



# Renfrewshire Valuation Joint Board

## Notice of Meeting and Agenda Renfrewshire Valuation Joint Board

Date	Time	Venue
Friday, 20 November 2015	14:00	The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF

KENNETH GRAHAM  
Clerk to the Joint Board

### Members

Provost Carmichael, Councillors O'Kane, Gilbert and Green (East Renfrewshire Council); Brennan, Nelson, Jones and Shepherd (Inverclyde Council); and Lawson, M Sharkey, Williams, Hood, McGee, Bibby, Audrey Doig, and Mullin (Renfrewshire Council).

Convener - Councillor Mullin.

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.gov.uk/agendas](http://www.renfrewshire.gov.uk/agendas).

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to reception where they will be met and directed to the meeting.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minute</b>   | <b>5 - 10</b>  |
|          | Minute of meeting held on 21 August, 2015.                                  |                |
| <b>2</b> | <b>Revenue Budget Monitoring</b>  | <b>11 - 14</b> |
|          | Report by Treasurer.  |                |
| <b>3</b> | <b>Performance Report</b>   | <b>15 - 18</b> |
|          | Report by Divisional Assessor and Assistant Electoral Registration Officer. |                |
| <b>4</b> | <b>Electoral Registration</b>   | <b>19 - 22</b> |
|          | Report by Assessor and Electoral Registration Officer.                      |                |
| <b>5</b> | <b>Record Management Plan</b>   | <b>23 - 52</b> |
|          | Report by Depute Assessor and Electoral Registration Officer.               |                |
| <b>6</b> | <b>2017 Non-domestic Rating Revaluation Progress Report</b>                 | <b>53 - 54</b> |
|          | Report by Divisional Assessor and Assistant Electoral Registration Officer. |                |
| <b>7</b> | <b>Reaccreditation of Public Services Network</b>                           | <b>55 - 56</b> |
|          | Report by Depute Assessor and Electoral Registration Officer.               |                |
| <b>8</b> | <b>Budgetary Reductions and Restructuring</b>                               | <b>57 - 58</b> |
|          | Report by Depute Assessor and Electoral Registration Officer.               |                |

## **9 Date of next meeting**

Note that the next meeting of the Joint Board will be held at 2.00 pm on Friday, 15 January, 2016 within the offices of the Renfrewshire Valuation Joint Board, Glasgow Road, Paisley.





## Renfrewshire Valuation Joint Board

### Minute of Meeting Renfrewshire Valuation Joint Board

Date	Time	Venue
Friday, 21 August 2015	14:00	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

#### PRESENT

Provost Carmichael and Councillors O'Kane (East Renfrewshire Council); Brennan, Nelson, Loughran and Shepherd (Inverclyde Council); and M Sharkey, Hood, Bibby and Mullin (Renfrewshire Council).

#### CHAIR

Councillor Mullin, Convener, presided.

#### APOLOGIES

Councillors Green (East Renfrewshire Council), Loughran (for lateness) (Inverclyde Council) and Williams, Lawson and Audrey Doig (Renfrewshire Council).

#### IN ATTENDANCE

A MacTaggart, Assessor and Electoral Registration Officer, K Crawford, Depute Assessor and Electoral Registration Officer, L Hendry, Divisional Assessor and Assistant Electoral Registration Officer and J Gallacher, Senior Administrative Officer (all Renfrewshire Valuation Joint Board); D Forbes, Finance Manager and E Currie, Senior Committee Services Officer (both Finance & Resources, Renfrewshire Council).

#### DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

## 1 MINUTE

There was submitted the Minute of the meeting of the Joint Board held on 5 June, 2015.

**DECIDED:** That the Minute be approved.

## 2 REVENUE BUDGET

There was submitted a report by the Treasurer in respect of the Joint Board for the period 1st April to 24 July, 2015.

**DECIDED:** That the report be noted.

## 3 AUDITED ANNUAL ACCOUNTS 2014/15

Under reference to item 2 of the Minute of the meeting of this Joint Board held on 5 June, 2015 there was submitted a report by the Treasurer relative to the annual accounts for the Joint Board for 2014/15. The report intimated that the Audit Certificate issued by Audit Scotland provided an unqualified opinion that the abstract of accounts presented a true and fair view of the financial position of the Joint Board as at 31 March, 2015, in accordance with the accounting policies detailed in the accounts. A report on the 2014/15 audit by Audit Scotland was also attached to the report and indicated that there were no matters arising from the audit which required specific reporting to members.

**DECIDED:** That the audited annual accounts 2014/15 be approved for signature and the report by Audit Scotland be noted.

## 4 PERFORMANCE REPORT

There was submitted a report by the Divisional Assessor and Assistant Electoral Registration Officer relative to the various key measures introduced to monitor and manage the performance of the Joint Board's services. The report detailed the performance in Council Tax and non-domestic valuation against set targets. In relation to Council Tax valuation, it was noted that the addition of new houses to the Valuation List and the deletion of demolished houses remained a priority with the time taken to enter new houses into the Valuation (Council Tax) List meeting the target of 95% within three months and exceeding the target of 99.5% within six months. The report also detailed the average number of days taken to add a house in each constituent authority area between 1 April and 30 June, 2015 and also the number of deletions from the Valuation (Council Tax) List between 1 April and 30 June during 2014 and 2015 by constituent authority area.

The report detailed the number of statutory amendments to the Valuation Roll, excluding appeal settlements and amendments to the prescribed entries, between 1 April and 30 June, 2015 by constituent authority area, again ahead of the target of 80% to be actioned within three months and 95% within six months. These amendments were value changes only and did not reflect alterations where overall value was unchanged, changes to occupancy details or other administrative changes.

**DECIDED:** That the report be noted.

## **SEDERUNT**

Councillor Loughran (Inverclyde Council) entered the meeting prior to consideration of the following item of business.

### **5 ELECTORAL REGISTRATION**

There was submitted a report by the Assessor and Electoral Registration Officer providing an update on the electoral registration matters and advising of current activities and issues facing the Joint Board.

The report intimated that the transition phase of Individual Electoral Registrations (IER) would end on 1 December, 2015 and those unconfirmed electors retained during the transition phase would be removed. The report detailed the number of unconfirmed electors as at 1 August, 2015 by constituent authority area.

At present, unconfirmed electors remained on the Register and were able to vote. They were prevented from having any absent vote facility unless they registered under IER. These electors would be issued with a further invitation to register as part of the annual canvass.

Household enquiry forms had been issued during the week of 3 August, 2015. A short-term issue was discovered very early in the process resulting from the security code format being out of step with the agreed format printed on the forms and this matter had been rectified within two hours. The initial phase would run until 25 August, 2015 after which first reminder forms would be issued, thereafter, the door-to-door canvass would be conducted. The Register would be published on 1 December, 2015 and any elector carried forward through IER transition would be removed from the Registers.

Rolling registration had been in operation since March 2015 with updates published from April 2015, including supplementary updates associated with the General Election. A summary of the changes made formed the appendix to the report.

Following the European Election in 2014, individual electors whose Absent Vote had been rejected were advised of the reason for this and offered the opportunity to supply a fresh Postal Vote Application. The UK Government decided that this should be repeated following the General Election and the report detailed the total number of absent voters; the total number of rejection letters issued and the total number of absent vote deletions as at 31 July, 2015 by constituent authority area.

