



Equality Impact Assessment Regional Review Programme Yorkshire and The Humber

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 Yorkshire and The Humber 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 Yorkshire and The Humber

The decisions on HMRC accommodation in Yorkshire and The Humber are as follows:

Table 1 – RRP Decisions in Yorkshire and The Humber

Date decision announced	Urban Centre / Cluster	Buildings reviewed	Review Outcome	Staff in post at announcement ¹
17 October 2007	Leeds/Bradford/ Shipley urban centre	Centenary Court, Bradford	Retain	720
		No 1 The Interchange, Bradford	Retain	380
		2 Victoria Avenue, Harrogate	Retain	69
		Castle House, Leeds	Retain	458
		1 Munroe Court, Leeds	Retain	81
		Peter Bennett House, Leeds	Retain	314
		Windsor House, Leeds	Retain	136
		Accounts Office, Shipley	Retain	877
		Empire House, Dewsbury	Vacate	52
		Dean Clough Mill, Halifax	Vacate	95
		6/8 Southgate House, Halifax	Vacate	97
		Crown House, Huddersfield	Vacate	107
		Worth House, Keighley	Vacate	33
		Century House, Leeds	Vacate	15
		Jefferson House, Leeds	Vacate	27
		Pennine House, Leeds	Vacate	39
		Micklegate House, Pontefract	Vacate	57
		Crown House, Shipley	Vacate	322
		Hockney House, Shipley	Vacate	172
		Cavendish House, Skipton	Vacate	42
Crown House, Wakefield	Vacate	70		
17 October 2007	Sheffield urban centre	Joseph Locke House, Barnsley	Retain	177
		Markham House, Chesterfield	Retain	71

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

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		Old Town Hall, Rotherham	Retain	10
		Concept House, Sheffield	Retain	528
		Dents Chambers, Chesterfield	Vacate	73
4 December 2008	Cluster 66 (Doncaster, Goole)	Council Offices, Goole	Retain	4
		Weston House, Doncaster	Vacate	31
		St Peter's House, Doncaster	Vacate	86
4 December 2008	Cluster 67 (Grimsby, Immingham, Louth)	Imperial House, Grimsby	Retain	222
		Custom House, Immingham	Retain	94
		Heritage House, Grimsby	Vacate	29
		Chequergate, Louth	Vacate	10
4 December 2008	Individuals:			
	Bridlington	Crown Building, Bridlington	Vacate	48
	Hull	Cherry Court, Hull	Retain	243
		Custom House, Hull	Retain	139
	Ripon	Athelstan Court, Ripon	Vacate	23
	Scarborough	Albion House, Scarborough	Vacate	47
	Scunthorpe	Station House, Scunthorpe	Vacate	46
	York	Hilary House, York	Retain	107
		Swinson House, York	Vacate	66

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 Yorkshire and The Humber Region: summary of estates and staffing

- 2.1 HMRC has more office space than it needs in Yorkshire and The Humber and while about 5,800 people work for us in the region², HMRC's current business plans for 2011 predict that we will require around 5,500.
- 2.2 Following the announcement of decisions on the Leeds/Bradford/Shipley and Sheffield urban centres on 17 October 2007 and the 'cluster' and 'individual' locations on 4 December 2008, HMRC has taken action to mitigate the potential equality impacts identified in the original Equality Impact Assessment (EQIA) documents.
- 2.3 The Regional Review Programme (RRP) resulted in decisions to retain 18 offices in Yorkshire and The Humber. Of these, 12 offices are to be retained in urban centres, three within cluster locations and three within individual locations. Of the 23 offices to be vacated, 14 are within urban centres, four within cluster locations and five within individual locations.
- 2.4 To date, six offices have been fully vacated and two are scheduled for full vacation during 2009/10. There have been no 'partial'³ vacations although four offices will be partially vacated during 2009/10 as an interim step towards full vacation at a later date. Withdrawal from three 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 eight offices originally planned for full vacation by spring 2011. The position on these buildings is to be monitored by local Implementation Teams and the Department's Estate Consolidation Programme.
- 2.5 Implementation Teams were set up to deliver the original decisions of the RRP. Where staff cannot relocate, either due to their journey being outside reasonable daily travel, caring responsibilities or disability, businesses are exploring alternative options. As the Department considers those options, office accommodation will be provided for staff, either in their current location or at an 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.
- 2.7 The table below summarises the HMRC equality data for Yorkshire and The Humber as at 1 May 2009. A further breakdown of data between urban centres, cluster and individual locations can be found at Appendices A to I.

