



Equality Impact Assessment Regional Review Programme Wales

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 Wales 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 Wales

The decisions on HMRC accommodation in Wales are as follows:

Table 1 – RRP Decisions in Wales

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement ¹
29 February 2008	Cardiff urban centre	Tŷ Glas, Cardiff	Retain	2,804
		Portcullis House, Cardiff	Vacate	207
		Crown Building, Newport	Vacate	134
		Taff Vale House, Pontypridd	Vacate	54
29 February 2008	Swansea urban centre	Tŷ Nant, Swansea	Retain	286
		Crown Buildings, Llanelli	Vacate	29
		Custom House, Swansea	Vacate	21
4 December 2008	Cluster 54 (Merthyr Tydfil)	Government Buildings, Merthyr Tydfil	Retain	71
4 December 2008	Cluster 55 (Pontypool)	Tŷ'r Felin, Pontypool	Vacate	29
4 December 2008	Cluster 56 (Chester, Wrexham)	Plas Gororau, Wrexham	Retain	453
		Eden House, Chester	Vacate	48
		Norroy House, Chester	Vacate	53
4 December 2008	Cluster 57 (Bridgend)	Tremains House, Bridgend	Vacate	41
4 December 2008	Cluster 58 (Bangor, Colwyn Bay, Rhyl)	Government Buildings, Colwyn Bay	Retain	47
		Tŷ Glyn, Bangor	Vacate	81
		Llys Anwyl, Rhyl	Vacate	56
4 December 2008	Cluster 59 (Haverfordwest, Pembroke)	Government Buildings, Haverfordwest	Vacate	47
		Custom House, Pembroke Dock	Vacate	14
4 December 2008	Individuals:			
	Aberystwyth	Crown Buildings, Aberystwyth	Vacate	25
	Brecon	Government Buildings, Brecon	Vacate	27
	Carmarthen	Crown Buildings, Carmarthen	Retain	51
		Tŷ Myrddin, Carmarthen	Vacate	54

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

	Holyhead	Platform One Office, Holyhead	Retain	12
	Porthmadog	Tŷ Moelwyn, Porthmadog	Retain	32

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 Wales: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in Wales and, while about 4,500 people work for us in Wales², HMRC's current business plans for 2011 predict that we will require around 3,950.
- 2.2 Following the announcement of decisions on the Cardiff and Swansea urban centres on 29 February 2008 and the 'cluster' and 'individual' locations on 4 December 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Assessment (EQIA) documents.
- 2.3 The Regional Review Programme (RRP) resulted in decisions to retain eight offices in Wales. Of these, two offices are to be retained in urban centres, three within cluster locations and three within individual locations. Of the 16 offices to be vacated, five are within urban centres, eight within cluster locations and three within individual locations.
- 2.4 To date, no offices have been fully vacated and two are scheduled for full vacation during 2009/10. There has been one 'partial'³ vacation and two 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 six offices originally planned for full vacation between autumn 2010 and spring 2012. The position on these buildings is to be monitored by local Implementation Teams and the Department's Estate Consolidation Programme.
- 2.5 Implementation Teams were set up to deliver the original decisions of the RRP. Where staff cannot relocate, either due to their journey being outside reasonable daily travel, caring responsibilities or disability, businesses are exploring alternative options. As the Department considers those options, office accommodation will be provided for staff, either in their current location or at an alternative office within reasonable daily travel. Businesses aim to feed back work to these staff for as long as it is viable to do so. Taking these issues into account, the extent to which office space is vacated is being managed by the relevant Implementation Team, which will also bear in mind other issues, such as funding priorities.
- 2.6 HMRC values the skills and experience of its staff and it is for that reason that staff are being asked to relocate with their work wherever possible. HMRC is making every effort to find alternative solutions for staff unable to relocate to another HMRC office. Its primary concern, however, must be to meet its business objectives.

² As at 1 May 2009

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

- 2.7 The table below summarises the HMRC equality data for Wales as at 1 May 2009. A further breakdown of data between urban centres and cluster locations can be found at Appendices A to J.

Table 2 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	65	Disabled	10	15 - 24	7
Ethnic minority	1	Not disabled	39	25 - 34	15
Chosen not to declare	3	Chosen not to declare	3	35 - 49	46
Not known	31	Not known	48	50 - 59	28
				60+	4
Gender⁴	%	Working Pattern	%	Gender (part-time staff)	%
Male	42	Full Time	70	Male	18
Female	58	Part-time	30	Female	82

Regional Update Summary

HMRC has consulted and carried out EQIA activity at an urban centre, cluster and individual location level throughout the UK. Details of the impacts identified following decisions on offices in the Wales urban centres, cluster and individual locations are included below and in the attached Appendices.

