



Renfrewshire Valuation Joint Board

Notice of Meeting and Agenda Renfrewshire Valuation Joint Board.

Date	Time	Venue
Friday, 17 November 2023	14:00	Inverclyde Council, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ

MARK CONAGHAN
Clerk

Membership

Councillor Audrey Doig (Convener): Councillor Paul Cassidy (Depute Convener)

Councillor Annette Ireland, Councillor Andrew Morrison, Provost Mary Montague and Councillor David Macdonald (East Renfrewshire Council); Councillor Graeme Brooks, Councillor James Daisley and Councillor Innes Nelson (Inverclyde Council); and Councillor Graeme Clark, Councillor Kevin Montgomery, Councillor Sam Mullin, Councillor Bruce MacFarlane, Councillor Kenny MacLaren, Councillor Mags MacLaren and Councillor Andy Steel (Renfrewshire Council).

Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

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 <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email
democratic-services@renfrewshire.gov.uk

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest and Transparency Statements

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

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| | Minute of meeting of the Joint Board held on 15 September 2023. | |
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| | Report by Assistant Assessor & Electoral Registration Officer. | |

11 Date of Next Meeting

Note that the next meeting of the Joint Board will be held at 2.00 pm on 23 February 2024 in the offices of Renfrewshire Council.



Renfrewshire Valuation Joint Board

Minute of Meeting Renfrewshire Valuation Joint Board.

Date	Time	Venue
Friday, 15 September 2023	14:00	East Renfrewshire Council (Council HQ), Council Headquarters, Eastwood Park, Rouken Glen Road, Giffnock, G45 6UG

Present

Councillor Annette Ireland, Councillor Andrew Morrison and Provost Mary Montague (East Renfrewshire Council); Councillor Paul Cassidy (Inverclyde Council); Councillor Graeme Brooks and Councillor Paul Cassidy (Inverclyde Council); and Councillor Graeme Clark, Councillor Audrey Doig, Councillor Sam Mullin, Councillor Bruce MacFarlane, Councillor Kenny MacLaren, Councillor Mags MacLaren and Councillor Andy Steel (Renfrewshire Council).

Chair

Councillor Audrey Doig, Convener, presided.

In Attendance

R Nicol, Assessor & Electoral Registration Officer, L Hendry, Assistant Assessor & Electoral Registration Officer and B Aitchison, Divisional Assessor (all Renfrewshire Valuation Joint Board); L Allison, Assistant Committee Services Officer (East Renfrewshire Council); and C McCourt, Head of Finance & Procurement, D Low, Democratic Services Manager, A Burns, Corporate Finance Manager, E Currie, Senior Committee Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

Apologies

Councillor David Macdonald (East Renfrewshire Council) and Councillor Kevin Montgomery (Renfrewshire Council).

Declarations of Interest and Transparency Statements

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

1 Minute

There was submitted the Minute of the meeting of this Joint Board held on 26 May 2023.

DECIDED: That the Minute be approved.

2 Annual Audit Report on the Audited Annual Accounts 2022/23

Under reference to item 4 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Treasurer relative to the Annual Audit Report on the Annual Accounts 2022/23.

The report intimated that the Local Authority Accounts (Scotland) Regulations 2014 required the audited accounts to be approved for signature no later than 30 September each year. Section 10 of the Regulations required the Joint Board to consider any report made by the appointed auditor before deciding whether to sign the audited accounts.

The findings of the appointed auditor, Azets, were presented in the Annual Audit Report, which formed Appendix 1 to the report. The report advised that there was one material adjustment relating to the disclosure of pension figures and disclosures following receipt of revised actuarial reports relating to the pension 'asset ceiling'. There were also minor adjustments and presentational changes.

The report advised that following approval, the audited accounts would be submitted to the Convener, Treasurer and the Assessor & Electoral Registration Officer for secure digital signature.

On behalf of the Joint Board, the Convener expressed concern as to the lateness of receipt of Azets audit report and advised that members required to be given an appropriate period of time to consider this matter and did not expect to be in this position in coming years.

Gary Devlin presented Azets Annual Audit Report on the Annual Accounts 2022/23 to members.

DECIDED:

(a) That the findings of the 2022/23 audit, as contained in the Annual Audit Report which formed Appendix 1 to the report, be noted; and

(b) That the 2022/23 Audited Annual Accounts, which formed Appendix 2 to the report, be approved for signature.

3 **Revenue Budget Monitoring**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Board for the period 1 April to 18 August 2023.

The report intimated that at the end of period 5, the Joint Board had a year-to-date underspend position of £60,000 and was projected to underspend by £54,000 against budget by the end of the financial year, as detailed in section 4 of the report.

It was noted that there had been no budget adjustments since the start of the financial year.

DECIDED: That the report be noted.

4 **Scheme of Delegation - Amendment**

There was submitted a report by the Assessor & Electoral Registration Officer seeking approval for an addition to the Scheme of Delegation.

The report intimated that the Scottish Assessors Association (SAA) was recognised by both the Scottish and the UK Governments and liaised with the Valuation Office Agency in England and Wales, the Land and Property Services in Northern Ireland and the Tailte Eireann in the Republic of Ireland in matters of common interest. The Assessor & Electoral Registration Officer had recently been appointed to the Executive Committee of the SAA and would represent this organisation at meetings which were held twice a year with the locations rotating among the four bodies. The next meeting was due to take place in Dublin on 13 and 14 November 2023.

The report advised that the current Scheme of Delegation allowed the Assessor & Electoral Registration Officer:

(6) to approve the attendance of officers at conferences or meetings within the United Kingdom where he/she considers it to be in the interests of the Joint Board or is relevant to the statutory functions of the Assessor and Electoral Registration Officer provided that the cost does not exceed £2,000 exclusive of subsistence, travelling and other ancillary expenses; and

(9) to authorise officials to travel within and outwith the Joint Board's area (but within the United Kingdom), to authorise overnight absences in appropriate circumstances and to authorise the payment of monies for travel and subsistence in accordance with the scheme of travel/subsistence allowances accepted or approved by Renfrewshire Council.

The report sought the addition of 'and Ireland' after the reference to the United Kingdom in both the delegations above.

DECIDED: That the addition of 'and Ireland' after the reference to the United Kingdom in both delegations (6) and (9) be approved.

5 Electoral Registration Update Report

Under reference to item 5 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Assessor & Electoral Registration Officer providing an update on work taken within electoral registration, legislation and electoral events.

The report advised that work continued on processing all registration applications, including postal, proxy and voter authority certificates in line with the statutory timetable and that, since publication of the Register on 1 December 2022, monthly updates had been published, resulting in 14,080 additions to and 11,899 deletions from Registers.

In relation to the 2023 canvass, the report intimated that new Register would be published by 1 December 2023 and that National data matching of the register to the records of DWP took place in early June 2023 with local data matching following; that 92,254 CCA letters had been issued to households where data matched and 41,099 CCB letters had been issued to households where not all electors were data matched and that the final stage of the canvass would be household visit to those households where no response had been received, involving approximately 24,000 properties.

In relation to the Elections Act 2022, the report intimated that funding of £9,509 had been received in 2023/24 for implementing voter identification; that the divergence of the rules around absent voters for reserved and devolved elections would result in significant IT changes and it may be that separate applications may be required to be made by electors that wished postal votes for both elections; and that funding of £18,638 had been provided by the UK Government for these new burdens.

The report advised that the Scottish Government consultation on Electoral Reform closed on 15 March 2023 and that the Scottish Government had published an analysis report of the consultation responses on 31 July 2023 with an Electoral Reform Bill forming part of the recently announced programme for government.

The report further advised that the Boundary Commission for Scotland began its 2023 Review of UK Parliament Constituencies in Scotland in January 2021 and laid its final recommendations before Parliament on 28 June 2023. The final stage of the approval process was expected in October 2023 with the new boundaries taking effect from the next General Election called after the approval date.

DECIDED: That the contents of the report be noted.

6 Performance Report

Under reference to item 7 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Assistant Assessor & Electoral Registration Officer providing an update to the reporting performance for the first three months of the rating year.

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 exceeding both the target of 95% within three months and the target of 97% within six months, by achieving 96.34% and 98.86% respectively.

The report advised that the average number of days taken to add a house in each constituent authority area in the period 1 April to 30 June 2023 was 35.54 days, narrowly missing the target of 38 days, and also detailed the number of deletions from the Valuation (Council Tax) List between 1 April and 30 June during 2022/23 and 2023/24.

The report set out the time taken to make statutory amendments to the Valuation Roll, excluding appeal settlements and amendments to the prescribed entries, between 1 April and 30 June 2023 by constituent authority area, exceeding both the target of 60% to be actioned within three months and 75% within six months, by achieving 100% for both.

The report advised that current performance was above the targets set for this year, however, this might diminish due to demands placed on the organisation.

On behalf of the Joint Board, the Convener thanked staff for the work undertaken in dealing with statutory amendments to the Valuation List for Council Tax and the Valuation Roll.

DECIDED: That the contents of the report be noted.

7 Progress Update Review Report - Records Management Plan

There was submitted a report by the Assistant Assessor & Electoral Registration Officer/Public Records Scotland Act Assessment Team relative to the Joint Board's Progress Update Review (PUR) Report, a copy of which was appended to the report.

The report intimated that in January 2023, the Public Records Scotland Act Assessment Team invited Renfrewshire Valuation Joint Board to complete their annual PUR. The completion of the PUR enabled authorities to be credited for the process in any future developments identified in the Records Management Plan (RMP) and also ensured the RMP was kept under review in line with section 5(1)(a) of the Public Records Act 2011. The report advised that the PUR set out the findings of the Assessment Team and that it had been published on the Joint Board's website.

DECIDED: That the report be noted.

8 Non-domestic Proposals and Appeals

Under reference to item 8 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Assistant Assessor & Electoral Registration Officer relative to progress on the disposal of 2017 Revaluation appeals and 2017 Running Roll appeals and providing information on the two-stage Proposal and Appeal process which came into effect on 1 April 2023.