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.

Table 2 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	67	Disabled	8	15 - 24	5
Ethnic minority	6	Not disabled	49	25 - 34	16
Chosen not to declare	5	Chosen not to declare	4	35 - 49	48
Not known	22	Not known	39	50 - 59	27
				60+	4
Gender⁴	%	Working Pattern	%	Gender (part-time staff)	%
Male	39	Full Time	68	Male	13
Female	61	Part-time	32	Female	87

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 Yorkshire and The Humber urban centres, cluster and individual locations are included in the attached appendices.

At the time of the announcements there were 1,502 staff in office buildings due to be vacated in Yorkshire and The Humber 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.

When the decisions were announced it was expected that 1,502 staff would relocate. However the Moderating Group data shows that 1,658 staff were asked to relocate.

Of the 1,658 staff asked to relocate:

1,161 (70%) staff are able to relocate with their business unit.

Moderating Group decisions are currently unavailable for 75 (5%) staff

Decisions have been deferred for 23 (1%) staff pending receipt of further information.

399 (24%) staff are unable to relocate with their business unit.

For staff who are unable to relocate with their business unit as expected, the Department is already in the process of considering alternative options for these staff. This work is being led by Implementation Teams in negotiation with business units and HR specialists.

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

RACIAL GROUP

Impacts identified in original EQIAs

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

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

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

Mitigating action identified

No mitigating action was required as no impacts were identified.

Update on the original EQIAs

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

THOSE WITH A DISABILITY

Of the 399 staff unable to relocate with their business unit, 11 (3%) were unable to do so based on health or compassionate grounds (this includes those with a disability).

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams will continue to work with managers and staff to explore options and potential solutions.

GENDER

Of the 1,658 members of staff who had one-to-one meetings 1,011 (61%) are female and 647 (39%) are male. The gender split of staff in Yorkshire and The Humber is shown in Table 2 above.

Of the 399 staff unable to relocate with their business unit, 296 are female (18% of the 1,658 staff expected to relocate with their business unit) and 103 are male (6% of the 1,658 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: Leeds/Bradford/Shipley Urban Centre - update summary of equality impacts

Table 3 below summarises the HMRC equality data for the Leeds/Bradford/Shipley urban centre as at 1 May 2009.

Table 3 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	64	Disabled	8	15 - 24	6
Ethnic minority	9	Not disabled	50	25 - 34	17
Chosen not to declare	6	Chosen not to declare	4	35 - 49	48
Not known	21	Not known	38	50 - 59	25
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	41	Full Time	68	Male	16
Female	59	Part-time	32	Female	84

Overview

At the time of the announcements 1,087 staff in office buildings due to be vacated in the Leeds/Bradford/Shipley 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 1,087 staff would relocate. However the Moderating Group data shows that 1,237 staff were asked to relocate.

Of the 1,237 asked to relocate

959 (78%) staff are able to relocate with their business unit.

Moderating Group decisions are currently unavailable for 68 (5%) staff.

Decisions have been deferred for 18 (1%) staff pending receipt of further information.

192 (16%) 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. 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, where appropriate.

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

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

Update on the original EQIA

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

Of the 1,237 members of staff who had one-to-one meetings 733 (59%) are female and 504 (41%) are male. The gender split of staff in the Leeds/Bradford/Shiplacey urban centre is shown above in Table 3, and for Yorkshire and The Humber in Table 2.

