



Renfrewshire Valuation Joint Board

Notice of Meeting and Agenda Renfrewshire Valuation Joint Board

| Date | Time | Venue |
|-------------------------|-------|---|
| Friday, 15 January 2016 | 14:00 | The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF |

KENNETH GRAHAM
Clerk to the Joint Board

Members

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

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

- | | | |
|----------|---|----------------|
| 1 | Minute | 5 - 8 |
| | Minute of meeting held on 20 November 2015. | |
| 2 | Revenue Budget Monitoring | 9 - 12 |
| | Report by Treasurer. | |
| 3 | Revenue Estimates 2016/17 | 13 - 20 |
| | Report by Treasurer. | |
| 4 | Electoral Registration | 21 - 26 |
| | Report by Assessor and Electoral Registration Officer. | |
| 5 | Performance Report | 27 - 30 |
| | Report by Divisional Assessor and Assistant Electoral Registration Officer. | |
| 6 | 2017 Non-domestic Rating Revaluation | 31 - 32 |
| | Report by Divisional Assessor and Assistant Electoral Registration Officer. | |
| 7 | Staffing Appointments | 33 - 34 |
| | Report by Depute Assessor and Electoral Registration Officer. | |

8 Date of Next Meeting

Note that the next meeting of the Joint Board will be held at 2.00 pm on Friday, 20 May, 2016 within the offices of East Renfrewshire Council, Eastwood Park, Rouken Glen Road, Giffnock G46 6UG.



Renfrewshire Valuation Joint Board

Minute of Meeting Renfrewshire Valuation Joint Board

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

PRESENT

Provost Carmichael and Councillors Gilbert and Green (East Renfrewshire Council); Brennan, Nelson, Loughran and Shepherd (Inverclyde Council); and M Sharkey, Williams, McGee, Mullin, I McMillan (substitute for Councillor Hood) and Caldwell (substitute for Councillor Bibby) (Renfrewshire Council).

CHAIR

Councillor Mullin, Convener, presided.

IN ATTENDANCE

A MacTaggart, Assessor and Electoral Registration Officer, L Hendry, Divisional Assessor and Assistant Electoral Registration Officer, J Murgatroyd, Divisional Assessor and Assistant Electoral Registration Officer and S Carlton, Principal Admin Officer (all Renfrewshire Valuation Joint Board); and D Forbes, Finance Manager, E Currie, Senior Committee Services Officer and G Allison, Graduate Intern (all Finance & Resources, Renfrewshire Council).

APOLOGIES

Councillors O'Kane (East Renfrewshire Council) and Lawson, Hood and Bibby (Renfrewshire Council).

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Convener intimated that there was an additional item in relation to the pay award which had not been included in the notice calling the meeting. The Convener being of the opinion that the item which was dealt with at item 9 below, was urgent in view of the need to homologate the action taken, authorised its consideration.

1 MINUTE

There was submitted the Minute of the meeting of the Joint Board held on 21 August, 2015.

DECIDED: That the Minute be approved.

2 REVENUE BUDGET MONITORING

There was submitted a report by the Treasurer in respect of the Joint Board for the period 1 April to 16 October, 2015.

DECIDED: That the report be noted.

3 PERFORMANCE REPORT

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

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

DECIDED: That the report be noted.

4 **ELECTORAL REGISTRATION**

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

The report intimated that Household Enquiry Forms had been issued to all properties in the Joint Board area and detailed the number of Invitations to Register and Household Enquiry Forms issued by constituent authority area.

The report provided information on the number of first and second reminders issued where no response had been received in respect of an 'Invitation to Register' and a 'Household Enquiry Form', together with information in relation to the door-to-door canvass, local secondary checks, unconfirmed electors, the publication of registers, costs and key dates for the Scottish Parliamentary Election to be held on 5 May, 2016.

DECIDED: That the report be noted.

5 **RECORD MANAGEMENT PLAN**

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

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

DECIDED: That the Records Management Plan, which formed the appendix to the report, be noted.

6 **2017 NON-DOMESTIC RATING REVALUATION PROGRESS REPORT**

Under reference to item 7 of the Minute of the meeting of this Joint Board held on 21 January, 2015 there was submitted a report by the Divisional Assessor and Assistant Electoral Registration Officer relative to the 2017 Non-Domestic Rating Revaluation.