A comparison of the electoral canvass returns for 2012, 2013 and 2015 was tabled.

**DECIDED:** That the report be noted.

## 6 RECORDS MANAGEMENT POLICY

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the Public Records (Scotland) Act 2011 which placed an obligation on named authorities in Scotland to produce a records management setting out arrangements for the effective management of all records.

The report intimated that Renfrewshire Valuation Joint Board was a named authority as defined in the Act and the creation of a records management policy statement was a mandatory element of the plan and was necessary in order to identify the procedures to be followed in managing the organisation's public records.

The Records Management Policy, which formed the appendix to the report, was derived from a 'model' Records Management Plan for Assessors and Electoral Registration Officers devised by the Scottish Assessors Association in conjunction with the Keeper of the Records of Scotland.

**DECIDED:** That the Records Management Policy, which formed the appendix to the report, be approved.

## 7 2017 NON-DOMESTIC RATING REVALUATION PROGRESS REPORT

Under reference to item 6 of the Minute of the meeting of this Joint Board held on 16 January, 2015 there was submitted a report by the Divisional Assessor and Electoral Registration Officer relative to the 2017 Non-Domestic Rating Revaluation. The report intimated that the Valuation and Rating (Scotland) Act 1956 introduced a five yearly revaluation process which required the assessor to value or revalue all the lands and heritages in his valuation area. These valuations were totally fresh and need bear no relation to the value applied in the preceding five years. The process involved the collection and analysis of rental, building cost and turnover data to establish the new levels of value to be applied to the various types of subjects. These valuations were then updated, the new valuation roll published and all interested parties notified.

Appendix 1 to the report detailed the number of subjects for which information required to be ingathered, analysed and valued by constituent authority area. These 20 categories divided subjects into easily understood groupings such as retail, offices, industrials, health, education and hotels.

The report detailed the process in relation to the collection of rental evidence and the preparation and timeline for preparing and completing proposed valuations for the 2017 Revaluation. The Scottish Government had intimated that they were now seeking harmonisation with the English timetable and were looking for the bulk of subjects to be valued as early as January 2016. This would allow sufficient time for the Scottish Government to establish the net effect of the Revaluation as soon as possible and allow for the appropriate rate poundage, transition relief schemes and decapitalisation rates to be established.

**DECIDED:** That the report be noted.



## 8 UNACCEPTABLE ACTIONS POLICY

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the adoption of an Unacceptable Actions Policy for the Joint Board. The report intimated that this Policy was supplementary to the existing Code of Conduct and Complaints Handling Policy for the Joint Board and was designed to offer advice to the public and Joint Board staff in terms of conduct that may be deemed unacceptable.

Service users had a right to be heard, understood and respected and occasionally the behaviour or actions of service users made it difficult for Joint Board staff to deal with other service priorities due to the time and effort required to deal with a few service users. In some cases this might extend to actions becoming unacceptable as they involve abuse of staff or processes. The Unacceptable Actions Policy, attached to the report as an appendix, detailed the approaches which would be taken to deal with these situations.

**DECIDED:** That the adoption of the Unacceptable Actions Policy be approved.

## 9 DISCLOSURE SCOTLAND POLICY

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the adoption of a Disclosure Scotland Policy for the Joint Board.

The report intimated that the Joint Board was required to implement a vetting programme for all staff whose duties involved inspections of properties where children or vulnerable adults were likely to be present. The Joint Board's Disclosure Scotland Policy and Procedure, which formed the appendix to the report, was designed to promote good practice in the process of attracting and selecting employees and the creation of equal access to employment for all, including ex-offenders. It also allowed the Joint Board's services to be delivered to customers in their own home.

**DECIDED:** That the adoption of the Disclosure Scotland Policy be approved.

## 10 DATE OF NEXT MEETING

**DECIDED:** That it be noted that the next meeting of the Joint Board would be held at 2.00 pm on Friday, 20 November, 2015 within the offices of the Renfrewshire Valuation Joint Board, Glasgow Road, Paisley.



**RENFREWSHIRE VALUATION JOINT BOARD**

**To:** Renfrewshire Valuation Joint Board

**On:** 20 November 2015

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**Report by:** The Treasurer

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**Heading:** Revenue Budget Monitoring Report to 16th October 2015

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**1. Summary**

- 1.1 Gross expenditure is £118,000 over budget and income is currently £136,000 over recovered resulting in a net underspend of £18,000. This is summarised in point 4.

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**2 Recommendations**

- 2.1 It is recommended that members consider the report.

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**3 Budget Adjustments Since Last Report**

- 3.1 There have been no budget adjustments since the start of the financial year

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**4 Budget Performance**

- |                             |                                 |
|-----------------------------|---------------------------------|
| <b>4.1 Current Position</b> | <b>Net Underspend £18,000</b>   |
| <i>Previously Reported</i>  | <i>Net Underspend of £7,000</i> |

The variance in expenditure is due to overspends in Property Costs, Supplies and Services, Administration Costs and Payment to Other Bodies Supplies offset by an underspend in Employee Costs

The underspend in Employee Costs is a result of 2 vacancies within valuation which are not expected to be filled until the start of December and 1 vacancy within IT which is expected to be filled at the start of November.

The overspend in Property Costs is due to maintenance on the CCTV network at the Robertson Centre and also the increase in Non Domestic Rates in 15/16.

The overspend in Supplies and Services relates to the increase in costs in Computer Maintenance.

The overspend in Administration Costs is due to additional postage and advertising costs in relation to the transition to IER.

An IT specialist on secondment, to help develop the system for IER, from Renfrewshire Council for one day a week has led to the overspend in Payments to Other Bodies.

The overspends related to the IER have been funded by income from the Cabinet Office which has led to the over recovery of Other Income.

### **Projected Year End Position**

The projected year end position is a deficit of £31,700 compared to a budgeted draw on reserves of £41,400 mainly as a result of the underspend in Employee Costs.

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**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2015/16**  
1st April 2015 To 16th October 2015

**JOINT BOARD : RENFREWSHIRE VALUATION JOINT BOARD**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance £000's   (7)   %
Employee Costs	1,797	862	829	0	829	33   3.8%   underspend
Property Costs	233	134	142	0	142	(8)   -6.0%   overspend
Supplies & Services	59	53	58	0	58	(5)   -9.4%   overspend
Contractors and Others	25	5	1	4	5	0   0.0%   breakeven
Transport & Plant Costs	0	0	0	0	0	0   0.0%   breakeven
Administration Costs	294	67	175	26	201	(134)   -200.0%   overspend
Payments to Other Bodies	20	2	4	2	6	(4)   -200.0%   overspend
<b>GROSS EXPENDITURE</b>	<b>2,428</b>	<b>1,123</b>	<b>1,209</b>	<b>32</b>	<b>1,241</b>	<b>(118)   -10.5%   overspend</b>
Contributions from Local Authorities	(2,282)	(1,326)	(1,224)	(102)	(1,326)	0   0.0%   breakeven
Other Income	(105)	(96)	(196)	(36)	(232)	136   141.7%   over-recovery
<b>INCOME</b>	<b>(2,387)</b>	<b>(1,422)</b>	<b>(1,420)</b>	<b>(138)</b>	<b>(1,558)</b>	<b>136   9.6%   over-recovery</b>
<b>TRANSFER (TO)/FROM RESERVES</b>	<b>41</b>	<b>(299)</b>	<b>(211)</b>	<b>(106)</b>	<b>(317)</b>	<b>18   6.0%   underspend</b>

Bottom Line Position to 16th October 2015 is an underspend of	£000's	Opening Reserves	£000's
Anticipated Year End Budget Position is an underspend of	18	Anticipated Closing Reserves	(591)
	9		(559)





# Renfrewshire Valuation Joint Board

**Report to :** Renfrewshire Valuation Joint Board

**Meeting on :** 20st November 2015

**Subject :** Performance Report

**Author :** Divisional Assessor & Assistant Electoral Registration Officer

## 1.0 Introduction

This performance report covering the first six months of the rating year provides an update to the ongoing reporting of performance to the members and is intended to keep members informed of current performance and workload issues facing the Board.

