Avon) as at 1 May 2009.

Table 5 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	65	Disabled	8	15 - 24	1
Ethnic minority	4	Not disabled	51	25 - 34	8
Chosen not to declare	10	Chosen not to declare	9	35 - 49	32
Not known	21	Not known	32	50 - 59	45
				60+	14
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	42	Full Time	76	Male	11
Female	58	Part-time	24	Female	89

Overview

- At the time of the announcements 56 staff in office buildings due to be vacated in cluster 62 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 56 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 26 members of staff.
- Of the 56 expected to relocate
 - 4 (7%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 30 (54%) members of staff.
 - 22 (39%) staff are unable to relocate with their business unit.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Staff and TUS 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 in the case of disabled staff.

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 26 members of staff who had one-to-one meetings 20 (77%) are female and 6 (23%) are male. The gender split of staff in cluster 62 is shown above in Table 5, and for West Midlands in Table 2.
- Of the 22 staff unable to relocate with their business unit, the majority are female⁷.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX D: Cluster 63 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 63 (Cannock, Stafford) as at 1 May 2009.

Table 6 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	84	Disabled	17	15 - 24	1
Ethnic minority	0	Not disabled	55	25 - 34	9
Chosen not to declare	4	Chosen not to declare	2	35 - 49	46
Not known	12	Not known	26	50 - 59	37
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	18	Full Time	59	Male	3
Female	82	Part-time	41	Female	97

Overview

- At the time of the announcements 103 staff in office buildings due to be vacated in cluster 63 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 103 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 77 members of staff.
- Of the 103 expected to relocate
 - 44 (43%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 26 (25%) members of staff.
 - Moderating Group decisions are currently unavailable for 8 (7%) staff.
 - Decisions have been deferred for 14 (14%) staff pending receipt of further information.
 - 11 (11%) staff are unable to relocate with their business unit.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly those who 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 in the case of disabled staff.

Update on the original EQIA

- Of the 11 staff unable to relocate with their business unit, no member of staff was unable to do so based on health or compassionate grounds (this includes those with a disability). This is reflected in the UK summary.
- Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 77 members of staff who had one-to-one meetings 67 (87%) are female and 10 (13%) are male. The gender split of staff in cluster 63 is shown above in Table 6, and for West Midlands in Table 2.
- Of the 11 staff unable to relocate with their business unit, the majority are female⁸. 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.

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

APPENDIX E: Cluster 64 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 64 (Leek, Stoke-on-Trent) as at 1 May 2009.

Table 7 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	78	Disabled	5	15 - 24	1
Ethnic minority	1	Not disabled	60	25 - 34	10
Chosen not to declare	4	Chosen not to declare	4	35 - 49	43
Not known	17	Not known	31	50 - 59	42
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	39	Full Time	69	Male	11
Female	61	Part-time	31	Female	89

Overview

- At the time of the announcements 16 staff in office buildings due to be vacated in cluster 64 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.
- Of the 16 asked to relocate, the majority are able to relocate with their business units. Moderating Group decisions are currently unavailable for 13% of staff.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 16 members of staff who had one-to-one meetings 10 (63%) are female and 6 (37%) are male. The gender split of staff in cluster 64 is shown above in Table 7, and for West Midlands in Table 2.
- Of the staff unable to relocate with their business unit, all are female⁹.
- 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.

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

APPENDIX F: Cluster 65 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 65 (Evesham, Worcester) as at 1 May 2009.