At the time of announcements there were 864 staff in office buildings in Wales due to be vacated 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 864 staff were expected to relocate, for reasons outlined in the UK summary (para 5.4) Moderating Group data is available for only 732 members of staff.

Of the 864 staff expected to relocate:

460 (53%) staff are able to relocate with their business unit.

Data on whether staff can relocate is currently unavailable for 132 (15%) members of staff.

Moderating Group decisions are currently unavailable for 21 (2%) staff.

Decisions have been deferred for 12 (1%) staff pending receipt of further information.

239 (28%) 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. This

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

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

RACIAL GROUP

Impacts identified in original EQIAs

All diversity data quoted in this EQIA is provided by background HR systems as at 1 May 2009 and staff completion is not mandatory. The information is therefore incomplete for ethnicity and disability.

No issues specific to racial groups were raised as part of the staff consultation process.

In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff due to their racial group.

Mitigating action identified

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

Update on the original EQIAs

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

THOSE WITH A DISABILITY

- Of the 239 staff unable to relocate with their business unit, 12 (5%) 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 732 members of staff who had one-to-one meetings 427 (58%) are female and 305 (42%) are male. The gender split of staff in Wales is shown in Table 2 above.

Of the 239 staff unable to relocate with their business unit, 164 are female (19% of the 864 expected to relocate with their business unit) and 75 are male (9% of the 864 staff expected to relocate with their business unit).

The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.

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

APPENDIX A: Cardiff Urban Centre - update summary of equality impacts

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

Table 3 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	64	Disabled	10	15 - 24	9
Ethnic minority	2	Not disabled	38	25 - 34	17
Chosen not to declare	3	Chosen not to declare	2	35 - 49	44
Not known	31	Not known	50	50 - 59	26
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	45	Full Time	71	Male	21
Female	55	Part-time	29	Female	79

Overview

- At the time of the announcements 378 staff in office buildings due to be vacated in the Cardiff urban centre were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 378 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 304 members of staff.
- Of the 378 expected to relocate
 - 204 (54%) staff are able to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 75 (20%) members of staff.
 - Moderating Group decisions are currently unavailable for 12 (3%) staff.
 - 87 (23%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- 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. TUS added that some staff have disabilities that either preclude them from driving, or that may be exacerbated by 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 303 staff who had one-to-one meetings 165 (54%) are female and 138 (46%) are male. The gender split of staff in the Cardiff urban centre is shown in Table 3 above, and for Wales in Table 2.

Of the 87 staff unable to relocate with their business unit, 61 are female (16% of the 378 staff in Cardiff urban centre expected to relocate with their business unit) and 26 are male (6% of the 378 staff in the Cardiff urban centre expected to relocate with their business unit).

The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.

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

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

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

Table 4 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	69	Disabled	11	15 - 24	1
Ethnic minority	1	Not disabled	44	25 - 34	12
Chosen not to declare	5	Chosen not to declare	4	35 - 49	47
Not known	25	Not known	41	50 - 59	34
				60+	6
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	40	Full Time	74	Male	16
Female	60	Part-time	26	Female	84

Overview

- At the time of the announcements 46 staff in office buildings due to be vacated in the Swansea 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 46 staff would relocate. However the Moderating Group data shows that 53 staff were asked to relocate.
- Of the 53 asked to relocate
 - 43 (81%) staff are able to relocate with their business unit.
 - Moderating Group decisions are currently unavailable for 2 (4%) staff.
 - 8 (15%) 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

- Some respondents were concerned that there was no on-site parking for disabled staff at Tŷ Nant, Swansea.
- 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 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.

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 in each office as an indication of the proportion of female staff who may have dependants.

Mitigating action identified

Managers to discuss personal circumstances with staff as part of the one-to-one process.

As no potential impacts specific to gender were identified, no further mitigating action was required at that stage.

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 53 staff who had one-to-one meetings 34 (64%) are female and 19 (36%) are male. The gender split of staff in the Swansea urban centre is shown in Table 4 above, and for Wales in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female⁵.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX C: Cluster 55 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 55 (Pontypool) as at 1 May 2009.

Table 5 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	83	Disabled	28	15 - 24	0
Ethnic minority	0	Not disabled	31	25 - 34	14
Chosen not to declare	10	Chosen not to declare	3	35 - 49	52
Not known	7	Not known	38	50 - 59	34
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	28	Full Time	72	Male	25
Female	72	Part-time	28	Female	75

Overview

- At the time of the announcements 22 staff in the office building due to be vacated in cluster 55 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 22 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 21 members of staff.
- Of the 22 expected to relocate
 - 5 (23%) staff are able to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 1 (4%) members of staff.
 - Moderating Group decisions are currently unavailable for 2 (9%) staff.
 - 14 (64%) staff are unable to relocate with their business unit.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Responses from staff and TUS during consultation raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those who have disabilities that either preclude them from driving, or that may be exacerbated by any additional driving required as a result of relocation.