The report detailed the progress in relation to the collection of rental evidence and the collection of Scottish Assessors Association Return of Information forms and provided information in relation to the various working groups and committees within the Scottish Assessors Association and the Valuation Office in London; the eight Practice Notes being written by Joint Board staff which would be used by all 14 Assessors' offices and the analysis on the returned rental information in order to comply with the Scottish Government's request that the bulk of the subjects be valued by the end of January 2016.

DECIDED: That the report be noted.

7 REACCREDITATION OF PUBLIC SERVICES NETWORK

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the award of Public Services Network status to the Joint Board for the second year.

DECIDED: That the report be noted.

8 BUDGETARY REDUCTIONS AND RESTRUCTURING

Under reference to item 7 of the Minute of the meeting of this Board held on 5 June, 2015 there was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the restructuring of the organisation.

The report intimated that funding for three temporary clerical assistants had come to an end; that it was anticipated that a member of staff would leave under VER by the end of March 2016 and that a senior management post would be lost under VER in 2016/17. There may be further posts lost under VER but the staff structure would not be finalised until the full extent of the budgetary restrictions were known. It was anticipated that the final structure would be reported to the Joint Board in June 2016.

DECIDED: That the report be noted.

9 PAY AWARD

The Assessor and Electoral Registration Officer intimated that settlement had been reached on the increase in pay to be awarded in 2015/16, at 1.5%, and 2016/17, at 1%.

The report intimated that to allow Renfrewshire Council's salary team to process the pay award at the same time as the Council's salaried staff, the Assessor and Electoral Registration Officer, in consultation with the Convener, had approved the pay award to Joint Board staff and homologation was sought for this action.

DECIDED: That the action taken by the Assessor and Electoral Registration Officer, in consultation with the Convener, to approve the pay award to Joint Board staff be homologated.

10 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Joint Board would be held at 2.00 pm on Friday, 15 January, 2016 within the offices of the Renfrewshire Valuation Joint Board, Glasgow Road, Paisley.

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 15 January 2016

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 11th December 2015

1. Summary

- 1.1 Gross expenditure is £149,000 over budget and income is currently £168,000 over recovered resulting in a net underspend of £19,000. This is summarised in point 4.

2 Recommendations

- 2.1 It is recommended that members consider the report.

3 Budget Adjustments Since Last Report

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

4 Budget Performance

- | | |
|-----------------------------|----------------------------------|
| 4.1 Current Position | Net Underspend £19,000 |
| <i>Previously Reported</i> | <i>Net Underspend of £18,000</i> |

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

The underspend in Employee Costs is a result of two vacancies within valuation which are not expected to be filled until the start of January 2016.

The overspend in Supplies and Services relates to the increase in costs for Computer Maintenance and one off charges in relation to PSN.

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

An IT specialist on secondment from Renfrewshire Council to help develop the system for IER has resulted in the overspend in Payments to Other Bodies.

All overspends related to the transition to IER have been funded by the Cabinet Office resulting in the over recovery of Other Income.

Projected Year End Position

The projected year end position is a deficit of £33,200 compared to a budgeted draw on reserves of £41,400 mainly as a result of the underspend in Contractors and Others.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2015/16
1st April 2015 To 11th December 2015

JOINT BOARD : RENFREWSHIRE VALUATION JOINT BOARD

| Description (1) | Revised Annual Budget (2) | Revised Period Budget (3) | Actual (4) | Adjustments (5) | Revised Actual (6) = (4 + 5) | Budget Variance £000's (7) % |
|--------------------------------------|------------------------------|------------------------------|----------------|--------------------|---------------------------------|-------------------------------------|
| Employee Costs | 1,797 | 1,136 | 1,108 | 0 | 1,108 | 28 2.5% underspend |
| Property Costs | 241 | 183 | 183 | 0 | 183 | 0 0.0% breakeven |
| Supplies & Services | 64 | 62 | 88 | (6) | 82 | (20) -32.3% overspend |
| Contractors and Others | 25 | 15 | 1 | 0 | 1 | 14 93.3% underspend |
| Transport & Plant Costs | 0 | 0 | 0 | 0 | 0 | 0 0.0% breakeven |
| Administration Costs | 283 | 81 | 233 | 13 | 246 | (165) -203.7% overspend |
| Payments to Other Bodies | 13 | 4 | 8 | 2 | 10 | (6) -150.0% overspend |
| GROSS EXPENDITURE | 2,423 | 1,481 | 1,621 | 9 | 1,630 | (149) -10.1% overspend |
| Contributions from Local Authorities | (2,282) | (1,705) | (1,545) | (160) | (1,705) | 0 0.0% breakeven |
| Other Income | (100) | (95) | (202) | (61) | (263) | 168 176.8% over-recovery |
| INCOME | (2,382) | (1,800) | (1,747) | (221) | (1,968) | 168 9.3% over-recovery |
| TRANSFER (TO)/FROM RESERVES | 41 | (319) | (126) | (212) | (338) | 19 6.0% underspend |