Table 8 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	83	Disabled	12	15 - 24	1
Ethnic minority	2	Not disabled	61	25 - 34	6
Chosen not to declare	5	Chosen not to declare	5	35 - 49	50
Not known	10	Not known	22	50 - 59	37
				60+	6
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	34	Full Time	67	Male	11
Female	66	Part-time	33	Female	89

Overview

- At the time of the announcements 43 staff in office buildings due to be vacated in cluster 64 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 35 members of staff.
- Of the 43 expected to relocate
 - 16 (37%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 8 (19%) members of staff.
 - 19 (44%) staff are unable to relocate with their business unit and no decisions have been deferred.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 35 members of staff who had one-to-one meetings 22 (63%) are female and 13 (37%) are male. The gender split of staff in cluster 65 is shown above in Table 8, and for West Midlands in Table 2.
- Of the 19 staff unable to relocate with their business unit, the majority are female¹⁰.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX G: Cluster ** - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster ** (Brierley Hill, Redditch) as at 1 May 2009.

Table 9 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	59	Disabled	8	15 - 24	6
Ethnic minority	9	Not disabled	43	25 - 34	17
Chosen not to declare	4	Chosen not to declare	3	35 - 49	44
Not known	28	Not known	46	50 - 59	29
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	39	Full Time	72	Male	12
Female	61	Part-time	28	Female	88

Overview

- At the time of the announcements 114 staff in office buildings due to be vacated in cluster ** who 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 114 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is only available for 101 members of staff.
- Of the 114 expected to relocate
 - 64 (56%) staff are able to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 13 (11%) members of staff.
 - Moderating Group decisions are currently unavailable for 2 (2%) members of staff.
 - 35 (31%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 101 members of staff who had one-to-one meetings 73 (72%) are female and 28 (28%) are male. The gender split of staff in cluster ** is shown above in Table 9, and for West Midlands in Table 2.
- Of the 35 staff unable to relocate with their business unit, the majority are female¹¹.
- The overall number and gender of staff unable to relocate due to caring commitments have been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX H: Individual location - Hereford - update summary of equality impacts

Table 10 below summarises the HMRC equality data for staff in Hereford as at 1 May 2009.

Table 10 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	83	Disabled	6	15 - 24	1
Ethnic minority	0	Not disabled	55	25 - 34	11
Chosen not to declare	2	Chosen not to declare	2	35 - 49	35
Not known	15	Not known	37	50 - 59	46
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	32	Full Time	68	Male	4
Female	68	Part-time	32	Female	96

Overview

- At the time of the announcements 83 staff in the office building due to be vacated in Hereford 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 83 staff would relocate. However the Moderating Group data shows that 90 staff were asked to relocate.
- Of the 90 asked to relocate
 - 8 (9%) staff are able to relocate with their business unit.
 - Moderating Group decisions are currently unavailable for 27 (30%) staff.
 - 55 (61%) 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 in the case of disabled staff.

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 90 members of staff who had one-to-one meetings 61 (68%) are female and 29 (32%) are male. The gender split of staff in Hereford is shown above in Table 10, and for West Midlands in Table 2.
- Of the 55 staff unable to relocate with their business unit, 38 are female (42% of the 90 staff in the Hereford office expected to relocate with their business unit) and 17 are male (19% of the 90 staff in the Hereford office 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 staff unable to relocate.

APPENDIX I: Individual location - Ludlow - update summary of equality impacts

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

Table 11 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	83	Disabled	6	15 - 24	0
Ethnic minority	0	Not disabled	44	25 - 34	6
Chosen not to declare	0	Chosen not to declare	11	35 - 49	66
Not known	17	Not known	39	50 - 59	28
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	22	Full Time	56	Male	0
Female	78	Part-time	44	Female	100

Overview

- At the time of the announcements 24 staff in the office building due to be vacated in Ludlow 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 23 members of staff.
- Of the 24 staff expected to relocate
 - 19 (80%) staff are unable to relocate with their business unit.
 - Data on whether staff could relocate is currently unavailable for 4% of staff.
 - Moderating Group decisions are currently unavailable for 16% of staff.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities.
- 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 in the case of disabled staff.

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 23 members of staff who had one-to-one meetings 20 (87%) are female and 3 (13%) are male. The gender split of staff in Ludlow is shown above in Table 11, and for West Midlands in Table 2.
- Of the 19 staff unable to relocate with their business unit, the majority are female¹².
- 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.

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