## 2.0 Council Tax

The main work involved in Council Tax at the moment remains the addition of new houses to the Valuation List and the deletion of demolished houses. I include a summary of new additions to the Council Tax List for information.

### 2.1 Time taken to enter new houses into the Valuation (Council Tax) List

Period 1st April 2015 to 30<sup>th</sup> September 2015

Council Area	No. Added	Within 3 months	%age of total added	Between 3 and 6 months	%age of total added	Added within 6 months	More than 6 months	%age of total added
Renfrewshire	454	446	98.24%	8	1.76%	100%	0	0%
East Renfrewshire	122	118	96.72%	4	3.28%	100%	0	0%
Inverclyde	102	102	100%	0	0%	100%	0	0%
<b>RVJB totals</b>	<b>678</b>	<b>666</b>	<b>98.23%</b>	<b>12</b>	<b>1.77%</b>	<b>100%</b>	<b>0</b>	<b>0%</b>

This performance exceeds our targets of 95% within three months and 99.5% within 6 months.

In the period from 1 April 2015 to 30<sup>th</sup> September 2015, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	454	20.96
East Renfrewshire	122	22.94
Inverclyde	102	18.92
<b>RVJB Totals</b>	<b>678</b>	<b>21.01</b>

This measure is within our target of 38 days.

## 2.2 Information on Deletions from the Council Tax List

The main reasons for deleting a property from the valuation list would be: where the property is demolished, where a house is now being used for Non-domestic purposes or where two or more houses are combined to form one house.

### 2.2.1 Number of Deletions from the Valuation (Council Tax) List between 1<sup>st</sup> April and 30<sup>th</sup> September during 2014 and 2015

Council Area	No. Deleted 2014	No. Deleted 2015
Renfrewshire	9	25
East Renfrewshire	8	5
Inverclyde	139	12
<b>RVJB Total</b>	<b>156</b>	<b>42</b>



### 3.0 Non-domestic Valuation

One of the main areas of work in non domestic valuation at the moment is the maintenance of the valuation roll. The table below is a summary of the statutory amendments to the Valuation Roll. These are new entries being added to the Roll, entries being deleted or properties that have been altered. Each of these amendments has been made after a member of staff has inspected the premises.

#### 3.1 Time taken to make statutory amendments to the Valuation Roll (excluding appeal settlements and amendments to prescribed entries) Period 1st April 2015 to 30<sup>th</sup> September 2015

Council Area	No. of Alt'ns	Within 3 months	%age of total added	Between 3 and 6 months	%age of total added	Added within 6 months	More than 6 months	%age of total added
Renfrewshire	153	146	95.42%	7	4.58%	100.00%	0	0.00%
East Renfrewshire	55	53	96.36%	1	1.82%	98.18%	1	1.82%
Inverclyde	57	56	98.25%	0	0.00%	98.25%	1	1.75%
<b>RVJB totals</b>	<b>265</b>	<b>255</b>	<b>96.23%</b>	<b>8</b>	<b>3.02%</b>	<b>99.25%</b>	<b>2</b>	<b>0.75%</b>

The above alterations to the Valuation Roll are value changes only and do not reflect alterations where overall value is unchanged, changes to occupancy details or other administrative changes.

The performance is ahead of our target of 80% to be actioned within 3months and 95% within 6months although it is still very early within the reporting year.

### 4.0 General Conclusions,

The performance levels detailed are in line with our expectations. As mentioned in the 2017 Revaluation Preparation Timeline Report, whilst every endeavor will be made to meet the current performance levels in relation to running roll and council tax targets, these may be affected as a result of time pressures to produce valuations six months earlier than what was anticipated and the volume of work a revaluation involves.

### 5.0 Recommendations

- i. The Board notes the contents of this report.

Jacqueline Murgatroyd  
Divisional Assessor & Assistant ERO  
2 November 2015

For further information please contact Jacqueline Murgatroyd on 0141-618-5951 or via email [jacqueline.murgatroyd@renfrewshire-vjb.gov.uk](mailto:jacqueline.murgatroyd@renfrewshire-vjb.gov.uk)





# Renfrewshire Valuation Joint Board

**Report to :** Renfrewshire Valuation Joint Board

**Meeting on :** 20<sup>th</sup> November 2015

**Subject :** Electoral Registration Update Report

**Author :** Assessor & Electoral Registration Officer

## 1.0 Introduction

This report is to provide members with an update on the ongoing Electoral Registration Annual Canvass and other electoral issues facing the Board.

## 2.0 Annual Canvass

Under IER the Canvass has the following stages:

### 2.1 Issue of Household Enquiry Forms (HEFs):

The first stage of the Canvass was issue of HEFs to all properties in the Joint Board area. These forms invited those at each house to complete and return the form, to respond by telephone, text or internet, or to register online. The number issued was:

Council	Invitation to Register	Household Enquiry Form
East Renfrewshire	5,387	38,072
Inverclyde	4,511	38,748
Renfrewshire	9,949	84,256
<b>Total</b>	<b>19,847</b>	<b>161,076</b>

Any changes notified by post, telephone text or internet resulted in an invitation to register which could be on-line use the Government Registration Portal or by personal application.

## 2.2 Issue of Reminders:

Where no response had been made to the initial issue of HEFs, reminders were issued on 10 September 2015. The number issued was:

Council	Invitation to Register		Household Enquiry Form	
	1 <sup>st</sup> Reminder	2 <sup>nd</sup> Reminder	1 <sup>st</sup> Reminder	2 <sup>nd</sup> Reminder
East Renfrewshire	3,346	1,453	17,895	12,155
Inverclyde	2,918	1,402	20,373	15,339
Renfrewshire	6,297	2,867	45,045	33,998
<b>Total</b>	<b>12,561</b>	<b>5,722</b>	<b>83,313</b>	<b>61,492</b>

The issue of Second Reminders was incorporated with the Door-to-Door Canvass.

## 2.3 Door-to-Door Canvass:

IER mandates that at least one visit will be made to properties with electors who have made no response. This will be carried out as part of the Second Reminder exercise.

For this Canvass, we had to arrange a door-to-door visit for 67,205 properties where we had no response. Temporary Canvassers have been working round these since 8<sup>th</sup> October 2015.

## 2.4 Local Secondary Checks:

Under the legislation in force, local data held by Councils and other bodies including Council Tax Billing records, lists of social tenancies and lists of private tenancies cannot be used for this Canvass. This has added to the complexity and cost of the Canvass.