- Some respondents were concerned that disabled staff travelling to work by car may be adversely affected if disabled parking facilities are not available at the new location.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

Mitigating action identified

- Managers to discuss personal circumstances with staff as part of the one-to-one process, considering further mitigating action such as reasonable adjustments 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 HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff in each office 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.
- The majority of the staff asked to relocate are female⁶. The gender split of staff in cluster 55 is shown in Table 5 above, and for Wales 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 has 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 D: Cluster 56 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 56 (Chester, Wrexham) as at 1 May 2009.

Table 6 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	61	Disabled	9	15 - 24	5
Ethnic minority	1	Not disabled	35	25 - 34	13
Chosen not to declare	5	Chosen not to declare	4	35 - 49	56
Not known	33	Not known	52	50 - 59	22
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	33	Full Time	57	Male	14
Female	67	Part-time	43	Female	86

Overview

- At the time of the announcements 96 staff in the office buildings due to be vacated in cluster 56 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 96 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 67 members of staff.
- Of the 96 expected to relocate
 - 41 (43%) staff are able to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 29 (30%) members of staff.
 - 26 (27%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process and feedback via the Disability Network raised concerns that increased travelling as a result of relocation 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 HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff in each office 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 67 staff who had one-to-one meetings 38 (57%) female and 29 (43%) are male. The gender split of staff in Cluster 56 is shown in Table 6 above, and for Wales in Table 2.

Of the staff unable to relocate with their business unit, the majority are female⁷.

The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.

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

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

APPENDIX E: Cluster 57 - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Cluster 57 (Bridgend) as at 1 May 2009.

Table 7 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	81	Disabled	11	15 - 24	0
Ethnic minority	0	Not disabled	51	25 - 34	5
Chosen not to declare	0	Chosen not to declare	0	35 - 49	35
Not known	19	Not known	38	50 - 59	44
				60+	16
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	49	Full Time	62	Male	36
Female	51	Part-time	38	Female	64

Overview

At the time of the announcements 36 staff in the office building due to be vacated in cluster 57 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 36 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 31 members of staff.

Of the 36 expected to relocate

- 19 (53%) staff are able to relocate with their business unit.
- Data on whether staff can relocate is currently unavailable for 5 (14%) members of staff.
- 12 (33%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those who are reliant on public transport.
- Some respondents raised concerns that increased travelling may have an adverse impact on staff whose disabilities either preclude them from driving, or 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 HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff in each office 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 31 staff who had one-to-one meetings 15 (48%) are female and 16 (52%) are male. The gender split of staff in Cluster 57 is shown in Table 7 above, and for Wales in Table 2.
- Of the 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 has been reported in the UK summary⁸.
- Options are still being considered for all staff unable to relocate.

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

APPENDIX F: Cluster 58 - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Cluster 58 (Bangor, Colwyn Bay, Rhyl) as at 1 May 2009.

Table 8 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	63	Disabled	6	15 - 24	0
Ethnic minority	0	Not disabled	44	25 - 34	5
Chosen not to declare	5	Chosen not to declare	4	35 - 49	49
Not known	32	Not known	46	50 - 59	39
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	45	Full Time	77	Male	8
Female	55	Part-time	23	Female	92

Overview

- At the time of the announcements 129 staff in office buildings due to be vacated in cluster 58 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 129 expected to relocate
 - 80 (62%) staff are able to relocate with their business unit.
 - Moderating Group decisions are currently unavailable for 4 (3%) staff.
 - 45 (35%) 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 expressed concern regarding the facilities available for those with a disability, stating that they may be adversely affected if their current location provides suitable facilities and these are not available in the new location.

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 HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff in each office 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 129 staff who had one-to-one meetings 79 (61%) are female and 50 (39%) are male. The gender split of staff in Cluster 58 is shown in Table 8 above, and for Wales in Table 2.
- Of the 45 staff unable to relocate with their business unit, the majority are female.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

APPENDIX G: Cluster 59 - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Cluster 59 (Haverfordwest, Pembroke) as at 1 May 2009.