The report intimated that following publication of the 2023 Revaluation Roll, proprietors, tenants and occupiers of subjects in the Valuation Roll had until 31 July 2023 to submit a proposal if they were unhappy with the Revaluation. This deadline had subsequently been extended to 31 August 2023 and just under 1,000 Proposals had been received.

The report advised that the total number of Revaluation Appeals received for 2017 was 3,832 which related to 3,542 subjects with a cumulative value of £324,294,285 and Appendix 1 to the report detailed the number received, disposed of and outstanding by constituent authority and the Joint Board area as of 30 June 2023. The report noted that 3,519 Appeals had been disposed of, equating to 99.35% of the number of subjects under appeal.

The report further advised that in relation to Running Roll Proposals/Appeals, that following a Revaluation, new values would generally remain unchanged until the next Revaluation unless the property had been altered or other changes had taken place. Running Roll Proposals could now be lodged by ratepayers or their agents at least once in any one financial year and required to be disposed of in line with the prescribed statutory timetable. With effect from 1 April 2023, if the proposer remained dissatisfied with the outcome of their Proposal, they could appeal to the First Tier Tribunal and, in some circumstances, the Upper Tribunal. The report noted that 6,249 2017 Revaluation Material Change of Circumstances (MCC) Appeals had been received and that 2,712 Appeals remained outstanding. Appendix 2 to the report detailed the number of 2017 Running Roll Appeals received on or after 1 March 2020, outlining those disposed of in each constituent authority and the Joint Board area as of 30 June 2023.

The report noted that for the 2017 Revaluation highly complex cases could be referred to the Lands Tribunal for Scotland, which transferred to the Upper Tribunal for Scotland on 1 April 2023. Further, that there were a number of cases from both the 2005 and 2010 Revaluations which would now be dealt with by the Upper Tribunal for Scotland. Currently two Appeals remained outstanding from the 2005 Revaluation in relation to two subjects; seven Appeals remained outstanding from the 2010 Revaluation in relation to two subjects; and 32 Appeals remained outstanding from the 2017 Revaluation in relation to 25 subjects. The disposal of Appeals was work that could be stressful due to the strict legislative timetables and the adversarial nature of the negotiations.

DECIDED: That the contents of the report be noted.

9 **Non-domestic Rates Reform Update**

Under reference to item 6 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Assessor & Electoral Registration Officer relative to developments and expenditure arising from the Barclay Review.

In relation to staffing, the report advised that the Joint Board currently had vacancies for a Property Assistant and a Valuer /Senior Valuer and that very soon the post for a Trainee Valuer would be advertised.

In relation to the 2023 Non-domestic Revaluation, the report advised that on 20 July 2023, the Valuation (Proposals Procedure) (Scotland) Amendment Regulations 2023 extended the deadline date for aggrieved proprietors, tenants and occupiers to submit a proposal against the new Revaluation entry to 31 August 2023 and that just under 1,000 Proposals had been received by 5 September 2023.

In relation to changes to the Appeals System, the report intimated that the Valuation Timetable (Scotland) Amendment (No.2) Order 2023, which came into force on 15 June 2023, extended the last date for disposal by the First Tier Tribunal to 31 December 2024.

In relation to self-catering properties, the report intimated that the Assessor & Electoral Registration Officer had requested the required evidence from owners of self-catering properties in order to have their properties classes as a non-domestic property and that those who failed to respond or who did not fulfil the new criteria would have the entry in the Valuation Roll deleted and an entry made within the Council Tax list.

In relation to information gathering powers, the report noted that processes in relation to the new information gathering powers would be kept under review and that if any monies were raised by Civil Penalties, the Scottish Government would be advised of the amount due to them via the Consolidated Fund.

The report further intimated that development of the IT Valuation System continued with the aim of going live at a suitable time for service delivery.

DECIDED: That the report be noted.

10 **Property Report**

Under reference to item 15 of the Minute of the meeting of this Joint Board held on 26 May 2023, there was submitted a report by the Assessor & Electoral Registration Officer relative to the Joint Board's offices at the Robertson Centre, Glasgow Road, Paisley.

The report intimated that at the last meeting of the Joint Board, the Assessor & Electoral Registration Officer had been authorised to rescind the then existing lease of the Robertson Centre and sign a new lease for the property covering the period October 2018 to March 2024 and also to continue investigations for alternative accommodation effective from March 2024. Since then, investigations had continued into viable options for accommodating the Joint Board in the long term with space planning consultants engaged to look at current processes and business model to provide recommendations on the size requirement.

The report advised that Renfrewshire Council had recently intimated that the current lease could be extended on similar terms for a further year until March 2025, subject to approval of the appropriate Renfrewshire Council Policy Board. In consultation with the Clerk, it had been agreed that this would be the best option for the Joint Board and service delivery in the short term as this would ensure continuity for the Joint Board beyond the period where a UK General Election could be called and removed a significant area of risk from the ability to deliver an Electoral Registration function during this key period.

The report noted that the Assessor & Electoral Registration Officer would continue to engage with Renfrewshire Council to finalise the proposed lease extension and would continue to investigate options for the long-term accommodation for the Joint Board.

DECIDED: That the report be noted and that it be noted that progress reports would be submitted to future meetings of the Joint Board.

11 **Corporate Risk Register**

Under reference to item 9 of the Minute of the meeting of this Joint Board held on 24 February 2023, there was submitted a report by the Assistant Assessor & Electoral Registration Officer relative to the Joint Board's Corporate Risk Register, a copy of which was appended to the report.

The report intimated that the Corporate Risk Register had been reviewed in line with the Joint Board's agreed review cycle and that the risks had been evaluated in line with the Joint Board's Risk Management Strategy. The evaluation of each risk shown reflected the significance of each risk's impact and the likelihood of occurrence combined with the mitigations and controls identified by the Management Team.

DECIDED: That the contents of the report be noted.

12 **Communications Strategy**

There was submitted a report by the Assistant Assessor & Electoral Registration Officer relative to the Joint Board's Communications Strategy, a copy of which was appended to the report.

The report intimated that the Joint Board's vision stated that 'we aim to provide high quality, transparent, effective and responsive services to all of our stakeholders' and that good communication was pivotal in meeting this vision. The Strategy had been approved by the Management Team.

DECIDED: That the Communications Strategy be approved.

13 **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 17 November 2023 and would be a hybrid meeting in the offices of Inverclyde Council.

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 17 November 2023

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 13 October 2023

1. Summary

- 1.1 At the end of Period 7, Renfrewshire Valuation Joint Board (the Board) had a year-to-date underspend position of £129k. The Board is projected to underspend by £49k against budget by the end of the financial year; detail is provided in Section 4.

2 Recommendations

- 2.1 It is recommended that the Board considers the report.

3 Budget Adjustments

- 3.1 There has been a budget adjustment of £9k since the previous Board, from Employee Costs to Supplies & Services, reflecting expenditure on printing costs related to Election Act changes.

4 Budget Performance

4.1 Year-to-date position: Net underspend of £129k

The year-to-date underspend at Period 7 largely relates to unfilled vacancies within employee costs, as well as the 2023/24 pay award not yet settled at the time of writing. Part of this underspend is offset by an overspend within Supplies and Services, which can be attributed to timing of spend compared with the phasing of the budget across the year.

4.2 Projected Year-end position: Net underspend of £49k

The budget approved in February 2023 included a planned drawdown from reserves of £89k. Based on current projections, it is anticipated that the Board

will drawdown £40k from reserves this financial year, resulting in a favourable variance against budget of £49k.

Within Employee costs a 6% estimated pay award has been included into the projections, which is offset by current vacancies resulting in a projected underspend.

Within Supplies and Services an overspend has resulted mainly from an increase in Computer Maintenance costs for a laptop refresh, which occurs approximately every five years for RVJB.

Within gross income, an over-recovery of £21k is mainly due to new burdens funding of £18.6k received from the UK Government to help support changes to absent voters and overseas electors, which is in addition to the £9k originally budgeted for the introduction of voter identification.

Expenditure relating to the funding of £18.6k from the UK Government for changes to the Election Act has not been included in the projected spend to the end of the year. This is because some critical details of the changes were only confirmed by the UK Government in late October and further updates are expected still. In addition, as referenced in the Electoral Update Report on today's agenda, some changes that the funding is intended to cover are still unknown and are not expected to come into force until early 2024. The £18.6k funding is therefore expected to be carried forward in the revenue reserve into 2024/25.

All projections will be monitored closely through the remainder of the financial year and regular updates provided to the Board.