## 2.5 Unconfirmed Electors:

The Transition Phase of IER also ceases on 1<sup>st</sup> December 2015 and, as a result, "Unconfirmed" electors will be removed the Register at publication.

Letters will be issued to these unconfirmed electors and they can re-register at any time thereafter subject to last date for applications for any Poll.

The following tables detail the number who must be removed from the Register at publication together with the number of unconfirmed electors at November 2014 and February 2015. From these tables it can be seen that the number at risk of removal has declined significantly in the last year as a result of work associated with Annual Canvasses and routine registration activities.

Number to be removed from Registers:

Council Area	Unconfirmed Electors
East Renfrewshire	1,434
Inverclyde	1,449
Renfrewshire	2,759
Total	5,642

Council Area	Unconfirmed Electors 01-Nov-14	Unconfirmed Electors 27-Feb-15
East Renfrewshire	5,654	3,166
Inverclyde	5,241	3,144
Renfrewshire	10,385	6,024
Total	21,280	12,334

## 2.6 Publication of Registers:

This takes place on 1<sup>st</sup> December 2015.

## 2.7 Costs:

This, the first “business as usual” Canvass since the introduction of IER allows a comparison to be made in terms of the costs involved in carrying out the work.

The last Canvass carried out under the last legislation concluded in December 2012. The major costs involved are printing, postage, recovery, scanning and additional canvassers. In 2012, these costs amounted to £130,000 in round terms. For the Canvass now concluding, we have incurred costs of £270,000 in round terms. Some of the additional cost has been met by funding by UK Government but that, along with the funding for temporary staff, has effectively ceased.

There is the potential for a funding shortfall in 2016. If the current rules for Canvass are unchanged, we can expect to incur the same costs without the benefit of additional funding. The UK Government intends to legislate to simplify the process but the conjunction of devolution of powers to Holyrood and the impact of the 2016 election on the legislative timetable leaves a possibility that the current rules will continue to apply in Scotland. Representations have been made to both Governments.

## 3. The Next Year:

### 3.1 Elections:

There is one scheduled election - the Scottish Parliamentary Election to be held on 5<sup>th</sup> May 2016. By-Elections can, of course, happen at any time.

Work is already under way in preparation for the Scottish Parliamentary Election and further meetings are being scheduled with the staff representing the three Returning Officers in the Joint Board area.

### **3.2 Key Dates:**

18 April 2016	Last Date for Registration (Midnight)
19 April 2016	Last Date for New Postal Vote & New Postal Proxy (5pm)
19 April 2016	Last Date to change existing Postal Vote & Proxy Vote (5pm)
26 April 2016	Last Date for New Proxy Vote (non-Postal) (5pm)
5 May 2016	Polling Day
5 May 2016	Deadline for Emergency Proxy Vote Applications (5pm)
5 May 2016	Last alteration due to Clerical Error (9pm)

### **General Conclusions**

I would like to take this opportunity to thank the staff for their continuing hard work and diligence in dealing efficiently with the management of the Annual Canvass.

### **Recommendations**

- i. The Board notes the contents of this report.

Alasdair MacTaggart

Assessor & ERO

13<sup>th</sup> November 2015

For further information please contact Alasdair MacTaggart at 0141-618-5900  
or via e-mail at [alsadair.mactaggart@renfrewshire-vjb.gov.uk](mailto:alsadair.mactaggart@renfrewshire-vjb.gov.uk)



# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board  
**Meeting on:** 20 November 2015  
**Subject:** Record Management Plan  
**Author:** Depute Assessor & Electoral Registration Officer

## 1.0 Introduction

The Public Records (Scotland) Act 2011 places an obligation on named authorities in Scotland to produce a records management plan which sets out their arrangements for the effective management of all records and helps identify the procedures to be followed in managing the organisation's public records. RVJB is a named authority as defined in the act.

This plan is derived from a "Model" Records Management Plan for Assessors and EROs was devised by the Scottish Assessors Association in conjunction with the Keeper of the Records of Scotland.

Please see attached the copy of the plan which has been sent to the Keeper for approval .

## 2. Recommendation

The Board notes the contents of the plan.

Kate Crawford  
Depute Assessor & ERO  
16 October 2015

For further information please contact Kate Crawford on 0141-618-5903 or via email at [kate.crawford@renfrewshire-vjb.gov.uk](mailto:kate.crawford@renfrewshire-vjb.gov.uk)





# Renfrewshire Valuation Joint Board



## Records Management Plan

The Board's arrangements for the management of records under the  
Public Records (Scotland) Act 2011

October 2015  
Version 7

<b>Title</b>	Records Management Plan
<b>Author</b>	Kate Crawford Depute Assessor & ERO
<b>Approved By</b>	Management Team
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## 1. Introduction

The Public Records (Scotland) Act 2011 ('the Act') came fully into force in January 2013. The Act requires Renfrewshire Valuation Joint Board (RVJB) and other public authorities to prepare and implement a Records Management Plan (RMP). The RMP sets out proper arrangements for the management of records within the Board. The plan has to be agreed with the Keeper of the Records of Scotland ('the Keeper') and reviewed by RVJB on an annual basis.

A copy of the Act can be viewed online at:  
[www.legislation.gov.uk/asp/2011/12/part/1/enacted](http://www.legislation.gov.uk/asp/2011/12/part/1/enacted)

More information about the Public Records (Scotland) Act 2011 can be found by visiting the National Records of Scotland website at:  
[www.nas.gov.uk/recordKeeping/publicRecordsActIntroduction.asp](http://www.nas.gov.uk/recordKeeping/publicRecordsActIntroduction.asp)

In line with the Act, all records created in the carrying out of the Board's functions (whether directly or by third parties) are public records. Part 1, section 3.1 of the Act states that:

*"public records", in relation to an authority, means—*

- (a) records created by or on behalf of the authority in carrying out its functions,*
- (b) records created by or on behalf of a contractor in carrying out the authority's functions,*
- (c) records created by any other person that have come into the possession of the authority or a contractor in carrying out the authority's functions."*

Establishing effective records management arrangements helps to deliver a number of business benefits. For example:

- efficient and systematic control of the creation, storage, retrieval, maintenance, use and disposal of records;
- faster, more accurate and reliable access to records;
- compliance with legislative and regulatory requirements.

## 2. Records Management Plan

RVJB's RMP relates to records throughout their lifecycle, from creation and acquisition to archive and destruction. It encompasses all records across all our service areas.

RVJB's RMP sets out the overarching framework based on the 14 elements of the Keeper's published Model RMP.

The 14 Elements are:

1. Senior Management responsibility
2. Records Manager responsibility
3. Records Management policy statement
4. Business classification
5. Retention schedules
6. Destruction arrangements
7. Archiving and transfer arrangements
8. Information security
9. Data Protection
10. Business continuity and vital records
11. Audit trail
12. Competency framework for records management staff
13. Assessment and review
14. Shared information

RVJB has provided the Keeper with evidence of policies, procedures, guidance and operational activity on all elements of the RMP.

This is currently the RMP of the Board and will be reviewed on a regular intervals.