Table 9 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	86	Disabled	14	15 - 24	0
Ethnic minority	0	Not disabled	49	25 - 34	0
Chosen not to declare	2	Chosen not to declare	2	35 - 49	49
Not known	12	Not known	35	50 - 59	51
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	49	Full Time	76	Male	0
Female	51	Part-time	24	Female	100

Overview

- At the time of the announcements 57 staff in office buildings due to be vacated in cluster 59 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 57 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 32 members of staff.
- Of the 57 expected to relocate
 - 3 (5%) staff are able to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 25 (44%) members of staff.
 - 29 (51%) 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, as a result of relocation may have an adverse impact on staff with disabilities. Some respondents raised concerns that increased travelling could exacerbate their condition.
- 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 HMRC employs more female staff than male staff.

The original EQIA recorded the gender ratio of part-time staff in each office 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 32 who had one-to-one meetings 19 (59%) are female and 13 (41%) are male. The gender split of staff in cluster 59 is shown in Table 9 above, and for Wales in Table 2.
- Of the 29 staff unable to relocate with their business unit, 18 are female (32% of the 57 staff in cluster 59 expected to relocate with their business unit) and 11 are male (19% of the 57 staff in cluster 59 expected to relocate with their business unit).
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

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

Table 10 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	87	Disabled	9	15 - 24	0
Ethnic minority	4	Not disabled	70	25 - 34	4
Chosen not to declare	0	Chosen not to declare	4	35 - 49	57
Not known	9	Not known	17	50 - 59	26
				60+	13
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	43	Full Time	74	Male	0
Female	57	Part-time	26	Female	100

Overview

- At the time of the announcements 21 staff in Aberystwyth were expected to relocate with their business unit. Staff and their managers held one-to-one discussions to determine whether or not they were able to relocate, taking their personal circumstances into account. Final decisions were made by the Moderating Groups.
- Although 21 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 19 members of staff.
- Of the 21 expected to relocate
 - 19 (90%) staff are unable to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 2 (10%) members of staff.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.

Of the 19 staff where one to ones were held 11 (58%) are female and 8 (42%) are male. The gender split of staff in Aberystwyth is shown in Table 10 above, and for Wales in Table 2.

Of the staff unable to relocate with their business unit, the majority are female⁹.

The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.

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

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

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

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

Table 11 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	88	Disabled	8	15 - 24	0
Ethnic minority	0	Not disabled	58	25 - 34	27
Chosen not to declare	0	Chosen not to declare	0	35 - 49	46
Not known	12	Not known	34	50 - 59	27
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	35	Full Time	54	Male	0
Female	65	Part-time	46	Female	100

Overview

At the time of the announcements 25 staff in Brecon 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 25 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 24 members of staff.

Of the 25 expected to relocate

- 13 (52%) staff were able to relocate with their business unit.
- Data on whether staff can relocate is currently unavailable for 1 (4%) member of staff.
- 11 (44%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities, particularly for those who are reliant on public transport.
- Some respondents raised concerns that increased travelling may have an adverse impact on staff whose disabilities either preclude them from driving, or 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 HMRC employs more female staff than male staff.
- The original EQIA recorded the gender ratio of part-time staff in each office 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 24 staff where one to ones were held 15 (63%) are female and 9 (37%) are male. The gender split of staff in Brecon is shown in Table 11 above, and for Wales in Table 2.
- Of the staff unable to relocate with their business unit, the majority are female¹⁰.
- The overall number and gender of staff unable to relocate due to caring commitments has been reported in the UK summary.
- Options are still being considered for all staff unable to relocate.

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

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

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

Table 12 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	76	Disabled	7	15 - 24	1
Ethnic minority	0	Not disabled	44	25 - 34	20
Chosen not to declare	3	Chosen not to declare	5	35 - 49	39
Not known	21	Not known	44	50 - 59	33
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	37	Full Time	80	Male	10
Female	63	Part-time	20	Female	90

Overview

- At the time of the announcements 54 staff in Carmarthen 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 54 staff were expected to relocate, for reasons outlined in the national summary (para 5.4) Moderating Group data is available for only 53 members of staff.
- Of the 54 expected to relocate
 - 52 (96%) staff were able to relocate with their business unit.
 - Data on whether staff can relocate is currently unavailable for 1 (2%) member of staff.
 - Moderating Group decisions are currently unavailable for 1 (2%) 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 HMRC employs more female staff than male staff.

The original EQIA recorded the gender ratio of part-time staff in each office as an indication of the proportion of female staff who may have dependants.

Mitigating action identified

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

Update on the original EQIA

Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their business unit as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.

Of the 53 staff where one to ones were held 35 (66%) are female and 18 (34%) are male. The gender split of staff in Carmarthen is shown in Table 12 above, and for Wales in Table 2.