RENFREWSHIRE VALUATION JOINT BOARD
REVENUE BUDGET MONITORING STATEMENT 2023/24
1 April 2023 to 13 October 2023

Description	Approved Annual Budget	New budget adjustments	Revised Annual Budget	Budget to Date	Actual to Date	Variance to Date (Adverse) / Favourable	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable
£000	£000	£000	£000	£000	£000	£000	£000	£000
Employees	2,256	(9)	2,247	1,190	1,080	111	2,222	25
Premises Related	179	0	179	89	86	3	179	0
Supplies and Services	379	9	388	236	247	(11)	397	(10)
Support Services	105	0	105	14	17	(2)	103	2
Transfer Payments	25	0	25	7	4	3	20	5
Transport Related	15	0	15	8	3	5	10	5
Gross Expenditure	2,959	0	2,959	1,544	1,436	108	2,932	28
Contributions from Local Authorities Core	(2,342)	0	(2,342)	(2,342)	(2,342)	0	(2,342)	0
Contributions from Local Authorities Barclay	(492)	0	(492)	(492)	(492)	0	(492)	0
Other Income	(36)	0	(36)	(18)	(39)	21	(57)	21
Gross Income	(2,870)	0	(2,870)	(2,852)	(2,873)	21	(2,891)	21
TRANSFER (TO)/FROM RESERVES	89	0	89	(1,308)	(1,437)	129	40	49

	£000
Opening Revenue Reserve at 1 April 2023	(847)
Budgeted drawdown from Reserves	89
Projected year-end variance	(49)
Projected Revenue Reserve at 31 March 2024	(807)

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 17 November 2023

Report by: Chief Auditor

**Heading: Internal Audit Engagement – Governance Arrangements –
Information Governance**

1. Summary

- 1.1 In line with the Public Sector Internal Audit Standards, Internal Audit must communicate the results of each engagement to the Board.
 - 1.2 The Chief Auditor will report summaries of completed audit engagements to the Joint Board on the conclusion of each engagement for formal consideration by member in line with the best practice referred to above.
 - 1.3 This report provides detail of the audit engagement completed in September 2023 with the overall assurance rating and the number of recommendations in each risk category. The detailed board summary for the report is also attached.
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2. Recommendations

- 2.1 Members are invited to consider and note the summary for the internal audit review of the information governance arrangements.
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For further information please contact Karen Campbell on 07768354651

Or via e-mail at karen.campbell@renfrewshire.gov.uk

Renfrewshire Council

Internal Audit Service

Update for Renfrewshire Valuation Joint Board on the Audit Engagement concluded in September 2023

Category	Engagement	Assurance Rating	Recommendation Ratings			
			Critical	Important	Good Practice	Service Improvement
Governance	Information Governance	Substantial	0	0	0	0

Assurance Level	
Substantial Assurance	<ul style="list-style-type: none"> There is a sound system of internal control designed to achieve the objectives of the area being reviewed. The control processes tested are being consistently applied.
Reasonable Assurance	<ul style="list-style-type: none"> The internal control processes are generally satisfactory with some areas of weakness being identified that could put some objectives of the area being reviewed at risk There is evidence that the level of non-compliance with some of the control processes may put some of the objectives of the area being reviewed at risk.
Limited Assurance	<ul style="list-style-type: none"> Weaknesses in the system of internal controls are such as to put the objectives of the area being reviewed at risk. The level of non-compliance puts the objectives of the area being reviewed at risk.
No Assurance	<ul style="list-style-type: none"> Control processes are generally weak with significant risk to the achievement of the objectives of the area being reviewed. Significant non-compliance with control processes leaves the processes/systems open to error or abuse.

Recommendation Rating	
Service Improvement	Implementation will improve the efficiency / housekeeping of the area under review.
Good Practice	Implementation will contribute to the general effectiveness of control.
Important	Implementation will raise the level of assurance provided by the control system to acceptable levels.
Critical	Addresses a significant risk, impacting on the objectives of the area under review.

Internal Audit Report

Renfrewshire Valuation Joint Board

Governance Arrangements - Information Governance (B0005/2024/001)

Date: September 2023

BOARD SUMMARY

Audit Objectives

The objectives of the review were to ensure that:

1. Personal information is kept secure, accurate and up to date.
2. Appropriate measures and records are in place to demonstrate compliance with key Data Protection Principles.
3. Arrangements are in place to ensure that Data Privacy Impact Assessments are undertaken when required.
4. Arrangements are in place to provide training on GDPR to relevant employees.
5. Procedures are in place to identify data breaches and report them to Renfrewshire Valuation Joint Board's (RVJB) Data Protection Officer.

Audit Scope

1. Ascertained the information that RVJB holds, how sensitive the information is and how it is stored.
2. Discussed with appropriate staff the arrangements in place to demonstrate compliance with information security good practice.
3. Reviewed and assessed the evidence to support compliance and identified any possible improvements.

Key Audit Assurances

1. Personal information is kept secure through physical access controls and passwords; and is kept accurate and up to date through regular reviews.
2. Appropriate measures and records are in place to demonstrate compliance with key Data Protection Principles, including application of the Data Protection and Information Handling policies.
3. Arrangements are in place to ensure that Data Privacy Impact Assessments are undertaken for new initiatives or change of business practices involving personal data.
4. Arrangements are in place to provide training on GDPR to relevant employees through annual refresher training, regular bulletins and awareness emails.
5. An Information Security Incident Log is in place but there have been no recorded data breaches.

Key Risks

There were no key risks identified during the audit.

Internal Audit Report

Renfrewshire Valuation Joint Board

Governance Arrangements - Information Governance (B0005/2024/001)



Date: September 2023

Overall Audit Opinion
The audit identified that satisfactory arrangements in place for the handling of personal information within the RVJB. The systems in place for the Electoral Register, Valuation Roll and Council Tax dwellings are well controlled and regularly reviewed. Staff are regularly trained and made aware of their responsibilities for handling personal data.



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 17th November 2023

Subject: Electoral Registration Update Report

Author: Assessor & Electoral Registration Officer

1. Introduction

- 1.1 This report is to inform board members of work undertaken within Electoral Registration, any updates to legislation and report to the Board on any electoral events.

2. Current Position – General

- 2.1 Work continues on processing all registration applications, including postal, proxy and voter authority certificates, whether made on-line or paper format, in line with statutory timetables.
- 2.2 Since publication of the Register on 1st December 2022, monthly updates have been published, resulting in 18,607 additions to and 15,259 deletions from our Registers.

3. 2023 Canvass

- 3.1 The 2023 canvass started on Monday 3rd July 2023, with publication of the new register due to take place by 1st December 2023.
- 3.2 As a precursor to the start of the canvass National Data Matching of the register to the records of DWP took place in early June, with local data matching following. These matching stages helped identify the appropriate form of communication to be issued to each household.
- 3.3 Where an email address is held then the initial contact was by email, and where there was no response then the appropriate letter was issued to the household. In other cases the initial contact was made by letter. Where a response is required then there are a range of options for the elector to utilise including internet, phone and mail.
- 3.4 If an email address wasn't held or there was no response to an email then letters were sent to the property. Where all the electors in a household were data matched then a CCA letter was issued, this letter does not require a response unless the information on it isn't correct. A total of 92,254 CCA letters were issued. In circumstances where not all the electors in a household were data matched then a CCB letter is issued, this letter requires a response to either confirm that the electors shown on it are correct or to inform us of changes. There were 41,099 CCB letters issued.
- 3.5 The final stage of the canvass is a visit to the household for those households where a response was required and none received. This stage is undertaken throughout the canvass period and involved visits to approximately 24,000 properties. At time of writing there are approximately 3,000 visits still to take place but it is anticipated that these will be completed on schedule.

- 3.6 In conjunction with many other Scottish EROs and the Electoral Commission, work was undertaken to produce a leaflet on Voter ID. This was included with our canvass mail communications and our electronic communications include a link to further information on Voter ID.

4. Future Elections

- 4.1 At the time of writing no elections are scheduled, however a UK Parliamentary General Election will take place by early January 2025. Members of the Team attended an Electoral Commission & Electoral Management Board of Scotland seminar on 6th October along with Returning Officers and their teams, the main theme of the seminar was preparedness for the UK Parliamentary General Election. As part of the seminar I gave a presentation on cross boundary issues from an ERO perspective. In addition to this there is also regular contact with the Returning Officer's teams.

5. Elections Act 2022

- 5.1 The Elections Act 2022 received Royal Assent on 28th April 2022. The provisions of the Act come into force at various times and elements of it are subject to further Regulations. The main provisions that will impact the Board are the requirement for Voter ID for UK Parliamentary Elections, changes to the Absent Voting application process for the UK Parliamentary Elections and changes to the eligibility to be registered as an Overseas Elector.
- 5.2 Since January 2023 applications for the Voter Authority Certificate (VAC) have been able to be made online or by a paper application form. A VAC will only be required if an elector wishes to vote in person and does not have another approved form of photo ID. A full list of acceptable types of photo ID was circulated to members in February 2022 or can be found at www.electoralcommission.org.uk/i-am-a/voter/voter-id/accepted-forms-photo-id
- 5.3 A funding allocation for implementing Voter Identification has been determined by the UK Government, for 2023/24 a grant of £9,509 has been received.
- 5.4 The Elections Act 2022 also brings in changes to the franchise for overseas electors. It is the first legislative step towards removing the 15-year limit on overseas electors being able to vote in UK Parliamentary elections and allowing British citizens overseas who were previously registered or previously resident in the UK to apply to register to vote. The extended franchise is not yet in operation and is expected to come into effect in the early part of 2024.
- 5.5 The most recent change introduced is the changes to the rules around absent vote applications. In mid-October the UK Government confirmed that this would go live on 31st October. Applications for an absent vote for UK Parliamentary Elections are now able to be made on line as well as by paper and go through an identity verification process similar to that undertaken for registration. It should be noted that these changes are only applicable for electors that are applying for an absent vote for a UK Parliamentary election, the current arrangements will remain in place for absent vote applications for Scottish Parliament and Local Government elections.
- 5.6 The divergence of the rules around absent voting for reserved and devolved elections has resulted in significant IT changes, training requirements for our staff and updating letters and emails to ensure that the correct information is being provided to electors. Further information is available within the briefing note at Appendix 1.

- 5.7 A funding allocation for 2023/24 for this second Tranche of changes of £18,638 has been provided by the UK Government for these new burdens.

6. Scottish Government Consultation on Electoral Reform

- 6.1 Following the Scottish Government consultation on Electoral Reform earlier this year. The Scottish Government programme for Government includes provision for an Electoral Reform Bill and this is expected to be published during 2024.

7. Boundary Commission for Scotland – Review of UK Parliament Constituencies

- 7.1 The Boundary Commission for Scotland began its 2023 Review of UK Parliament Constituencies in Scotland in January 2021. After going through the required consultation processes it laid its final recommendations before Parliament on 28th June 2023. It is expected that the final stage of the approval process will be in November 2023 and the new boundaries will take effect at the next General Election called after they have been approved.