#### 4. Elements of the Plan

##### Element 1: Senior Management Responsibility

***Identify a person at senior level who has overall strategic responsibility for records management***

Senior Management responsibility for records management within RVJB covered by the RMP lies with:

Assessor & Electoral Registration Officer for Renfrewshire Valuation Joint Board	Alasdair MacTaggart Assessor & Electoral Registration Officer Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF
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##### Evidence:

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

##### Future Developments

There are no planned future developments for Element 1, however if there were to be changes to the Senior Responsible Officer, this element would require review.

## Element 2: Operational Records Management Responsibility

***Identify an individual within the organisation, answerable to senior management, to have operational responsibility for records management within the organisation.***

The individual answerable to senior management and who has operational responsibility for records management within RVJB covered by the RMP is:

Principle Administrative Officer (PAO) & Chair of the Governance Working Group	Shona Carlton PAO Renfrewshire Valuation Joint Board Robertson Centre 16 Glasgow Road Paisley PA1 3QF
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### Evidence:

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- Job Profile of Principle Administrative Officer - Named Records Manager

### Future Developments

There are no planned future developments for Element 2, however if there were to be changes to the Senior Responsible Officer, this element would require review.



### Element 3: Records Management Policy Statement

***A records management policy statement underpins effective management of an authority's records and information. It demonstrates to employees and stakeholders that managing records is important to the authority and serves as a mandate for the activities of the records manager.***

The Records Management Policy has been revised to take into account the requirements of Public Records (Scotland) Act 2011. It is available on the Board's intranet and is publicly available on the Board's website.

RVJB's commitment to establishing and maintaining effective records management is set out in the Records Management Policy and includes the signed statement below from the Assessor and Electoral Registration Officer.

*"It is the aim of Renfrewshire Valuation Joint Board to achieve efficiency benefits through best practice applied to records management. This is intended to lead to improvements in the use of personnel and financial resources.*

*Best Practice in records management will ensure that all information:*

- *Received or created is stored in the appropriate way and is easily retrievable;*
- *Is retained, destroyed or preserved in accordance with the Board's Retention and Disposal Arrangements;*
- *Meets our current needs and our requirements into the foreseeable future;*
- *Is capable of enabling change when required;*
- *Is easily accessible to users and that the skills and technology are available to achieve this aim.*

*The Public Records (Scotland) Act 2011 emphasises the importance placed on records management in local authorities. It is our aim to draft and implement an effective Records Management Plan in order to meet the requirements of the Act. The Plan will be reviewed at regular intervals to ensure its effectiveness."*

RVJB also recognises the legal obligations to set out proper records management arrangements to ensure compliance with other legislation such as the Freedom of Information (Scotland) Act 2002, Data Protection Act 1998 and Local Government (Scotland) Act 1994.

The records of RVJB constitute an auditable account of the authority's activities, which provides evidence of the business, actions, decisions and resulting policies formed by the Board.

Records represent a vital asset, which support the daily functions of the Board and protect the interests and rights of staff, and members of the public, who have dealings with us.

RVJB uses three main types of records management systems:

- Manual Filing Systems (where it is necessary to keep paper and other physical records)
- IT applications and databases that process records for specific functions (i.e. Valuation for the purposes of Non-Domestic Rating and Council Tax and associated systems and Electoral Registration)
- Storage of electronic documents on a shared drive

All records management systems are subject to the records management policy, procedures, guidelines and elements of the RMP.

Metadata determining an audit trail is created for all electronic records and is readily accessed from some screens or by liaison with the IT section which carries out daily checks.

#### **Evidence:**

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- SPr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SP1.04 Information Technology – Security Incident & Weakness Policy

#### **Future Developments**

There are no planned future developments for Element 3, however this policy will be regularly reviewed to ensure it remains fit for purpose.

## **Element 4: Business Classification**

***A business classification scheme describes what business activities the authority undertakes– whether alone or in partnership.***

RVJB has maintained a Records Retention and Disposal Arrangements schedule in accordance with the Freedom of Information (Scotland) Act 2002. This details the function; activities and transactions and forms the basis of our Business Classification Scheme

The classification scheme is a functional model which groups related business activities and transactions which are part of the overall functions of the Board.

The business classification scheme is structured in three tiers:

Level 1: functions

Level 2: activities

Level 3: transactions

The functions, activities and transactions are detailed in the Business Classification Scheme and should be read in conjunction with the Records Retention and Disposal Arrangements Schedule.

### **Evidence:**

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

### **Future Developments**

There are currently no planned future developments, however the BCS along with the Retention Schedule will be under constant review as the organisation continues its development of the Records Management Plan, which will be reviewed as part of the Internal Governance Working Group's agenda. This working group has only recently been formed following the Keepers' request for the Board to submit an RMP. Previously Governance was an item on RVJB's Senior management Team's Agenda, however, going forward it has become clear a separate internal governance working group would better meet the requirements of the Board.

## **Element 5: Retention Schedules**

***A retention schedule is a list of records for which pre-determined disposal dates have been established.***

The Records Management Policy outlines the need to detail the retention periods and subsequent disposition actions for all types of record through a retention schedule. The Records Retention and Disposal Arrangements Schedule is as an essential part of our overall Records Management Plan, ensuring that records are kept for no longer than is absolutely necessary and disposed of as appropriate.

A Records Retention and Disposal Arrangements Schedule was developed in accordance with the Freedom of Information (Scotland) Act 2002 and forms a pre-existing structure for managing records within RVJB.

The purpose of a Records Retention and Disposal Arrangements Schedule is to provide consistent instructions on records retention and disposal for all staff who deal with records. The Schedule will underpin our Records Management programme.

The Records Retention and Disposal Arrangements Schedule will help to establish the types of records we need to keep, how long records are required and what should be done with them at the end of that period.

The Records Retention and Disposal Arrangements Schedule is intended to cover all records, regardless of medium or format, which are created or received during the course of business.

### **Evidence:**

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

### **Future Developments**

A full migration to a new shared drive took place in 2013/14 at which time staff were given guidance on naming conventions and suitable storage locations for information held on the shared drive. However, to ensure this is carried out it is recognised that the current Retention Schedule pertaining to electronic files on the shared drive requires staff to be given further guidance and direction.

The Internal Governance Working Group will identify and determine the storage arrangements and the destruction, retention or archiving of electronic records.

It is intended that staff guidance will be made available following the group's recommendations with a commitment to creating a clear set of rules for staff going forward.

## Element 6: Destruction Arrangements

***It is not always cost-effective or practical for an authority to securely destroy records in-house. Many authorities engage a contractor to destroy records and ensure the process is supervised and documented.***

Guidance has been produced on destruction arrangements for RVJB records which have reached the end of their retention period and have been identified as suitable for destruction in accordance with the Records Retention and Disposal Arrangements Schedule.

The destruction arrangements have been developed in line with RVJB's Records Management Policy. Unless there are any special instructions or unique circumstances, records generally will be destroyed at the end of their retention period. Retaining any record past the mandatory retention period should be on an exception-only basis, weighing a record's potential usefulness against cost/space limitations.

In respect of confidential paper waste, Shred-it Limited provide our office with an on-site shredding facility. Confidential paper waste is deposited and retained in a secure console pending disposal. Any extraordinary confidential paper waste is held in a secure location within sacks provided by Shred-it Limited for on-site shredding when Shred-it Limited next attends.

