Reference: AF13569

Preliminary Equality Impact Assessment Form

Please read through the fact sheet about Preliminary Equality Impact Assessments before completing this form.

Service:

- [ ] Chief Executive
- [ ] Community
- [x] Customer Services
- [ ] Democratic Services
- [ ] Directorate of Community and Environment
- [ ] Directorate of Resources and Audit
- [ ] Environmental Health Services
- [ ] Financial Services
- [ ] Housing Services
- [ ] Information Technology
- [ ] Legal Services
- [ ] Personnel Services
- [ ] Planning Services
- [ ] Strategy and Communications
- [ ] Other

Section: Local Taxation

Name of policy / function / service being assessed: Non Domestic Rates

Date of Assessment: 20 Jan 2009

Name of Officer completing assessment: Dawn Kelly

Because of this assessment, you will have checked that your policy, function or service does not have an adverse impact on target groups and you will have identified relevant action you need to take. The areas covered are race, gender, disability, sexual orientation, age, and religion / belief. This form can be used to assess policies, functions or services aimed at both external customers and internal staff.

1. Briefly describe the aims and the purpose of the policy / function / service.

To administer and collect the Non Domestic Rates

2. What are the objectives?

Meet all the legislative requirements
Keep an accurate records database
Monitor the occupational status of all business properties in Rushmoor
Advise rate payers of any reliefs or exemptions they may be entitled to
Take appropriate action to recover debt
Provide a responsive service
Achieve 'top quartile' performance

3. Who is intended to benefit from this policy / function / service?

The Government
The business people of Rushmoor

4. What outcomes are wanted from this?

The collection of Non Domestic Rates

5. What factors/forces could contribute/detract from the outcomes?

Compliance with Government legislation
Staffing resources
Software systems
Changes in legislation
Economic downturn

6. Who are the main stakeholders?

Businesses and other organisations that occupy non-domestic properties
Rushmoor Borough Council
Valuation Office

7. Who implements the function / policy / service?

Roger Gear - Local Taxation Manager

8. Who is responsible for the policy / function / service?

Ian Harrison - Head of Customer Services

9. Are there concerns that the function / policy / service could have a differential impact:

On racial groups?

- [x] Yes
- [ ] No

Due to gender (inc. transgender)?

- [ ] Yes
- [x] No

Due to disability?

- [ ] Yes
- [x] No

Due to sexual orientation?

- [ ] Yes
- [x] No

Due to age?

- [ ] Yes
- [x] No

Due to religion or belief?

- [ ] Yes
- [x] No

10. Do you have any existing evidence (either presumed or otherwise) for any of your responses to Q9? (e.g. results of surveys/consultation, customer feedback)

Presumed data only

11 . Does this function / policy / service have any effect on good relations between the council and the community? If it damages good relations - explain why.

Yes - can damage good realtions if bills are late or incorrect

Can be difficult in times of economic downturn

12. Should the function / policy / service proceed to a full equality impact assessment? If yes, explain why.

No

13. If no to Q12, is there any further action(s) that should take place?

Yes - a future aim would be to make sure all correspondence and bills contain reference to the availability of alternative formats and possibly languages

Is a Full Equality Impact Assessment required?

- [ ] Yes
- [x] No