8. Electoral Commission Publications

- 8.1 The Electoral Commission recently published a report into the completeness and accuracy of electoral registers across the UK. The report is available on their website and the headline findings conclude that *“In Great Britain, both accuracy and completeness are largely stable. The annual canvass process was reformed in 2019 by the UK, Scottish and Welsh governments with the aim of reducing the burden on Electoral Registration Officers (EROs) while maintaining levels of accuracy and completeness. There is no evidence of any significant negative impact on either measure as a result of canvass reform but there has also been no significant improvement.”*

9. Recommendations

- 9.1 The Board notes the contents of this report

Robert Nicol
Assessor and Electoral Registration Officer
7th November 2023

For further information please contact Robert Nicol 07483921232
Or via e-mail at robert.nicol@renfrewshire-vjb.gov.uk

Changes to postal and proxy voting for UK Parliamentary Elections

1. Identity checking requirements

- Absent vote applications (except for emergency proxy applications) made on or after 31 October 2023 for a UK Parliamentary election must contain a **National Insurance Number (NINo)** or a reason why one cannot be provided.
- The personal identifiers contained on the application (name, address, date of birth and NINo) must initially be **verified against Department of Works and Pension (DWP) data**.
- Where an application fails to match with DWP data – electors will be required to provide **documentary evidence** to verify their identity. Where this is not possible, electors must submit an **attestation** to confirm their identity.
- Absent vote applications for Scottish Parliamentary and local government elections do not require a NINo or their identity to be verified for an absent vote to be granted.

2. Online absent vote applications

- From 31 October 2023 electors (except for anonymous electors) will be able to apply for most types of **absent vote online** for UK Parliamentary elections via www.gov.uk/apply-postal-vote or using the QR code below



- Electors will not be able to apply online for an absent vote for Scottish Parliamentary and local government elections – they can only be applied for through a paper application.
- Electors can apply for the following absent votes both online and through a paper application for UK Parliamentary elections:
 - o Postal vote
 - o Proxy vote for a particular election or referendum
 - o Proxy application for definite or indefinite period for overseas and service electors
- Electors will not be able to apply for the following absent votes online for a UK Parliamentary election but can continue to be applied for through a paper application. Paper application forms are available by contacting us on 0300 300 0150 or e-mail us at ero@renfrewshire-vjb.gov.uk, they will also be available to download from our website shortly.

- Postal proxy application
- Postal waiver application
- Proxy application for definite or indefinite period due to disability
- Proxy application for definite or indefinite period due to employment, service etc.
- Emergency proxy application

3. Maximum period for absent vote applications

- From 31 October 2023, a **postal vote** for a UK Parliamentary election can be in place for:
 - a particular poll (poll held on specific date)
 - a definite period of not more than 3 years
 - a maximum period of up to 3 years
- Electors applying for a postal vote for a UK Parliamentary election from 31 October 2023 onwards will only be able to hold their postal vote until the third 31 January following the date on which their application was granted. Different rules will apply to overseas electors – for further information on how these changes impact overseas electors for UK Parliamentary elections please contact the elections team on 0300 300 0150 or email ero@renfrewshire-vjb.gov.uk
- For electors with a long-term postal vote (in place before 31 October 2023) there will be transitional arrangements. Existing domestic electors will be able to vote by post for UK Parliamentary elections until 31 January 2026.
- For Scottish Parliamentary and local government elections, electors can continue to have postal vote for an indefinite period but are required to refresh their signature every five years to retain it.
- **Proxy voters** can continue to put in place a proxy arrangement for an indefinite period (subject to a three yearly eligibility check and five yearly signature refresh). However, all existing proxy voters for UK Parliamentary elections who have an arrangement in place before 31 October 2023 must reapply and make a fresh application by 31 January 2024. We will be contacting existing proxy voters informing them of the need to reapply in the near future.
- Existing proxy voters for Scottish Parliamentary and local government elections do not need to reapply to retain their proxy vote arrangement for these polls.

4. Changes to proxy voting limits

- The number of people a person can act as proxy for has also been restricted at UK Parliamentary elections.
- From 31 October 2023, a **person is not entitled to vote as proxy in any electoral area on behalf of more than four electors. Within the four electors,**

no more than two electors can be domestic electors. Domestic electors are those electors who are neither service voters nor overseas electors.

- For any UK Parliamentary by-elections whose notice of election is published from 31 October 2023 to 30 January 2024 – transitional provisions will be in place. Further information will be available should this scenario arise.
- For Scottish Parliamentary and local government elections the number of people a person can act as proxy for has not changed. A proxy can vote on behalf of no more than two electors, except where they are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the electors. There is no limit to the number of close relatives that a proxy may vote on behalf of.

5. What does this mean for you?

- For future election campaigns related to UK Parliamentary elections you may wish to direct electors to the online absent vote website to apply for a postal vote rather than providing them with a paper application. This web link could also be included in any campaign literature you send out.

www.gov.uk/apply-postal-vote or using the QR code below



- However, you should be mindful that where electors are directed to apply online, they will not be able to set up an absent vote for Scottish Parliamentary and local government elections. Electors will need to complete a paper 'devolved' only application form to have an absent vote for all devolved polls. This should be made clear to electors in any communication you send.
- As absent vote forms are not prescribed, political parties can continue to create their own forms for electors if they wish. However, you must ensure any forms provided from 31 October 2023 contain all the newly required information if you wish it to be used for UK Parliamentary elections. For postal vote applications this includes:
 - o NINo or reason it cannot be provided
 - o Term of postal vote - Whether request is for a particular poll, a definite period that does not exceed 3 years or for the maximum period of up to 3 years.
- It may be desirable to use the Electoral Commission's combined paper absent vote applications rather than creating your own. The combined absent vote application enables electors to apply for UK Parliamentary, Scottish Parliamentary, and local government elections all on one form.

- Paper application forms are available by contacting us on 0300 300 0150 or e-mail us at ero@renfrewshire-vjb.gov.uk they will also be available to download from our website shortly.
- If you require any further information on the changes to postal and proxy voting at UK Parliamentary elections, please contact us on 0300 300 0150 or e-mail us at ero@renfrewshire-vjb.gov.uk

Robert Nicol
Electoral Registration Officer



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 17th November 2023

Subject: Performance Report

Author: Assistant Assessor & Electoral Registration Officer

1. 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. 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 2023 to 30th September 2023

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	497	475	95.57%	17	3.42%	99.00%	5	1.00%
East Renfrewshire	236	233	98.73%	3	1.27%	100%	0	0.00%
Inverclyde	77	66	85.71%	9	11.69%	97.40%	2	2.60%
RVJB totals	810	774	95.56%	29	3.58%	99.14%	7	0.86%

The performance target of 95% within three months and 97.0% within 6 months has been exceeded with our key performance indicators showing 95.56% and 99.14% respectively.

The performance is in line with our expectations at this point in the rating year and rating cycle.

In the period from 1st April 2023 to 30th September 2023, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	497	37.73
East Renfrewshire	236	22.84
Inverclyde	77	40.44
RVJB Totals	810	33.65

This measure exceeds our normal target of 38 days with the average number of days taken to a house being 33.65 although as can be seen Inverclyde is above our target. The information flow from a specific housing developer has been an issue and this has been addressed.

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 1st April to 30th September during 2022 and 2023.

Council Area	No. Deleted 2022	No. Deleted 2023
Renfrewshire	19	65
East Renfrewshire	6	9
Inverclyde	31	95
RVJB Total	56	169

3. Non-domestic Valuation

One of the main areas of work in non-domestic valuation is the maintenance of the Valuation Roll. The table below is a summary of the statutory amendments to the Valuation Roll over the last six months. These are new entries being added to the Roll, entries being deleted or properties that have been altered.

3.1 Time taken to make statutory amendments to the Valuation Roll (excluding appeal settlements and amendments to prescribed entries)

Period 1st April 2023 to 30th September 2023

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	93	68	73.12%	25	26.88%	100%	0	0.00%
East Renfrewshire	52	48	92.31%	4	7.69%	100%	0	0.00%
Inverclyde	99	83	83.84%	14	14.14%	97.98%	2	2.02%
RVJB totals	244	199	81.56%	43	17.62%	99.18%	2	0.82%

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 target of 50% to be actioned within 3 months and 75% within 6 months has been exceeded with our key performance indicators showing 81.56% and 99.18% respectively.

Again, the performance is in line with our expectations at this point in the rating year and rating cycle.

4. General Conclusions

The performance levels detailed above are in line with our expectations at this point in the rating year, however, this may diminish due to demands placed on the organisation with the changes to how we dispose of council tax proposals/appeals and a new two stage non-domestic rating appeal system as with effect from 1st April 2023, the functions of the Valuation Appeals Committees transferred to the Scottish Courts and Tribunal Services new Local Taxation Chamber in the First-tier Tribunal for Scotland.

The effects of the change on our business practices and service delivery are still relatively unknown in terms of non-domestic rating proposals/appeals. In relation to council tax proposals/appeals, we are beginning to experience the change to our business practices and resources have had to be diverted to ensure we meet the demand from the First-tier Tribunal in the correct statutory timeframe.

5. Recommendations

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

Lindsey Hendry
Assistant Assessor & ERO
3rd November 2023

For further information please contact Lindsey Hendry on 0141 487 0635 or via email
lindsey.hendry@renfrewshire-vjb.gov.uk



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 17th November 2023

Subject: Non-Domestic Proposals and Appeals

Author: Assistant Assessor & Electoral Registration Officer

Introduction

The purpose of this report is to report progress on the disposal of the 2017 Revaluation appeals and the disposal of 2017 Revaluation Running Roll appeals. It also gives a brief insight into the two-stage proposal and appeal process which came into force on the 1st April 2023.

1. 2023 Revaluation Proposals

Following the publication of the 2023 Revaluation Roll, Proprietors, Tenant and Occupiers of subjects in the Valuation Roll originally had until 31 July 2023 to submit a Proposal if they were unhappy with the Revaluation. This deadline was subsequently extended to 31st August, and we received just under 1000 Proposals. Work has begun on reviewing the content of the proposals with a view to resolving these well ahead of the statutory deadline of September 2025. Further detail on progress with these will be given in future reports to the Board.