All paper and digital media and IT equipment is disposed of in accordance with the "Procedure for Disposal of Media". In the case of backup tapes; USB drives; hard-disks; DVDs and CDs the media shall be physically destroyed. External contractors are used for secure media disposal on a regular basis on renewal of such equipment and the following procedures are to be adopted:

- An appropriate contract must be signed by the contractor and Renfrewshire Valuation Joint Board prior to the commencement of disposal.
- A certificate shall be returned by the contractor containing precise details of the media destroyed and the method by which the media were destroyed.

If the media are to be destroyed off RVJB premises, an appropriate secure form of transport must be used. The determination of the appropriateness of the form of transport shall include consideration of the following:

- Security of the vehicle used whilst making subsequent collections from other companies prior to reaching the place of destruction.
- As agreed with the contractors, media will not be left overnight parked in any vehicle.
- Secure storage of the media having reached the place of destruction and prior to actual destruction.
- All containers (sacks, bins etc) must be secured prior to leaving RVJB premises.

Whilst awaiting destruction storage of the equipment shall afford a level of security no less than that when the media was in operational use. If system hardware is to be re-used, then all data and software or machine-readable media will be erased and made unrecoverable prior to reuse. If the media is to be destroyed off RVJB premises then policy requires that suitable secure arrangements are in place in relation to transport and possible overnight storage.

All data and software on Renfrewshire Valuation Joint Board information system hardware or machine readable media will be erased and made unrecoverable prior to reuse within Renfrewshire Valuation Joint Board.

All data and software on Renfrewshire Valuation Joint Board information system hardware or machine readable media will be erased and made unrecoverable prior to release to a third party for disposal, service or repair.

### **Evidence:**

- Records Retention and Disposal Arrangements Schedule
- SPr.IT.32 Procedure for Disposal of Media
- SPr.IT.34 Information Technology Protective Monitoring
- SP1.20 Protective Marking, Handling, Disposal Policy & Procedures
- SP2.04 Back Up and Restore Policy
- Records Destruction Arrangements – Restructa Certificate Supplied
- Shred-It Contract and Customer Service Agreement

### **Future Developments**

A policy is currently being worked on regarding the management, including deletion of electronic records and their retention. These records should be deleted in accordance with this policy when it is finalised and it will include reference to the same limits detailed in the Records Retention and Disposal Arrangements Schedule.

Further consideration is being given to the possibility of an automated deletion of records being incorporated into the Board's IT system, which would ensure the timely destruction of those records deemed to have passed their retention date.

## **Element 7: Archiving and Transfer Arrangements**

***This is the mechanism by which an authority transfers records of enduring value to an appropriate archive repository, specifying the timing of transfers and other terms and conditions.***

The Electoral Register, Valuation Roll and Valuation List are provided annually in electronic format to the 3 member councils, in Renfrewshire, Inverclyde and East Renfrewshire.

Arrangements are in place, and have been since the Board's inception in 1995 for the Board's lead council (Renfrewshire Council) to archive all the Board's minutes onto their website which is available to the public.

### **Evidence:**

- Records Retention and Disposal Arrangements Schedule
- RVJB.RM.02 Archiving Policy & Transfer Arrangements
- SP1.01 Information Security Policy
- [Link to RVJB's agendas and minutes](#)

### **Future Developments**

There are no planned future developments for Element 7, however this policy will be regularly reviewed to ensure it remains fit for purpose.

## **Element 8: Information Security**

***Information security is the process by which an authority protects its records and ensures they remain available. It also maintains privacy where appropriate and provides for the integrity of the records.***

RVJB has produced an Information Security Policy which summarises the security framework in place for records which fulfils the security commitments outlined in the Records Management Policy.

Securing information assets, and in particular records, will help to fulfil legislative responsibilities, safeguard RVJB's reputation, ensure business continuity, optimise the management of risk and minimise the impact of security incidents.

As a key information asset, the security of all records will be managed in accordance with the RVJB's existing approved Information Security Policy and Standards.

Every individual with access to records is responsible for ensuring their protection.

All staff receive information security awareness training and have undertaken the Protecting Information Training- Level 1 provided by the Civil Service. Staff are reminded of the importance of security regularly. Additionally all staff have been vetted to a basic level by Disclosure Scotland.

A bi-monthly Training Team meet to consider new or refresh training as appropriate for all staff. Part of the remit of this group is to identify new training requirements to keep all staff up to date with any changes to legislation, working practices etc. An example of this is the recent training session (September 2015) for all staff on Data Protection and Freedom of Information with an emphasis on their "role" and "responsibilities" when working under these frameworks. Prior to this all staff have been given "Protective Marking" training earlier in 2015.

A clear desk policy is in place which requires staff to clear desk of paper documents at the end of each day and to store confidential information securely overnight.

Procedures and processes are in place to deal with threats, risks and breaches of security.

### **Evidence:**

- Data Protection Policy
- SPr.IT.32 Procedure for Disposal of Media
- SP1.10 Clear Desk and Screen Policy
- SP1.01 Information Security Policy
- RVJB IT.02 Information Technology - Access Control Policy
- SPr.IT.33 Information Technology – Checking Events Logs and Recording Findings



- SPr.PE.01 Information Technology – Physical & Environmental Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- RVJB IT.07 Information Technology – Data Access and Building Security Policy
- SPr.IT.34 Information Technology - Protective Monitoring Policy
- SP1.04 Information Technology – Security Incident & Weakness Policy

### **Future Developments**

There are no planned future developments for Element 8, however this policy will be regularly reviewed to ensure it remains fit for purpose.

## Element 9: Data Protection

***An authority that handles personal information about individuals has a number of legal obligations to protect that information under the Data Protection Act 1998.***

RVJB relies on the information that it collects and holds to fulfil its aims, objectives, and obligations with reference to “performing its public functions”. Information relating directly to individuals (personal data) is an essential asset which must be properly managed in order to deliver efficient and effective services, ensure legal compliance, and to protect the Board’s reputation and image as a responsible organisation.

The Data Protection Act 1998 places obligations on organisations that use personal information and gives individuals certain rights. The Act states that those who record and use personal information must be open about how the information is used.

RVJB fully endorses and adheres to the Principles of Data Protection as detailed in the Act and has an approved Data Protection Policy in place to ensure that all personal data processing, carried out on its behalf (either in-house, by contractors, by system suppliers or partner organisations) complies with data protection principles and key legislative requirements.

As a Data Controller, RVJB is registered as such with the Information Commissioner’s Office (ICO). The Board’s Registration can be viewed on the ICO website, [www.ico.gov.uk](http://www.ico.gov.uk) . The Registration number is: **Z6615939**

### **Evidence:**

- Data Protection Policy
- SP1.01 Information Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- Certificate from Information Governance Training

### **Future Developments**

There are no planned future developments for Element 9, however this policy will be regularly reviewed to ensure it remains fit for purpose.

## **Element 10: Business Continuity and Vital Records**

***A business continuity and vital records plan serves as the main resource for the preparation for, response to, and recovery from, an emergency that might affect any number of crucial functions in an authority.***

Currently a full back up of all servers and files happens once a month with a retention period of 6 months. An incremental backup of all servers and files is programmed every morning at 3am and this back up is then retained for a month. Annual backups which will allow data to be restored from up to 3 years previously are now carried out since the new PSN Approved Network was built and brought into service in September 2014.