Of the 192 staff unable to relocate with their business unit, 144 are female (12% of the 1,237 staff in the Leeds/Bradford/Shiplacey urban centre expected to relocate with their business unit) and 48 are male (4% of the 1,237 male staff in the Leeds/Bradford/Shiplacey urban centre are 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: Sheffield Urban Centre - update summary of equality impacts

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

Table 4 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	76	Disabled	8	15 - 24	1
Ethnic minority	2	Not disabled	49	25 - 34	15
Chosen not to declare	5	Chosen not to declare	4	35 - 49	49
Not known	17	Not known	39	50 - 59	31
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	32	Full Time	69	Male	7
Female	68	Part-time	31	Female	93

Overview

At the time of the announcements 73 staff in office buildings due to be vacated in the Sheffield 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 73 staff would relocate. However the Moderating Group data shows that 170 staff were asked to relocate.

Of the 170 staff asked to relocate:

143 (84%) staff are able to relocate with their business unit.

Moderating Group decisions are currently unavailable for 4 (2%) staff.

23 (14%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

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

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

Mitigating action identified

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

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

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

Update on the original EQIA

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

Of the 170 members of staff who had one-to-one meetings 110 (65%) are female and 60 (35%) are male. The gender split of staff in Sheffield urban centre is shown above in Table 4, and the gender split for Yorkshire and The Humber in Table 2.

Of the 23 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 66 - update summary of equality impacts

Table 5 below summarises the HMRC equality data for staff in Cluster 66 (Doncaster, Goole) as at 1 May 2009.

Table 5 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	75	Disabled	10	15 - 24	1
Ethnic minority	2	Not disabled	52	25 - 34	13
Chosen not to declare	5	Chosen not to declare	3	35 - 49	48
Not known	18	Not known	35	50 - 59	33
				60+	5
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	29	Full Time	70	Male	12
Female	71	Part-time	30	Female	88

Overview

At the time of the announcements 107 staff in office buildings due to be vacated in cluster 66 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 107 staff were expected to relocate, for reasons outlined in the UK summary (para. 5.4) Moderating Group data is only available for 74 members of staff.

Of the 107 staff expected to relocate:

20 (19%) staff are able to relocate with their business unit.

Data on whether staff could relocate is currently unavailable for 33 (30%) members of staff.

Moderating Group decisions are currently unavailable for 3 (3%) staff.

51 (48%) 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 precludes 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, where appropriate.

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

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

Update on the original EQIA

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

Of the 74 members of staff who had one-to-one meetings 49 (66%) are female and 25 (34%) are male. The gender split of staff in cluster 66 is shown above in Table 5, and for Yorkshire and The Humber in Table 2.

Of the 51 staff unable to relocate with their business unit, 38 are female (36% of the 107 staff in cluster 66 expected to relocate with their business unit) and 13 are male (12% of the 107 staff in cluster 66 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 D: Cluster 67 - update summary of equality impacts

Table 6 below summarises the HMRC equality data for staff in Cluster 67 (Grimsby, Immingham, Louth) as at 1 May 2009.

Table 6 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	67	Disabled	8	15 - 24	5
Ethnic minority	0	Not disabled	40	25 - 34	26
Chosen not to declare	3	Chosen not to declare	3	35 - 49	44
Not known	30	Not known	49	50 - 59	21
				60+	4
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	35	Full Time	67	Male	8
Female	65	Part-time	33	Female	92

Overview

At the time of the announcements 36 staff in office buildings due to be vacated in cluster 67 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 UK summary (para. 5.4) Moderating Group data is only available for 30 members of staff.

Of the 36 staff expected to relocate:

19 (53%) staff are able to relocate with their business unit.

Data on whether staff could relocate is currently unavailable for 6 (17%) members of staff.

11 (30%) 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 travel, required as a result of relocation, may have an adverse impact on staff with disabilities. They were particularly concerned for those whose condition may be exacerbated by any additional driving.