| | | | | | | |
|--|--------|----|-------|------------------------------|--------|-------|
| Bottom Line Position to 11th December 2015 is an underspend of | £000's | 19 | 6.0% | Opening Reserves | £000's | (591) |
| Anticipated Year End Budget Position is an underspend of | | 8 | 19.5% | Anticipated Closing Reserves | | (558) |

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 15 January 2016

Report by: The Treasurer

Heading: Revenue Budget 2016/17

1. Background

- 1.1 The following report has been prepared by the Treasurer, in consultation with the Assessor, to present the Revenue Estimates of Renfrewshire Valuation Joint Board for 2016/17 and to establish the 2016/17 requisition.

2 Recommendations

2.1 It is recommended that members:

- (a) approve the 2016/17 Revenue Estimates as submitted at Appendix 1 and the requisitions for constituent authorities as submitted at Appendix 2;
- (b) approve the utilisation of balances during 2016/17 as detailed at Appendix 1;
- (c) note that the 2017/18 revenue budget and associated requisition levels will be developed in future years once member council grant levels have been confirmed;
- (d) request the Assessor to carry out a further service review in order to develop a sustainable and affordable staffing structure and identify further savings options to be reported to a future meeting of the Joint Board.

3 Background

- 3.1 At its meeting of 14 January 2011, following the announcement of significant reductions in local government grant funding, the Joint Board agreed to implement a range of savings designed to reduce member authority requisitions by 4.0%, 1.7% and 1.7% respectively in each year from 2011/12 to 2013/14. These measures achieved an overall reduction in annual requisitions of £178,000 to the current 2015/16 level of £2,281,800 per annum.
- 3.2 Local government in Scotland is, once again, facing a significant contraction in the levels of available resources relating, predominantly, to the provision of revenue grant from the Scottish Government. In this context it is recognised that this is likely to have a consequential impact on the level of requisition funding available to the Joint Board over the medium term. At present, only the local government grant settlement position for 2016/17 has been announced by the Scottish Government, with figures for 2017/18 and beyond potentially not emerging until the second half of 2016. In this context and recognising the uncertainty over the level of financial contraction which local government is likely to face over the medium term, no indicative budget figures are provided for 2017/18. It would be anticipated that, at this point next year, a 2017/18 budget and medium term planning figures will be presented in the context of a firmer medium term financial outlook for member councils.
- 3.3 At its meeting of 16 January 2015 the Joint Board agreed to the utilisation of up to £0.200m of reserves to meet the costs associated with Voluntary Redundancy / Voluntary Early Retirement arising from a review of staffing levels. Following the receipt of expressions of interest from a number of staff, it has been agreed that two members of staff will leave under the Voluntary Redundancy / Voluntary Early Retirement scheme on 31 March 2016. The costs to be met from reserves have been calculated at £0.114m with net annual savings of £0.067m from 2016/17.
- 3.4 Following the introduction of Individual Electoral Registration in 2014/15, the Cabinet Office has provided funding for any additional costs incurred as a result of additional duties undertaken during the transition period. From 2016 the responsibility for this activity will be devolved to the Scottish Government. It is presently unclear how this will impact on the funding arrangements.

4 Budget Assumptions

- 4.1 The budget has been constructed on the basis of the following assumptions:-
- A budget provision for inflation on employee costs has been included at 1% for 2016-17 reflecting the nationally agreed pay uplift;
 - A budget provision for additional employer's national insurance contributions has been included following the introduction of the new state pension arrangements from 2016-17;

- In line with previous years' practice no inflation adjustment has been made to all non-pay expenditure lines;
- Adjustments have been made to specific budget lines to reflect operational experience in relation to:
 - employee costs - a budgeted staffing turnover assumption of 4% has been applied;
 - property costs – increased non domestic rates costs;
 - supplies and services – increased costs for PSN compliance;
 - sales, fees and charges – reduced income from sales;
 - requisitions – requisition levels have been reduced by 3% as an initial contribution towards the impact of the contraction in local government funding.