2. 2017 Revaluation Appeals

The total number of Revaluation Appeals received for 2017 was 3,832, which related to 3,542 subjects with a cumulative value of £324,294,785.

A number of statistical extracts have been compiled to show the Revaluation Appeals received in 2017 and the subsequent 2017 running roll appeals. These have been shown by category type and map the categories used by the Scottish Executive; see Appendix 1. The 20 categories divide subjects into easily understood groupings such as Retail, Offices, Industrials, Health, Education and Hotels.

Category 11, titled "Public Service" includes subjects such as the Airport, Bus Station, Court House, Fire Station, Military Establishment, Police Station and Waste Water Treatment Works.

Category 17, titled "Others" includes subjects such as Car Parks, Car Spaces, Ground, Kennels, Livestock Auction Marts, Premises Under Reconstruction, Stables, Water Rights and Weighbridges.

3. The disposal of 2017 Revaluation Appeals

A number of statistical extracts have been compiled to show the disposal of the 2017 Revaluation Appeals. These have been shown by the same category type as stated above, see Appendix 1.

As the Board is aware, the Assessor for Renfrewshire Valuation Joint Board is the "Designated Assessor" for fixed line Telecommunications subjects which are included at line 20 in the tables.

The Assessor discharged his statutory duty with only a small number of outstanding 2017 Revaluation appeals referred to the Lands Tribunal.

The statistics provided within this report continue to be based on the quarterly progress made and relate to all revaluation appeals referred to the Lands Tribunal and processed over the last quarter up to the 30th September 2023. As at 30th September 2023, the numbers of appeals disposed of is 3,521 which equates to 99.41% of the number of subjects under appeal. There are therefore only 21 subjects within the Joint Board area that have 2017 Revaluation appeals outstanding.

The appeals that remain outstanding relate primarily to Automated Teller Machines which account for 16 of the 21.

The disposal of the additional category of subjects that remain outstanding relate to subjects for which negotiations are being led by the relevant Practice Note authors within the SAA and comprise mainly of public undertakings. Therefore, any future progress in resolving these appeals will, in the main, be dependent upon negotiations being carried out at a national level before progress can be made locally.

Appendix 1 outlines where the remaining appeals lie for each of the three unitary authorities together with a total for the Joint Board area.

4. Running Roll Proposals/Appeals

Following a Revaluation, new values will generally remain unchanged until the next Revaluation; unless the property is altered, or other changes take place. New properties will be added to the Roll as they become capable of occupation and entries for demolished buildings will be deleted.

A Running Roll proposal can be lodged by a ratepayer or their agent on the grounds that there has been a Material Change of Circumstances (MCC) which has affected the value of the property or on the basis of an error in the valuation at any time.

Running roll proposals can be lodged by ratepayers or their agents at least once in any one financial year and require to be disposed of in line with the prescribed statutory timetable. If the proposer remains dissatisfied with the outcome of their proposal, they can appeal to the First Tier Tribunal and in some circumstances the Upper Tribunal and this two-stage appeal process was effective from the 1st April 2023.

The Board will be kept informed of the 2023 running roll proposals and appeals progress as well as the disposal of the 2023 Revaluation proposals and appeals.

5. The disposal of 2017 Revaluation Running Roll Appeals

As previously reported to the Board, the number of running roll appeals received since March 2020 was greater than the norm due to the Coronavirus pandemic and the situation facing many businesses. The position as of 30th September 2023 is that 2017 Revaluation MCC appeals received since March 2020 total 6,249, the bulk of which, some 5585 relate to the Pandemic. We currently have a total of 2,709 outstanding, and we expect the number of appeals outstanding to continue to reduce as the appeals are withdrawn however there is no guarantee that the remaining outstanding appeals will not result in hearings before the Tribunal. The disposal progress of these appeals will be monitored and reported to the Board.

Most of the Non-Domestic appeals outstanding had a disposal deadline of 31st December 2023, however the Valuation Timetable (Scotland) Amendment (No.2) Order 2023 came into force on 15th June and has amended the last date for disposal by the First-tier Tribunal to 31st December 2024.

I have provided additional tables similar to the Revaluation statistics in order to give the Board an indication as to the type of subjects for which appeals have been lodged and the numbers associated with each category.

Appendix 2 outlines the number of outstanding 2017 running roll appeals within RVJB and each of the individual Council areas.

6. Disposal of Other Outstanding Appeals

For the 2017 Revaluation if a case was considered highly complex, it could be referred to the Lands Tribunal for Scotland. With effect from the 1st April 2023, the functions of the Lands Tribunal for Scotland have been transferred to the Upper Tribunal for Scotland. Any outstanding Lands Tribunal appeals will now be dealt with by the Upper Tribunal for Scotland.

At present there are a number of subjects that have cases from both the 2005 and 2010 Revaluations which will now be dealt with by the Upper Tribunal, these relate to either mobile or complex fixed line telecommunication subjects. There are also a number of referrals that have been made with regard to the 2017 Revaluation and again they will be dealt with by the Upper Tribunal. Details of the numbers involved are outlined below. Negotiations continue with the relevant agents where possible and it is hoped that agreements will be reached without the need for any cases proceeding to formal hearings.

The number of appeals referred to the Lands Tribunal currently outstanding are as follows:

2 appeals remain outstanding from the 2005 Revaluation in relation to 2 subjects.

7 appeals remain outstanding from the 2010 Revaluation in relation to 2 subjects.

30 appeals remain outstanding from the 2017 Revaluation in relation to 23 subjects.
Please note the 30 includes both revaluation and running roll appeals.

7. Conclusion:

The disposal of revaluation and running roll appeals and proposals is work that can be stressful due to the strict legislative timetables and the adversarial nature of the negotiations. The effects of the new two-stage proposal/appeal process in relation to non-domestic properties on our business practices and service delivery are unknown at the present time and the Board will be kept informed of progress

Recommendations

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

Lindsey Hendry
Assistant Assessor and ERO
3rd November 2023

For further information please contact Lindsey Hendry at 0141 487 0635 or via email at lindsey.hendry@renfrewshire-vjb.gov.uk

APPENDIX 1

RVJB Revaluation 2017 – Appeals (By number of subjects under appeal as at 30/09/2023 – **RENFREWSHIRE**)

Category	Number Received	RV under Appeal	Disposed	Original RV	Adjusted RV	Number O/S	Appeal RV O/S	% O/S
1 Retail	528	£ 63,147,350	528	£ 63,147,350	£ 58,499,250	0	£ -	0.00%
2 Public House	67	£ 2,482,000	67	£ 2,482,000	£ 2,198,900	0	£ -	0.00%
3 Office including Banks	526	£ 13,448,400	515	£ 13,353,050	£ 12,160,725	11	£ 95,350	2.09%
4 Hotel Etc	18	£ 6,229,500	18	£ 6,229,500	£ 5,212,500	0	£ -	0.00%
5 Industrial	443	£ 30,604,205	443	£ 30,604,205	£ 29,231,155	0	£ -	0.00%
6 Leisure	46	£ 5,977,950	46	£ 5,977,950	£ 5,489,450	0	£ -	0.00%
7 Garages and Petrol Stations	19	£ 1,003,500	19	£ 1,003,500	£ 912,000	0	£ -	0.00%
8 Cultural	3	£ 136,200	3	£ 136,200	£ 136,200	0	£ -	0.00%
9 Sporting Subjects	3	£ 136,000	3	£ 136,000	£ 121,500	1	£ -	0.00%
10 Education and Training	76	£ 13,701,350	76	£ 13,701,350	£ 12,691,000	0	£ -	0.00%
11 Public Service Subjects	89	£ 5,590,000	89	£ 5,590,000	£ 5,170,400	0	£ -	0.00%
12 Communications (Non Formula)	13	£ 1,965,000	13	£ 1,965,000	£ 1,486,629	0	£ -	0.00%
13 Quarries Mines etc	1	£ 21,500	1	£ 21,500	£ 21,500	0	£ -	0.00%
14 Petrochemical	2	£ 239,000	2	£ 239,000	£ 229,000	0	£ -	0.00%
15 Religious	11	£ 127,600	11	£ 127,600	£ 124,400	0	£ -	0.00%
16 Health Medical	22	£ 4,890,200	22	£ 4,890,200	£ 4,447,350	0	£ -	0.00%
17 Other	185	£ 3,020,970	185	£ 3,020,970	£ 1,551,930	0	£ -	0.00%
18 Care Facilities	52	£ 2,498,800	52	£ 2,498,800	£ 2,304,200	0	£ -	0.00%
19 Advertising	38	£ 121,140	38	£ 121,140	£ 102,340	0	£ -	0.00%
20 Undertakings / Fixed Line	8	£ 98,306,000	4	£ 91,888,000	£ 67,483,000	4	£ 6,418,000	50.00%
	2,150	£ 253,646,665	2,135	£ 247,133,315	£ 209,573,429	14	£ 6,513,350	0.74%

RVJB Revaluation 2017 – Appeals (By number of subjects under appeal as at 30/09/2023 – **EAST RENFREWSHIRE**