A list of Key Contacts has been created to allow all necessary personnel/contractors/stakeholders to be contacted in the event of a catastrophic event.

### **Evidence:**

- Governance Working Group Remit
- Emergency Contacts and Responsibility List
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule
- SP2.04 Back Up and Restore Policy

### **Future Developments**

A Business Continuity Plan (BCP) is currently being finalised by the Internal Governance Working Group to ensure the Board's key records and systems are protected and are available as soon as possible in the event of, and following, an emergency.

An IT Disaster Recovery Plan (DRP) is currently being formalised for electronic records and the electoral registration service. This is awaiting final agreement from our lead authority.

The internal Governance working group will review BCP and DRP at each of its meetings and keeps such matters under review.

## **Element 11: Audit Trail**

***An audit trail is a sequence of steps documenting the movement and/or editing of a record resulting from activities by individuals, systems or other entities.***

At present, electronic systems within the authority are able to provide audit trails for electronic records.

In order to ensure it is easy for staff to find electronic files, a file naming convention and version control is promoted in the Policy for the Management and Retention of Electronic Documents.

Audit trail for paper files is not currently in place.

### **Evidence:**

- SPr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment
- Records Destruction Arrangements – Restructa Certificate Supplied
- Shred-It Contract and Customer Service Agreement
- RVJB.RM.02 Archiving Policy & Transfer Arrangements

### **Future Developments**

For Paper files a simple logging out sheet requires to be implemented for those paper property records and this will be added to the Internal Governance Working Group's remit.

## **Element 12: Competency Framework for Records Management Staff**

***A competency framework lists the core competencies and the key knowledge and skills required by a records manager. It can be used as a basis for developing job specifications, identifying training needs, and assessing performance.***

The Records Management Policy includes objectives to improve staff understanding and knowledge of records management with information and make appropriate training available. The person responsible for operational records management has attended an NRS Surgery and in addition has attended in house Information Governance training course.

All staff within RVJB must complete mandatory online training in Information Security Awareness and Data Protection.

Annual objectives in relation to Records Management at present include the conclusion and submission of the Records Management Plan to the Keeper of the Records of Scotland for approval and its implementation together with critical review during the course of the year at Governance Working Group meetings and annual review of the Plan.

### **Evidence:**

- RVJB.RM.01 Records Management Policy
- SP1.02 Acceptable Use Policy
- Governance Working Group Remit
- Job Profile of Principle Administrative Officer - Named Records Manager

### **Future Developments**

The person responsible for operational records management will be afforded the opportunity to attend any relevant courses, seminars or conferences as and when required.

### Element 13: Assessment and Review

***Regular assessment and review of records management systems will give an authority a clear statement of the extent that its records management practices conform to the Records Management Plan as submitted and agreed by the Keeper.***

The Records Management Plan and Records Management Policy will be subject to the Board's governance, monitoring and review process. The RMP will be formally reviewed on an annual basis by Renfrewshire Councils Internal Audit Team .

Governance over the RMP is set out in the table below.

Group	Governance/Scrutiny Role
Governance Working Group (Chaired by Records Manager and relevant members)	Developing and implementing policies and procedures relating to the plan and monitoring/reporting progress. Quarterly reporting to be made to SMT.  Reviewing and implementing policies, procedures and standards. Monitoring projects relating to this plan. Quarterly reporting to be made to SMT.  Scrutinise and review the plan and supporting strategies, policies and progress with a focus on any highlighted Future Developments. Quarterly reporting to be made to SMT.
Senior Management Team	Approval of the plan and associated strategies, policies and review of the quarterly report.
Assessment & Review	Renfrewshire Councils Internal Audit will audit sections of the plan annually, this will be carried out in consultation with the Records Manager.

**Evidence:**

- RVJB.RM.01 Records Management Policy
- Governance Working Group Remit
- Correspondence from Internal Auditor

**Future Developments**

Any Future Developments highlighted in the agreed RMP will be actively pursued and reported to Senior Management.

## **Element 14: Shared Information**

***Under certain conditions, information given in confidence may be shared. Most commonly this relates to personal information, but it can also happen with confidential corporate records.***

In limited circumstances RVJB information is shared with a third party. Alternatively RVJB will receive confidential information from partner organisations. In each case appropriate agreements are entered into to ensure confidentiality of the information.

### **Evidence:**

- SP1.01 Information Security Policy
- RVJB Minute of Agreement between three constituent councils and the Board
- User Agreement between Renfrewshire Council and RVJB (Electoral Services)  
Same agreement exists in principle for Inverclyde Council & East Renfrewshire Council

### **Future Developments**

There are no planned future developments for Element 14, however this policy will be regularly reviewed to ensure it remains fit for purpose.



## **5. Contractors**

Prospective tenderers should note that as a Scottish Public Authority, the Council is bound by the provisions of the Public Contracts (Scotland) Regulations 2012.

In terms of the Public Records (Scotland) Act 2011 all public records managed by the Authority must be managed in accordance with the Records Management Plan (RMP), which has been approved by the Keeper of the Records of Scotland.

The RMP, and the guidance issued by the Keeper, indicate that certain records created by the successful tenderer(s) appointed under this tendering exercise are themselves likely to be considered as “public records” under section 3(1) of the Public Records (Scotland) Act 2011. The Council is accordingly obliged to take steps to ensure that these records will be managed properly during their operational lifetime, and that appropriate steps will be taken to ensure they are retained for a suitable period after they cease being operational (which may include identifying records for transfer to permanent archive).

## **6. List of supporting evidence**

Specific to the 14 Elements of the Plan:

### **Element 1**

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy

### **Element 2**

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- Job Profile of Principle Administrative Officer - Named Records Manager

### **Element 3**

- Statement from Assessor & Electoral Registration Officer
- RVJB.RM.01 Records Management Policy
- SP.Pr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SP1.04 Information Technology – Security Incident & Weakness Policy

### **Element 4**

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

### **Element 5**

- Governance Working Group Remit
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule

### **Element 6**

- Records Retention and Disposal Arrangements Schedule
- SP.Pr.IT.32 Procedure for Disposal of Media
- SP.Pr.IT.34 Information Technology Protective Monitoring
- SP1.20 Protective Marking, Handling, Disposal Policy & Procedures
- SP2.04 Back Up and Restore Policy
- Records Destruction Arrangements – Restructa Certificate Supplied
- Shred-It Contract and Customer Service Agreement

### **Element 7**

- Records Retention and Disposal Arrangements Schedule
- RVJB.RM.02 Archiving Policy & Transfer Arrangements
- SP1.01 Information Security Policy
- [Link to RVJB's agendas and minutes](#)

**Element 8**

- Data Protection Policy
- SP.Pr.IT.32 Procedure for Disposal of Media
- SP1.10 Clear Desk and Screen Policy
- SP1.01 Information Security Policy
- RVJB IT.02 Information Technology - Access Control Policy
- SP.Pr.IT.33 Information Technology – Checking Events Logs and Recording Findings
- SP.Pr.PE.01 Information Technology – Physical & Environmental Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- RVJB IT.07 Information Technology – Data Access and Building Security Policy
- SP.Pr.IT.34 Information Technology - Protective Monitoring Policy
- SP1.04 Information Technology – Security Incident & Weakness Policy