They added that those travelling to work by car may be adversely affected if disabled parking facilities were not available at their new location.

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

Mitigating action identified

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

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

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

Update on the original EQIA

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

Of the 30 members of staff who had one-to-one meetings 20 (67%) are female and 10 (33%) are male. The gender split of staff in cluster 67 is shown above in Table 6, and for Yorkshire and The Humber in Table 2.

Of the 11 staff unable to relocate with their business unit, all are female.

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

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

APPENDIX E: Individual location - Bridlington - update summary of equality impacts

Table 7 below summarises the HMRC equality data for staff in Bridlington as at 1 May 2009.

Table 7 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	79	Disabled	15	15 - 24	3
Ethnic minority	0	Not disabled	50	25 - 34	12
Chosen not to declare	3	Chosen not to declare	3	35 - 49	35
Not known	18	Not known	32	50 - 59	32
				60+	18
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	29	Full Time	56	Male	27
Female	71	Part-time	44	Female	73

Overview

At the time of the announcements 43 staff in the office building due to be vacated in Bridlington 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 24 members of staff.

Of the 43 staff expected to relocate:

3 (7%) staff are able to relocate with their business unit.

Data on whether staff could relocate is currently unavailable for 19 (44%) members of staff.

21 (49%) 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 and are reliant on public transport.

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

Mitigating action identified

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

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

Update on the original EQIA

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

Of the 24 members of staff who had one-to-one meetings 18 (75%) are female and 6 (25%) are male. The gender split of staff in Bridlington is shown above in Table 7, and for Yorkshire and The Humber in Table 2.

Of the 21 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 F: Individual location - Ripon - update summary of equality impacts

Table 8 below summarises the HMRC equality data for staff in Ripon as at 1 May 2009.

Table 8 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	85	Disabled	0	15 - 24	0
Ethnic minority	0	Not disabled	70	25 - 34	0
Chosen not to declare	5	Chosen not to declare	0	35 - 49	60
Not known	10	Not known	30	50 - 59	35
				60+	5
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	20	Full Time	50	Male	10
Female	80	Part-time	50	Female	90

Overview

At the time of the announcements 17 staff in the office building due to be vacated in Ripon 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 17 staff were expected to relocate, for reasons outlined in the UK summary (para. 5.4) Moderating Group data is only available for 10 members of staff.

Of the 17 staff expected to relocate:

5 (29%) staff are able to relocate with their business unit.

Data on whether staff can relocate is currently unavailable for 7 (42%) members of staff.

5 (29%) staff are unable to relocate with their business unit.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

No issues specific to those with a disability were raised as part of the staff consultation.

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

Mitigating action identified

No mitigating action was required as no impacts were identified.

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff

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

Mitigating action identified

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

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

Update on the original EQIA

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

Of the 10 members of staff who had one-to-one meetings 9 (90%) are female and one (10%) is male. The gender split of staff in Ripon is shown above in Table 8, and for Yorkshire and The Humber 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 G: Individual location - Scarborough - update summary of equality impacts

Table 9 below summarises the HMRC equality data for staff in Scarborough as at May 2009.

Table 9 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	73	Disabled	3	15 - 24	0
Ethnic minority	0	Not disabled	45	25 - 34	0
Chosen not to declare	18	Chosen not to declare	13	35 - 49	30
Not known	9	Not known	39	50 - 59	70
				60+	0
Gender	%	Working Pattern	%	Gender (part-time staff) %	
Male	33	Full Time	67	Male	8
Female	67	Part-time	33	Female	92

Overview

At the time of the announcements 42 staff in the office building due to be vacated in Scarborough 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 42 staff were expected to relocate, for reasons outlined in the UK summary (para. 5.4) Moderating Group data is only available for 17 members of staff.

Of the 42 staff expected to relocate:

17 (40%) staff are unable to relocate with their business unit.

Data on whether staff could relocate is currently unavailable for 25 (60%) members of staff.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

No issues specific to those with a disability were raised as part of the staff consultation.