Category	Number Received	RV under Appeal	Disposed	Original RV	Adjusted RV	Number O/S	Appeal RV O/S	% O/S
1 Retail	180	£ 11,304,000	180	£ 11,304,000	£ 10,256,550	0	£ -	0.00%
2 Public House	12	£ 963,750	12	£ 963,750	£ 844,650	0	£ -	0.00%
3 Office including Banks	118	£ 2,330,950	116	£ 2,314,700	£ 1,905,450	2	£ 16,250	1.69%
4 Hotel Etc	5	£ 635,000	5	£ 635,000	£ 554,000	0	£ -	0.00%
5 Industrial	85	£ 1,175,105	85	£ 1,175,105	£ 1,154,855	0	£ -	0.00%
6 Leisure	13	£ 2,248,000	13	£ 2,248,000	£ 2,196,000	0	£ -	0.00%
7 Garages and Petrol Stations	8	£ 205,850	8	£ 205,850	£ 190,400	0	£ -	0.00%
8 Cultural	0	£ -	0	£ -	£ -	0	£ -	0.00%
9 Sporting Subjects	0	£ -	0	£ -	£ -	0	£ -	0.00%
10 Education and Training	31	£ 6,885,000	31	£ 6,885,000	£ 6,553,500	0	£ -	0.00%
11 Public Service Subjects	36	£ 1,319,940	36	£ 1,319,940	£ 1,225,440	0	£ -	0.00%
12 Communications (Non Formula)	7	£ 861,500	7	£ 861,500	£ 563,278	0	£ -	0.00%
13 Quarries Mines etc	1	£ 60,000	1	£ 60,000	£ 60,000	0	£ -	0.00%
14 Petrochemical	0	£ -	0	£ -	£ -	0	£ -	0.00%
15 Religious	4	£ 11,700	4	£ 11,700	£ 11,700	0	£ -	0.00%
16 Health Medical	7	£ 919,900	7	£ 919,900	£ 872,000	0	£ -	0.00%
17 Other	22	£ 108,950	22	£ 108,950	£ 101,850	0	£ -	0.00%
18 Care Facilities	19	£ 918,200	19	£ 918,200	£ 805,550	0	£ -	0.00%
19 Advertising	13	£ 55,100	13	£ 55,100	£ 43,850	0	£ -	0.00%
20 Undertakings / Fixed Line	2	£ 305,800	2	£ 305,800	£ 279,800	0	£ -	0.00%
	563	£ 30,308,745	561	£ 30,292,495	£ 27,618,873	2	£ 16,250	0.36%

RVJB Revaluation 2017 – Appeals (By number of subjects under appeal as at 30/09/2023 – **INVERCLYDE**

Category	Number Received	RV under Appeal	Disposed	Original RV	Adjusted RV	Number O/S	Appeal RV O/S	% O/S
1 Retail	245	£ 12,093,100	245	£ 12,093,100	£ 11,131,250	0	£ -	0.00%
2 Public House	28	£ 1,147,500	28	£ 1,147,500	£ 1,014,900	0	£ -	0.00%
3 Office including Banks	171	£ 5,767,375	168	£ 5,742,325	£ 5,373,750	3	£ 25,050	1.75%
4 Hotel Etc	2	£ 171,500	2	£ 171,500	£ 170,000	0	£ -	0.00%
5 Industrial	153	£ 3,917,550	153	£ 3,917,550	£ 3,801,150	0	£ -	0.00%
6 Leisure	25	£ 1,812,500	25	£ 1,812,500	£ 1,613,000	0	£ -	0.00%
7 Garages and Petrol Stations	15	£ 451,300	15	£ 451,300	£ 445,300	0	£ -	0.00%
8 Cultural	1	£ 80,000	1	£ 80,000	£ 80,000	0	£ -	0.00%
9 Sporting Subjects	0	£ -	0	£ -	£ -	0	£ -	0.00%
10 Education and Training	34	£ 7,564,550	34	£ 7,564,550	£ 7,221,050	0	£ -	0.00%
11 Public Service Subjects	61	£ 2,763,800	60	£ 1,998,800	£ 1,853,300	1	£ 765,000	1.64%
12 Communications (Non Formula)	9	£ 637,200	9	£ 637,200	£ 536,682	0	£ -	0.00%
13 Quarries Mines etc	0	£ -	0	£ -	£ -	0	£ -	0.00%
14 Petrochemical	0	£ -	0	£ -	£ -	0	£ -	0.00%
15 Religious	2	£ 57,400	2	£ 57,400	£ 57,400	0	£ -	0.00%
16 Health Medical	11	£ 2,886,550	11	£ 2,886,550	£ 2,668,050	0	£ -	0.00%
17 Other	41	£ 261,000	41	£ 261,000	£ 222,250	0	£ -	0.00%
18 Care Facilities	24	£ 704,300	24	£ 704,300	£ 644,200	0	£ -	0.00%
19 Advertising	7	£ 23,750	7	£ 23,750	£ 17,950	0	£ -	0.00%
20 Undertakings / Fixed Line	0	£ -	0	£ -	£ -	0	£ -	0.00%
	829	£ 40,339,375	825	£ 39,549,325	£ 36,850,232	4	£ 790,050	0.48%

RVJB Revaluation 2017 – Appeals (By number of subjects under appeal as at 30/09/2023 – **TOTALS IN JOINT BOARD AREA**)

Category	Number Received	RV under Appeal	Disposed	Original RV	Adjusted RV	Number O/S	Appeal RV O/S	% O/S
1 Retail	953	£ 86,544,450	953	£ 86,544,450	£ 79,887,050	0	£ -	0.00%
2 Public House	107	£ 4,593,250	107	£ 4,593,250	£ 4,058,450	0	£ -	0.00%
3 Office including Banks	815	£ 21,546,725	799	£ 21,410,075	£ 19,439,925	16	£ 136,650	1.96%
4 Hotel Etc	25	£ 7,036,000	25	£ 7,036,000	£ 5,936,500	0	£ -	0.00%
5 Industrial	681	£ 35,696,860	681	£ 35,696,860	£ 34,187,160	0	£ -	0.00%
6 Leisure	84	£ 10,038,450	84	£ 10,038,450	£ 9,298,450	0	£ -	0.00%
7 Garages and Petrol Stations	42	£ 1,660,650	42	£ 1,660,650	£ 1,547,700	0	£ -	0.00%
8 Cultural	4	£ 216,200	4	£ 216,200	£ 216,200	0	£ -	0.00%
9 Sporting Subjects	3	£ 136,000	3	£ 136,000	£ 121,500	0	£ -	0.00%
10 Education and Training	141	£ 28,150,900	141	£ 28,150,900	£ 26,465,550	0	£ -	0.00%
11 Public Service Subjects	186	£ 9,673,740	185	£ 8,908,740	£ 8,249,140	1	£ 765,000	0.54%
12 Communications (Non Formula)	29	£ 3,463,700	29	£ 3,463,700	£ 2,586,589	0	£ -	0.00%
13 Quarries Mines etc	2	£ 81,500	2	£ 81,500	£ 81,500	0	£ -	0.00%
14 Petrochemical	2	£ 239,000	2	£ 239,000	£ 229,000	0	£ -	0.00%
15 Religious	17	£ 196,700	17	£ 196,700	£ 193,500	0	£ -	0.00%
16 Health Medical	40	£ 8,696,650	40	£ 8,696,650	£ 7,987,400	0	£ -	0.00%
17 Other	248	£ 3,390,920	248	£ 3,390,920	£ 1,876,030	0	£ -	0.00%
18 Care Facilities	95	£ 4,121,300	95	£ 4,121,300	£ 3,753,950	0	£ -	0.00%
19 Advertising	58	£ 199,990	58	£ 199,990	£ 164,140	0	£ -	0.00%
20 Undertakings / Fixed Line	10	£ 98,611,800	6	£ 92,193,800	£ 67,762,800	4	£ 6,418,000	40.00%
	3,542	£ 324,294,785	3,521	£ 316,975,135	£ 274,042,534	21	£ 7,319,650	0.59%

APPENDIX 2

RENFREWSHIRE - Running Roll Appeals (All) Received on/or after 01/03/20

As at 30th September 2020

Category	Number Received		Disposed		Number O/S	% O/S
1 Retail	1,104		705		399	36.14%
2 Public House	104		36		68	65.38%
3 Office including Banks	1,167		681		486	41.65%
4 Hotel Etc	29		14		15	51.72%
5 Industrial	1,074		777		297	27.65%
6 Leisure	78		33		45	57.69%
7 Garages and Petrol Stations	31		19		12	38.71%
8 Cultural	4		1		3	75.00%
9 Sporting Subjects	13		9		4	30.77%
10 Education and Training	81		12		69	85.19%
11 Public Service Subjects	94		21		73	77.66%
12 Communications (Non Formula)	27		13		14	51.85%
13 Quarries Mines etc	0		0		0	0.00%
14 Petrochemical	3		2		1	33.33%
15 Religious	0		0		0	0.00%
16 Health Medical	9		5		4	44.44%
17 Other	93		43		50	53.76%
18 Care Facilities	41		7		34	82.93%
19 Advertising	95		86		9	9.47%
20 Undertakings	12		5		7	58.33%
	4,059		2,469		1,590	39.17%

EAST RENFREWSHIRE - Running Roll Appeals (All) Received
on/or after 01/03/20

As at 30th September 2023

Category	Number Received		Disposed		Number O/S	% O/S
1 Retail	219		129		90	41.10%
2 Public House	17		7		10	58.82%
3 Office including Banks	150		105		45	30.00%
4 Hotel Etc	7		3		4	57.14%
5 Industrial	37		18		19	51.35%
6 Leisure	20		10		10	50.00%
7 Garages and Petrol Stations	10		2		8	80.00%
8 Cultural	0		0		0	0.00%
9 Sporting Subjects	6		5		1	16.67%
10 Education and Training	37		5		32	86.49%
11 Public Service Subjects	26		3		23	88.46%
12 Communications (Non Formula)	20		12		8	40.00%
13 Quarries Mines etc	2		1		1	50.00%
14 Petrochemical	0		0		0	0.00%
15 Religious	1		1		0	0.00%
16 Health Medical	1		1		0	0.00%
17 Other	6		3		3	50.00%
18 Care Facilities	16		3		13	81.25%
19 Advertising	29		22		7	24.14%
20 Undertakings	0		0		0	0.00%
	604		330		274	45.36%