**Element 9**

- Data Protection Policy
- SP1.01 Information Security Policy
- RVJB IT.01 Security of IT Systems – Guidance for Staff
- Certificate from Information Governance Training

**Element 10**

- Governance Working Group Remit
- Emergency Contacts and Responsibility List
- Business Classification Scheme
- Records Retention and Disposal Arrangements Schedule
- SP2.04 Back Up and Restore Policy

**Element 11**

- SP.Pr.IT.22 Information Technology – Secure Disposal and Re-use of Equipment
- Records Destruction Arrangements – Restructa Certificate Supplied
- Shred-It Contract and Customer Service Agreement
- RVJB.RM.02 Archiving Policy & Transfer Arrangements

**Element 12**

- RVJB.RM.01 Records Management Policy
- SP1.02 Acceptable Use Policy
- Governance Working Group Remit
- Job Profile of Principle Administrative Officer - Named Records Manager

**Element 13**

- RVJB.RM.01 Records Management Policy
- Governance Working Group Remit
- Correspondence from Internal Auditor

**Element 14**

- SP1.01 Information Security Policy
- RVJB Minute of Agreement between three constituent councils and the Board
- User Agreement between Renfrewshire Council and RVJB (Electoral Services)  
Same agreement exists in principle for Inverclyde Council & East Renfrewshire Council





# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board

**Meeting on:** 20 November 2015

**Subject:** 2017 Non Domestic Rating Revaluation Progress Report

**Author:** Divisional Assessor & Assistant Electoral Registration Officer

## 1.0 Introduction

The purpose of this report is to inform members of the Board on the current work that is being undertaken in preparation of the 2017 Non Domestic Rating Revaluation which comes into effect on the 1<sup>st</sup> April 2017.

As stated in the report to the Board in August this year by Jacqueline Murgatroyd, Divisional Assessor, the Revaluation will involve a considerable amount of hard work by the Assessor's staff. This is not just in the mechanics of revaluation but also in the discussions and negotiations that will be carried out under the auspices of the Scottish Assessors' Association to achieve the timeous completion of Practice Notes.

## 2.0 Current Progress in Collection of Rental Evidence

The date upon which all values will be based is the 1<sup>st</sup> April 2015. In order to ascertain rental levels for let subjects as close to the tone date as possible, rental questionnaires were issued at the beginning of July to individual proprietors and tenants of all known let subjects in respect of shop, office and industrial type of subjects. The percentage of forms returned, reported at the Board meeting in August, was 23.58%. The table below outlines the number of individual forms issued and returns received at time of writing.

### Rental Questionnaires Issued

Council Area	Forms Issued	Forms Returned	% of Forms Returned
Renfrewshire	5,347	1,521	28.45%
East Renfrewshire	1,418	494	34.84%
Inverclyde	1,891	565	29.88%
Total	8,656	2,580	29.81%

The response thus far has not been as good as expected with the return rate only increasing by 6% between August and November.

As in previous Revaluations, staff have been engaging with landlords who own multiple properties within RVJB's geographical area. This has involved issuing spreadsheets to these landlords requesting rental information which removes the necessity of these landlords completing large numbers of rental questionnaires. As at the time of writing, 75% of the 118 spreadsheets issued have been returned.

### **3.0 Current Progress in the Issue and Collection of SAA Return of Information Forms**

Throughout September category specific questionnaires were issued to just over 1,000 properties including Licensed Premises, Halls, Bowling Clubs and Quarries. The forms are tailored to capture the required information for each category of subject.

### **4.0 Scottish Assessors Association Representation & VOA**

Staff have attended various working groups and Committees within the Assessors Association and the Valuation Office in London and these meetings mainly relate to the preparation of Practice Notes. Within our office, five members of staff are responsible for writing eight Practice Notes which will be used by all fourteen Assessors' offices to value the relevant category of subject.

### **5.0 Preparations & Timeline**

Our valuation teams have now begun analysis on the returned rental information in order to comply with The Scottish Government's request for the bulk of subjects to be valued by the end of January 2016. To achieve this new deadline we have had to allocate limited overtime to the valuation teams for the next few months.

### **7.0 General Conclusions**

While every endeavor will be made to meet the current performance levels in relation to running roll and council tax targets, these may be affected as a result of time pressures to produce valuations six months earlier than what was anticipated and the volume of work a revaluation involves.

### **8.0 Recommendations**

The Board notes the contents of this report.

Lindsey Hendry  
Divisional Assessor & Assistant ERO  
22 October 2015

For further information please contact Lindsey Hendry on 0141-618-5927 or via email [lindsey.hendry@renfrewshire-vjb.gov.uk](mailto:lindsey.hendry@renfrewshire-vjb.gov.uk)



# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board  
**Meeting on:** 20 November 2015  
**Subject:** Re-Accreditation for Public Services Network (PSN)  
**Author:** Depute Assessor & Electoral Registration Officer

## 1.0 Introduction

As the Board is aware we were granted PSN accreditation last October for the first time. Accreditation only lasts for 1 year after which time we need to re-submit.

I am happy to report that following on from our submission early in October we have been granted PSN status for the second year. Part of our successful submission was fulfilling the undertaking we had made to the Cabinet Office, who administer PSN, whereby we undertook to employ a third member to our in house IT Team.

I am pleased to announce we have appointed a Mr MacNeil, who it is anticipated will be joining us this month, and we are sure will be an invaluable member of the IT Team.

## 2. Recommendation

The Board notes the content of this report.

Kate Crawford  
Depute Assessor & ERO  
16 October 2015

For further information please contact Kate Crawford on 0141-618-5903 or via email at [kate.crawford@renfrewshire-vjb.gov.uk](mailto:kate.crawford@renfrewshire-vjb.gov.uk)







# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board

**Meeting on:** 20 November 2015

**Subject:** Budgetary Reductions and Restructuring

**Author:** Depute Assessor & Electoral Registration Officer

## 1.0 Introduction

The Board was asked at the June meeting to allow the Assessor to begin looking into the possibilities of restructuring the organisation; this process has begun. However, while we are working towards our final structure, the full scale of this will not be clear until after the Comprehensive Spending Review which will be announced a few days after this Board meeting.

We have unfortunately lost 2 of our 3 temporary clerical assistants, to other employers, this is as a consequence, as the Board is aware, of the transition period for the introduction of Individual Electoral Registration ( IER ) having been brought forward to December 2015 as announced by the Minister, John Penrose. This also means we will not be receiving the levels of funding from Central Government which we have been able to rely on up 'till now. The effect of this has been that the funding for our 3 temporary posts has finished. We wish the two staff, who have already left our employ, well in their new careers.

We anticipate losing a further member of staff under VER by the end of March 2016, and a Senior Management post in 2016/17. Further posts may be going under VER, however, until the full extent of the Budgetary restrictions are known for the forthcoming year it is not possible to finalise the Staffing Restructuring. A further report will be made to the Board in January, when the position may be clearer, the final report and structure would be expected to be complete for the June Board meeting, assuming this allows enough time for the required consultations to take place before presenting the report to the Board.

## 2. Recommendation

The Board notes this proposed initial report.

Kate Crawford  
Depute Assessor & ERO  
19 October 2015

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