4.2 Account has been taken of the ongoing costs of implementing the Individual Electoral Registration scheme during 2016/17 and this has been matched by additional budgeted income. In the event that the requirements of the scheme continue to be met by the Joint Board but matching funding is not provided by either the Cabinet Office or the Scottish Government, a draw on reserves may be required to meet these costs.

4.3 The Assessor will continue to control expenditure on a "bottom line" basis in order that the effective management of RVJB operational finances continues. This allows the Assessor some flexibility in controlling expenditure within the agreed overall budget to ensure that his statutory obligations are met. Any significant factors which affect either expenditure or income would be reported to Members at the earliest opportunity.

5 Financial Overview

5.1 Details of the local government grant settlement for 2016/17 were issued on 16 December 2015 and presented a significant contraction of the resources available to local government. Recognising the financial pressures on councils, the requisition income available to the Renfrewshire Valuation Joint Board has been modelled on a 3% reduction, equating to £0.068m, in 2016/17.

5.2 The funding settlement for 2017/18 and beyond is uncertain and it is recognised that over the medium term the funding position of local government across Scotland is likely to involve a further period of contraction. The level of which is unlikely to emerge until the second half of 2016. However, it is currently anticipated that the Board will require to identify further recurrent savings from 2017/18 and, to this end, the Assessor will undertake a further review of the service in order to identify saving options. A report on the outcome of this review will be presented to the Board for consideration during 2016.

- 5.3 The Board will continue to face pressures associated with the EU Referendum, the ongoing Non Domestic Revaluation plus the ongoing additional costs of Electoral Registration highlighted at 4.2 above. In addition, there is the potential of additional work arising from the restoration of Shootings and Deer Forests into the Valuation Roll and any work following from the Commission on Local Tax Reform and the NDR Review announced by the Deputy First Minister on 16 December 2015.
- 5.4 The 2014/15 Annual Accounts confirmed available balances of £0.591m. It is anticipated that £0.032m will be drawn down during 2015/16 leaving a balance of £0.559m. Following the use of £0.114m to support VR/VER costs, as detailed at paragraph 3.3, the level of resources going forward into 2016/17 is anticipated at £0.445m.
- 5.5 The reduction in requisition income represents a considerable challenge for the Joint Board. In order to meet this whilst maintaining an acceptable level of service delivery, the impact of the reductions will be spread over 2016/17 and 2017/18 through the use of £0.109m of available balances. It is therefore estimated that the working balances available at the end of 2016/17 will be £0.336m which is 14% of the Joint Board's core turnover. In the context of the wider financial environment this is viewed as being a prudent level at which to maintain unallocated reserves in order to protect against any unforeseen costs or financial risks which may arise in the future.

6 Requisitions payable by Member Councils

- 6.1 As approved by the Joint Board at a meeting on 18 February 2000 the allocation of the requisition across the constituent authorities will be based on the percentage proportions of the GAE. The analysis of the 2015/16 GAE for constituent member authorities is as follows:-

| Council | Council Tax Valuation | Land Valuation | Electoral Registration | TOTAL | Total % |
|-------------------|-----------------------|----------------|------------------------|------------------|---------|
| East Renfrewshire | 150,000 | 140,000 | 101,000 | 391,000 | 20.50% |
| Inverclyde | 154,000 | 187,000 | 104,000 | 445,000 | 23.30% |
| Renfrewshire | 334,000 | 512,000 | 225,000 | 1,071,000 | 56.20% |
| TOTAL RVJB | 638,000 | 839,000 | 430,000 | 1,907,000 | |

- 6.2 The proposed overall requisition level for member authorities is proposed at £2,213,300 which is a 3% reduction against 2015/16 requisition levels. Individual member requisition levels are detailed in Appendix 2.