INVERCLYDE - Running Roll Appeals (All) Received on/or
after 01/03/20

As at 30th September 2023

Category	Number Received	Disposed	Number O/S	% O/S
1 Retail	610	245	365	59.84%
2 Public House	39	10	29	74.36%
3 Office including Banks	396	271	125	31.57%
4 Hotel Etc	2	1	1	50.00%
5 Industrial	228	158	70	30.70%
6 Leisure	26	2	24	92.31%
7 Garages and Petrol Stations	13	4	9	69.23%
8 Cultural	1	1	0	0.00%
9 Sporting Subjects	1	0	1	100.00%
10 Education and Training	60	2	58	96.67%
11 Public Service Subjects	62	7	55	88.71%
12 Communications (Non Formula)	23	11	12	0.00%
13 Quarries Mines etc	0	0	0	0.00%
14 Petrochemical	0	0	0	0.00%
15 Religious	2	0	2	100.00%
16 Health Medical	14	7	7	50.00%
17 Other	58	11	47	81.03%
18 Care Facilities	36	3	33	91.67%
19 Advertising	13	7	6	46.15%
20 Undertakings	2	1	1	0.00%
	1,586	741	845	53.28%

RVJB Running Roll Appeals (All) Received on/or after
01/03/20

As at 31st March 2023

Category	Number Received	Disposed	Number O/S	% O/S
1 Retail	1,933	1,079	854	44.18%
2 Public House	160	53	107	66.88%
3 Office including Banks	1,713	1,057	656	38.30%
4 Hotel Etc	38	18	20	52.63%
5 Industrial	1,339	953	386	28.83%
6 Leisure	124	45	79	63.71%
7 Garages and Petrol Stations	54	25	29	53.70%
8 Cultural	5	2	3	60.00%
9 Sporting Subjects	20	14	6	30.00%
10 Education and Training	178	19	159	89.33%
11 Public Service Subjects	182	31	151	82.97%
12 Communications (Non Formula)	70	36	34	48.57%
13 Quarries Mines etc	2	1	1	50.00%
14 Petrochemical	3	2	1	33.33%
15 Religious	3	1	2	66.67%
16 Health Medical	24	13	11	45.83%
17 Other	157	57	100	63.69%
18 Care Facilities	93	13	80	86.02%
19 Advertising	137	115	22	16.06%
20 Undertakings	14	6	8	57.14%
	6,249	3,540	2,709	43.35%



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 17th November 2023

Subject: Non-Domestic Rates Reform Update

Author: Assessor & Electoral Registration Officer

1. Background

It was agreed that the Board should be updated at each meeting on developments and expenditure arising from the Barclay Review.

The Non-Domestic Rates (Scotland) Act 2020 and associated Regulations are the main legislative means for introducing the Non-Domestic Rates reforms recommended by the Barclay Review

There are six main Barclay recommendations which are reflected in the Act, these are listed below:-

- i. The change of the revaluation cycle from 5 yearly to 3 yearly (starting 2023)
- ii. New property markers to be shown against properties in the Valuation Roll (April 2021)
- iii. Changes to valuation of properties within a Park (April 2023)
- iv. From the 2023 Revaluation going forward access will be given to a list of comparative subjects used to value a particular entry in the Valuation Roll
- v. The existing Appeals system to be changed to a two-stage appeal system (April 2023)
- vi. Information Gathering powers to be strengthened with Assessors issuing Civil Penalties to those who do not respond (April 2021)

The Scottish Assessor's Association (SAA) has had regular contact with the Scottish Government and has replied to consultations and appeared at committees as appropriate to ensure a consistent approach. Assessors will continue working jointly to ensure delivery of all these new duties and will also support ongoing development of the SAA Portal which provides information to ratepayers and their agents.

Assessors were asked to submit plans showing what actions and preparations Assessors were planning to carry out to ensure all the Barclay recommendations were fully implemented and delivered within the legislative timelines. These plans have been submitted and approved by the Scottish Government and they cover the period up to 2025 by which time all the recommendations of the Barclay review will be in place.

2. Staffing

As previously reported, recruitment of qualified valuation staff has been difficult in recent times and several recent rounds of advertising have not proven successful. Since the last report a Trainee Valuer, a Senior Valuer and a Divisional Assessor have left. Recruitment processes are currently ongoing for Divisional Assessor and Trainee Valuer. The most recent recruitment process for Valuer/Senior Valuer did not attract any suitable candidates.

3. 2023 Non-Domestic Revaluation

The Non-Domestic Revaluation came into force on 1st April 2023, with a Tone Date of 1st April 2022. The Tone Date is the date to which all valuations are tied, to ensure all non-domestic properties are valued at the same point in time. In line with the statutory requirements the 2023 Revaluation Roll was delivered to the Local Authorities on 15th March 2023 and Revaluation Notices were issued to all Proprietor, Tenants and Occupiers on the 29th March.

On the 1st of April there was a substantial update to the Assessors portal (www.saa.gov.uk) to publish the Revaluation Roll. Across East Renfrewshire, Inverclyde and Renfrewshire just under 90% of the published values have a valuation showing the make up of the value available to view online and many properties also have a rented property list showing rental comparisons that have been used to arrive at the valuation. The Assessors portal also published over 100 Practice Notes. Each Practice Note details how a property type should be valued and covers properties as diverse as Shops, Prisons, Bingo Halls and Golf Courses. Members of our team authored a number of these Practice Notes and contributed to many others.

The Assessors portal was also upgraded to allow aggrieved Proprietor, Tenants or Occupiers to submit a proposal against the new Revaluation entry. The original deadline for submitting a proposal was 31st July 2023 and on the 20th July, the Scottish Government enacted the Valuation (Proposals Procedure) (Scotland) Amendment Regulations 2023 which amended the deadline for Revaluation proposals to 31st August 2023.

There were a total of 964 Revaluation Proposals lodged, across 923 properties in the Valuation Roll. Work has now begun to evaluate the proposals and discuss them with the proposers or their representatives ahead of the statutory deadline of September 2025, where agreement cannot be reached the proposer has the right to a further appeal to the First Tier Tribunal.

4. Changes to the Appeals System

The transfer of the Local Appeal Committees into the Scottish Courts and Tribunals Service (SCTS) took place on 1st April 2023.

The Local Taxation Chamber of the First Tier Tribunal for Scotland has in recent months begun to hear cases with the first Non-Domestic appeals cited for hearings in November.

5. Self-Catering Properties

The legislation relating to self-catering properties changed with effect from 1st April 2022. To be classed as a non-domestic property the owner of a self-catering property will now be required to provide evidence of 70 days actual letting as well as 140 days intention to let. The letting must be on a commercial basis with a view to making a profit. I wrote to the owners of all self-catering properties within the RVJB area last year to inform them of the change. I have requested the required evidence from each operator and this is being reviewed.

6. Information Gathering powers

The new powers allow the Assessor to issue Assessor Information Notices (AINs), which if not responded to can lead to the Assessor issuing a Civil Penalty on the non-responder(s).

With assistance from Renfrewshire Council's Sundry Debt Team, processes are now agreed to assist in the collection of any Civil Penalties raised through these powers for all three of the Board's councils.

When civil penalties are issued the revenue raised is due to be paid into the Scottish Governments Consolidated Fund (net of any costs). These processes will be kept under review and Scottish Government will be updated regularly on any monies raised which are due to them via the Consolidated Fund.

7. IT Valuation System

Development of this system continues with the aim of going live at a suitable time for service delivery.

8. Recommendations

- i. The Board notes this report.

Robert Nicol
Assessor and Electoral Registration Officer
8th November 2023

For further information please contact Robert Nicol at 07483921232
or via e-mail at robert.nicol@renfrewshire-vjb.gov.uk



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 17th November 2023

Subject: Property Report

Author: Assessor & Electoral Registration Officer

1. Introduction

The Board functions are delivered from its offices at the Robertson Centre, Glasgow Road, Paisley. The offices are let from Renfrewshire Council and they have deemed the building surplus to requirements and had intimated that they would not renew the Board's lease beyond March 2024, therefore the Board has to look for alternative premises.

2. Update

At the last meeting I reported to the Board that Renfrewshire Council had now intimated that they would be willing to extend our current lease on similar terms for a further year until March 2025 albeit this offer is subject to approval of the appropriate Board within Renfrewshire Council and that In consultation with the Clerk, we have agreed that this is the best option for the Board and service delivery in the short term.

A report was submitted by Renfrewshire Council's Chief Executive to the Infrastructure Land and Environment Policy Board (ILEPB) recommending the approval an extension of the existing lease, on the same terms, by one year until March 2025. At time of writing Renfrewshire Council's ILEPB have not met yet and I will give a verbal update on the outcome.

In the meantime we have continued to liaise with several possible landlords who have all intimated that they would be keen to explore options for the long-term accommodation for the Board from either March 2024 or March 2025 depending on the outcome of the ILEPB.

3. Next Steps

I will continue to engage with Renfrewshire Council over the proposed lease extension with a view to having this finalised as soon as possible after the ILEPB has met. Work will continue to investigate options for the long term accommodation for the Board.

The Board will be kept updated on progress via reports to future meetings.

4. Recommendations

The Board notes:

1. The content of the report

Robert Nicol
Assessor and Electoral Registration Officer
6th November 2023

For further information please contact Robert Nicol 07483921232
Or via e-mail at robert.nicol@renfrewshire-vjb.gov.uk



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board
Meeting on: 17th November 2023
Subject: Recruitment Policy
Author: Assistant Assessor & Electoral Registration Officer

1. Introduction

Renfrewshire Valuation Joint Board's success in achieving its Mission and Vision depends on the quality of its workforce. Effective recruitment plays a crucial role in the day-to-day success of meeting the operational demands on the Board. This policy outlines our statement of intent for recruitment, outlining how we will conduct our recruitment process efficiently to attract the right people, for the right jobs, with the right skills, knowledge and competencies, whilst providing candidates and recruiting managers with a positive experience.

The Recruitment Policy has been adopted by Renfrewshire Council and we have made minor amendments to ensure it is appropriate for our own use. The policy has been approved by our Management Team.

