

Derbyshire Dales District Council Equality Impact Assessment

1. Outline

Title of policy, practice, service or function being assessed	DATA MATCHING EXERCISE FOR COUNCIL TAX AND NON DOMESTIC RATES (NDR)
Officers conducting assessment	K. Henriksen
Date of assessment	July 2019
Reason for assessment	<p>The Council has a legal duty to collect Council Tax and Non-Domestic Rates (NDR) from properties in its area. Data matching has identified some properties on the Local Land and Property Gazetteer (LLPG) that have never been included on the Valuation Office Agency's (VOA) property databases or the Council's Council Tax or Non-Domestic Rates systems. These cases are all being investigated. In some cases, residents or businesses may have been aware that they had a liability to pay council tax or business rates, and did not inform or chase the District Council. In some cases, the potential liability dates back several years.</p> <p>It is intended to carry out data matching on a frequent basis in the future so that the backdating of bills is minimised.</p>
What is the purpose of this policy, practice, service or function? (specify aims and objectives)	To develop a consistent approach and fair process to deal with any mismatches identified by data matching exercises relating to Council Tax and Non Domestic Rates.

Are there any other organisations involved in its implementation?	Arvato, who are responsible for collecting council tax and business rates.
Main customer groups (beneficiaries) / stakeholders	
Customer Groups	Other stakeholders
Residents affected by collection of Council Tax arrears Businesses affected by collection of NDR of arrears	Derbyshire CAB Equality interest groups
Which other District Council departments are affected by the policy, practice, service or function? Do any of the objectives directly support or hinder another activity?	As income from council tax and NDR funds all services, all departments are affected.

2. Assessing relevance to the general equality duty

The General Equality Duty has three aims which require the District Council to have due regard to the need to:	Tick those which are relevant
Eliminate unlawful discrimination (both direct or indirect), harassment and victimisation	√
Advance equality of opportunity between all persons by <ul style="list-style-type: none"> - removing or minimising disadvantages suffered by protected groups; - taking steps to meet the needs of people from protected groups where these are different from the needs of other people - encouraging people from protected groups to participate in public life or other activities where participation is disproportionately low 	√
Foster good relations between different groups	

3. What existing information / data do you have / monitor about different diverse groups in relation to this policy, practice, service or function?

Eg: previous EIA's, reports, consultation, surveys, demographic data etc.

Information / Data	When and how collected	Source	What it tells you	Gaps
Derbyshire Dales Equalities Profile (available national and local data) via intranet: http://sidd.derbyshiredales.gov.uk/sidd/index.php/documents	Census 2011 - national survey of all households National statistics	ONS DWP NOMIS ONS	Analysis of key demographic data relating to protected groups	
Derbyshire Dales Equality Information published on website: http://www.derbyshiredales.gov.uk/your-council/equalities/equality-information	Census 2011 Monitoring data collected by services (in-house and outsourced)	ONS DDDC	Summary profile of Census 2011 data Equalities monitoring data - employees - customer satisfaction with services	

4. Based on the evidence above, does the policy, practice, service or function have a positive or negative impact on any protected group(s)?

Protected groups	Positive effects	Negative effects	Improvement actions
Age		Potential impact on some older residents with low fixed incomes. Those who have recently been bereaved where limited experience of managing their own financial affairs may be a mitigating factor	Support and debt advice is available to residents in the District
Disability or long term ill health Physical disabilities, sensory impairments, limiting long-term illnesses, learning disabilities or mental health issues		Potential impact on some disabled residents, especially those with low incomes Learning disabilities Memory impairment Mental health	Support is available for affected customers who require alternative communication formats Support and debt advice is available to residents in the District
Race / ethnic groups			Support is available for affected customers with identified language barriers Support and debt advice is available to residents in the District

Protected groups	Positive effects	Negative effects	Improvement actions
Women or men		Men and women who have fled domestic abuse; national evidence shows that women are more likely to have been affected than men.	Support and debt advice is available to residents in the District
Sexual orientation		N/A	
Religion or belief (including non belief)		N/A	
Transgender (including people planning to or going through gender reassignment)		N/A	
Pregnancy and maternity (including maternity and paternity leave)		N/A	
Marital status (including civil partnership & same sex marriage)		N/A	

4a. Are there any local priority groups / factors which should be considered?

Other factors	Positive effects	Negative effects	Improvement actions
Rural areas			
Poverty / deprivation		Potential impact on some residents with low and/or fixed incomes.	The proposed policy includes a criterion re: an individual's qualification for council tax support, state benefits or pension credit Access to support and debt advice is available to residents in the District

5. Consultation and engagement

Do we need to seek the views of others and if so, who? If not, please explain why.

The Council will seek feedback with relevant organisations e.g.: Derbyshire Dales CAB on potential equality impacts and mitigation.

6. Commissioned / outsourced services

If your policy, practice, service or function is partly or wholly provided by any external organisation / agency,	Yes
If yes, please list any contractual or other arrangements which aim to ensure that the provider promotes equality and diversity (eg: <i>monitoring data</i>)	Arvato are responsible for collecting council tax and business rates. Contractors are required to have appropriate equalities policies in line with the Council's Procurement Equalities Policy: https://www.derbyshiredales.gov.uk/your-council/policies-plans-a-strategies/procurement-equalities-policy

7. Improvement Plan

Key issues identified	Actions
Potential adverse impacts identified: <ul style="list-style-type: none"> • Age • Disability & long term ill health • Sex/gender • Low and/or fixed income 	Mitigating actions have been addressed within the policy, as part of the assessment criteria; any individuals identified through application of these criteria will be assessed on a case by case basis

PLEASE FORWARD THE COMPLETED FORM TO THE POLICY MANAGER / POLICY OFFICER (Consultation & Equalities)