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

Mitigating action identified

No mitigating action was required as no impacts were identified.

Update on the original EQIA

The overall percentage of staff unable to relocate due to disability has been reported in the UK summary.

Specific information on disability and health issues will be identified at Moderating Group and local management level. Implementation Teams have been set up which will continue to work with managers and staff to explore options and potential solutions.

2. GENDER

Impacts identified in original EQIA

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

No potential impacts were identified in the original EQIA. However, it was acknowledged that HMRC overall employs more female staff than male staff.

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

Mitigating action identified

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

Update on the original EQIA

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

Of the 17 members of staff who had one-to-one meetings 7 (41%) are female and 10 (59%) are male. The gender split of staff in Scarborough is shown above in Table 9, and for Yorkshire and The Humber in Table 2.

Of the 17 staff unable to relocate with their business unit, the majority are male⁸.

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.

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

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

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

Table 10 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	54	Disabled	18	15 - 24	0
Ethnic minority	0	Not disabled	29	25 - 34	14
Chosen not to declare	4	Chosen not to declare	4	35 - 49	61
Not known	42	Not known	49	50 - 59	18
				60+	7
Gender	%	Working Pattern	%	Gender (part-time staff)	%
Male	25	Full Time	46	Male	7
Female	75	Part-time	54	Female	93

Overview

At the time of the announcements 37 staff in the office building due to be vacated in Scunthorpe 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 staff expected to relocate:

5 (14%) staff are able to relocate with their business unit.

Data on whether staff could relocate is currently unavailable for 12 (32%) members of staff.

20 (54%) 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 whose disabilities either preclude them from driving or that may be exacerbated by any additional driving required as a result of relocation.

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

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

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

Of the 25 members of staff who had one-to-one meetings 22 (88%) are female and three (12%) are male. The gender split of staff in Scunthorpe is shown above in Table 10, and for Yorkshire and The Humber in Table 2.

Of the 20 staff unable to relocate with their business unit, the majority are female⁹

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

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

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

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

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

Table 11 – Equality Data

Ethnicity	%	Disability	%	Age Group	%
White	73	Disabled	9	15 - 24	0
Ethnic minority	1	Not disabled	54	25 - 34	9
Chosen not to declare	7	Chosen not to declare	5	35 - 49	45
Not known	19	Not known	32	50 - 59	37
				60+	9
Gender	%	Working Pattern	%	Gender (part-time staff)	
				%	
Male	39	Full Time	68	Male	8
Female	61	Part-time	32	Female	92

Overview

At the time of the announcements 60 staff in the office building due to be vacated in York 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 60 staff would relocate. However the Moderating Group data shows that 71 staff were asked to relocate.

Of the 71 staff asked to relocate:

7 (10%) staff are able to relocate with their business unit.

64 (90%) staff are either unable to relocate with their business unit or decisions have been deferred pending receipt of further information.

1. THOSE WITH A DISABILITY

Impacts identified in original EQIA

- Respondents to the consultation process raised concerns that increased travelling may have an adverse impact on staff with disabilities. They also stated that access to the importing office may cause difficulties for those with impaired mobility.
- In the original EQIA, no potential adverse impacts were identified that would disproportionately affect staff with a disability.

Mitigating action identified

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

Update on the original EQIA

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

2. GENDER

Impacts identified in original EQIA

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

Mitigating action identified

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

Update on the original EQIA

- Discussions between managers and staff have taken place to identify any personal issues arising. If someone is unable to relocate with their work as expected, the Department, with the assistance and support of HR specialists, will consider reasonable alternative solutions.
- Of the 71 members of staff who had one-to-one meetings 43 (61%) are female and 28 (39%) are male. The gender split of staff in York is shown above in Table 11, and for Yorkshire and The Humber in Table 2.
- Of the 64 staff unable to relocate with their business unit, 39 are female (55% of the 71 staff in the York office expected to relocate with their business unit) and 25 are male (35% of the 71 staff in the York office 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.