It is being presented to the Board for approval.

2. Recommendations

- i. The Board approves the policy.

Lindsey Hendry
Assistant Assessor & Electoral Registration Officer
9th October 2023

For further information please contact Lindsey Hendry at 0141 487 0635 or via email at lindsey.hendry@renfrewshire-vjb.gov.uk

RENFREWSHIRE VALUATION JOINT BOARD



RECRUITMENT POLICY

Attracting and building our talented workforce of the future

Title	Recruiting Policy
Author	Lindsey Hendry
Approved By	Management Team
Date of Approval	28 th June 2023
Reviewer	Assistant Assessor
Review Date	As required

Review History

Review No.	Details	Release Date

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1. Introduction

- 1.1 Renfrewshire Valuation Joint Board's (RVJB) success in achieving its Mission and Vision depends on the quality of its workforce. Effective recruitment plays a crucial role in the day to day success of meeting the operational demands on RVJB. The RVJB of the future requires a highly skilled, flexible, adaptive and motivated workforce committed to driving continuous improvement to achieve RVJB's vision and values and meet the needs of its stakeholders.
- 1.2 This policy provides RVJB's statement of intent for recruitment, outlining how it will conduct its recruitment process efficiently to attract the right people, for the right jobs, with the right skills, knowledge and competencies, whilst providing candidates and recruiting managers with a positive experience.
- 1.3 Appointments will be made on merit and best-fit with RVJB's organisational competencies, goals and values whilst meeting best practice and legislative requirements.
- 1.4 As required by the Equality Act 2010, RVJB will ensure that all potential applicants are treated fairly and given equal opportunity, regardless of ethnic origin, religion or belief, disability, age, sex, gender reassignment, sexual orientation, marriage or civil partnership status, pregnancy or maternity, carer responsibility, race, nationality, social or economic status, or trade union membership or activity.
- 1.5 Supporting guidance and training in recruitment good practice is available for managers and employees to support the fair, inclusive and consistent implementation of this policy.

2. Purpose of the policy

- 2.1 The purpose of this policy is to support RVJB to manage all recruitment effectively through the provision of a clear, fair, transparent, legal and lean process.
- 2.2 The policy aims to:
 - Build and appoint our workforce of the future based on merit;
 - Meet all legislative employment requirements;
 - Implement fair, inclusive and consistent recruitment ensuring recruiting managers are appropriately developed in the process;
 - Support the achievement of RVJB's equality, diversity and gender pay outcomes.

3. Scope

- 3.1 The principles of this policy apply to all potential and existing employees of RVJB. Separate guidance is in place for the recruitment of Chief Officers which must be applied.
- 3.2 This policy applies to the recruitment of posts that are permanent, temporary, fixed term or casual/sessional.

4. Responsibilities

- 4.1 Managers, Elected Members, Renfrewshire Council's HR & OD, and the Trade Unions all have a part to play in ensuring the principles of this policy are applied effectively. Responsibilities are outlined in the Recruitment Supporting Guidance.

5. Stages of Recruitment

- 5.1 There are broadly 5 stages to the recruitment process and will vary depending on each staffing group. A brief outline of each stage is detailed below and further information is contained in the Recruitment Supporting Guidance.

• Stage 1 – Vacancy Management

Before any post is advertised, the Management Team will discuss and approve the vacancy. Once approved, a member of the Management Team is to communicate to the Service Co-ordinator/Assistant Service Co-ordinator (SCO/ASCO) of the post.

• Stage 2 – Preparing to Recruit

If a post is deemed appropriate by the Management Team to progress to advert, recruiting managers should ensure that the Job Outline has been evaluated if required and that the person specification and advert are prepared and provided to the SCO/ASCO who will submit all relevant documents in order for the post to be advertised to HR & OD for consistency checking.

• Stage 3 – The Selection Process

Recruiting managers must complete training provided by Renfrewshire Council before taking part in the recruitment process. A variety of selection methods may be utilised such as assessment centres, competency based interviews including the use of digital resources where appropriate and/or recruitment open days. It is good practice that the selection panel should have a gender equality balance where possible through the selection process. Consideration should be given as to whether any reasonable adjustment is required to prevent candidates with disabilities or other protected characteristics from being unfairly disadvantaged in the selection process. Advice on reasonable adjustments should be sought from Renfrewshire Council's HR & OD.

Customer and Business Services – Employee Services will support the SCO/ASCO and the recruiting managers as they carry out the process, ensuring all relevant documentation is completed in line with process. The documentation will include and highlight the preferred candidate subject to satisfactory pre-employment checks.

• Stage 4 – Pre-Employment Checks

Prior to the preferred candidate commencing employment for RVJB, a number of pre-employment checks dependent on the requirements of the post will be carried out by the SCO/ASCO in conjunction with the recruiting manager, including eligibility to work in the UK, pre-employment health

checks, qualifications and professional registrations, driver licence checks, criminal record checks, Disclosure/PVG, references and Fitness for Jobs. Some of these checks are dependent on other third-party organisations' timescales.

• **Stage 5 – Offer of Appointment and Induction**

Following interview and assessment outcomes, an offer of appointment subject to satisfactory pre-employment checks can be made to the preferred candidate. An offer of feedback to unsuccessful candidates should also be provided as best practice.

On acceptance of an offer of appointment, the recruiting manager must offer the starting salary at the first point of the grade for that post. In exceptional circumstances, i.e. hard to recruit posts, the recruiting manager may seek approval from the Assessor & ERO to offer a starting salary above the first point of that grade subject to justified business case. SCO/ASCO will issue the successful candidate with a Contract of Employment which includes information about the terms and conditions related to that post including leave entitlement, pay frequency, continuous service criteria, employee benefits and pension arrangements.

When the successful candidate commences employment with RVJB, the recruiting manager(s) or a nominated person are responsible for ensuring completion of all induction processes.

6. Recruitment Training

- 6.1 Employees undertaking recruitment are representing RVJB and therefore should take every opportunity to promote RVJB in a positive manner. Employees participating in recruitment must have received training on the Recruitment Policy and Processes from HR & OD and the Recruitment Team in Customer and Business Services.

7. The Equality Act and the Public Sector Equality Duty

- 7.1 In line with the Equality Act 2010 and the Public Sector Equality Duty, RVJB is legally required to gather evidence and use equality data from applicants. Equality monitoring helps RVJB to ensure its recruitment practices are fair and reasonable and helps it to understand the impact that its recruitment processes has on applicants from different equality groups. RVJB will investigate reasons for any disproportionate trends in the recruitment information and will consider where appropriate using positive action and targeted recruitment to better perform the equality duty and encourage applications from underrepresented groups for posts within RVJB.
- 7.2 RVJB is committed to applying its Equality and Diversity Policy at all stages of the recruitment process. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability or any other protected characteristic. All applicants with a disability who meet the essential requirements of the job as set out in the job outline and person specification will be guaranteed an interview.

8. Recruitment Complaints

- 8.1 If an applicant considers they have been unfairly treated in the application of this policy, a complaint can be made to the Assistant Assessor who will make arrangements for the matter to be thoroughly investigated and take any appropriate actions.

9. Confidentiality

- 9.1 Information relating to the recruitment process and activities should be recorded, maintained and processed confidentially and securely by the recruiting manager, SCO/ASCO, Renfrewshire Council's HR & OD and Customer and Business Services and will be used only to monitor the effectiveness of this policy.
- 9.2 Information processed may include paper or electronic records and will be done so in line with the data protection legislation.

10. Equality and Human Rights Impact Assessment

- 10.1 This policy has been equality impact assessed in line with RVJB's obligation to comply with the Equality Act 2010.

11. Monitoring and Review

- 11.1 This policy will be reviewed regularly and in line with any legislative changes and best practice relating to recruitment activities. The recognised trade unions will be consulted on any future changes to this policy.



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board
Meeting on: 17th November 2023
Subject: Trade Union Facility Time Reporting
Author: Assistant Assessor & Electoral Registration Officer

1. Introduction

Renfrewshire Valuation Joint Board recognises that it is to the mutual benefit of the Board and its employees that employees are represented by Trade Unions. The Board is committed to the principle of collective bargaining at both national and local level. The Board recognises the important role of Trade Unions in promoting and developing good employee relations and health and safety practices.

The Trade Union (Facility Time Publication Requirements) Regulations 2017, requires public sector employers who have full time equivalent employee numbers of more than 49 to publish information relating to facility time taken by union representatives.

Although the Joint Board at present is not legally required to publish the information as the number of full-time equivalent staff during the year in question falls below the required level, it was considered appropriate to voluntarily publish the information in the interest of transparency.

The data attached has been collated under the relevant regulations and provides information relating to facility time for 2022-2023 and 2021-2022.

2. Recommendations

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

Lindsey Hendry
Assistant Assessor and ERO
3rd November 2023

For further information please contact Lindsey Hendry at 0141 487 0635 or via email at lindsey.hendry@renfrewshire-vjb.gov.uk

Trade Union Facility Time Report 2022 - 2023

Facility Time Publication Requirements		
A): Trade Union Representative - Total number of employees who were relevant union officials during the relevant period(s)	2022/23	2021/22
Number of employees	2	2
Full-time equivalent employee number	2	2

B): Percentage of time spent on facility time - How many employees who were relevant union officials employed during the relevant period spent 0%, 1-50%, 51-99% or 100% of their working hours on facility time	2022/23	2021/22
0%		
1-50%	2	2
51-99%		
100%		

C) - Percentage of pay bill spent on facility time: percentage of the total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period	2022/23	2021/22
Total cost of facility time (A)	£4,209	£1,757
Total pay bill (B)	£2,003,325	£2,066,481
Percentage of the total pay bill spent on facility time (A ÷ B)	0.21%	0.09%

D) Paid trade union activities: As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities	2022/23	2021/22
Total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ Total paid facility time hours x 100	5%	4%

*Total pay bill taken from RVJB's 22/23 Audited Accounts