RENFREWSHIRE VALUATION JOINT BOARD**REVENUE ESTIMATES 2016/17 TO 2017/18****OVERVIEW**

| | Approved 2015/16 | Probable 2015/16 | Core With VER Savings 2016/17 | IER 2016/17 | Total 2016/17 |
|--------------------------------|-----------------------------------|-----------------------------|--|------------------------|--------------------------------|
| | £ | £ | | | £ |
| Expenditure | | | | | |
| Employee costs | 1,735,400 | 1,834,600 | 1,695,400 | 105,600 | 1,801,000 |
| Property costs | 233,300 | 240,900 | 241,500 | - | 241,500 |
| Supplies and Services | 59,500 | 72,400 | 79,900 | - | 79,900 |
| Contractors | 25,000 | 10,000 | 25,000 | - | 25,000 |
| Administration costs | 265,100 | 370,200 | 267,300 | 52,800 | 320,100 |
| Payments to Other Bodies | 19,700 | 18,600 | 19,700 | - | 19,700 |
| Required Savings | | | | | - |
| Total Expenditure | 2,338,000 | 2,546,700 | 2,328,800 | 158,400 | 2,487,200 |
| Income | | | | | |
| Sales, fees and charges | 14,100 | 5,000 | 5,000 | - | 5,000 |
| Temporary interest | 1,000 | 3,800 | 1,000 | - | 1,000 |
| Income from IER scheme | - | 224,400 | - | 158,400 | 158,400 |
| Total Income | 15,100 | 233,200 | 6,000 | 158,400 | 164,400 |
| Net Expenditure | 2,322,900 | 2,313,500 | 2,322,800 | - | 2,322,800 |
| Funded by | | | | | |
| Requisitions | 2,281,800 | 2,281,800 | 2,213,300 | - | 2,213,300 |
| Transfer from /(to) Balances | 41,100 | 31,700 | 109,500 | - | - |
| | 2,322,900 | 2,313,500 | 2,322,800 | - | 2,213,300 |
| Balance | - | - | - | - | 109,500 |
| Application of Balances | | | | | |
| Surplus brought forward | 591,440 | 591,440 | 559,740 | - | 559,740 |
| Application of balances | (41,100) | (31,700) | (109,500) | - | (109,500) |
| VR/VER | - | - | (113,650) | - | (113,650) |
| Surplus carried forward | 550,340 | 559,740 | 336,590 | - | 336,590 |
| % of Net Expenditure | 24% | | 14% | | 14% |
| | Approved 2015/16 £ | Probable 2015/16 | Core 2016/17 £ | IER 2016/17 | Total 2016/17 £ |
| Requisition Analysis | | | | | |
| East Renfrewshire | 467,800 | 467,800 | 453,700 | - | 453,700 |
| Inverclyde | 531,700 | 531,700 | 515,700 | - | 515,700 |
| Renfrewshire | 1,282,300 | 1,282,300 | 1,243,900 | - | 1,243,900 |
| | 2,281,800 | 2,281,800 | 2,213,300 | - | 2,213,300 |

**Estimates of Expenditure and Income for the Year Ended 31st March 2017
Renfrewshire Valuation Joint Board
Requisition Payable by Member Councils**

| | | 2015/16 £ | 2016/17 £ |
|-------------------|-------|--------------|--------------|
| EAST RENFREWSHIRE | 20.5% | 467,800 | 453,700 |
| INVERCLYDE | 23.3% | 531,700 | 515,700 |
| RENFREWSHIRE | 56.2% | 1,282,300 | 1,243,900 |
| | | 2,281,800 | 2,213,300 |

| Requisition Payment | |
|---------------------|---------|
| £ | £ |
| 37,900 | 37,800 |
| 42,700 | 43,000 |
| 103,200 | 103,700 |

| Due Dates | |
|-----------|---|
| 08-Apr-16 | 06-May-16 03-Jun-16 08-Jul-16 05-Aug-16 02-Sep-16 07-Oct-16 04-Nov-16 02-Dec-16 06-Jan-17 03-Feb-17 03-Mar-17 |



Renfrewshire Valuation Joint Board

Report to : Renfrewshire Valuation Joint Board

Meeting on : 15th January 2016

Subject : Electoral Registration Update Report

Author : Assessor & Electoral Registration Officer

1.0 Introduction

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

2.0 Annual Canvass

This process concluded in November 2015 with publication of the Registers taking place on 1st December 2015.

The position as at 1st December is detailed in Table A which shows the Total Electorate as at 1 December 2015

3. The Next Year:

3.1 Refresh of Absent Voter Identifiers:

This exercise will be carried out this month with mail being issued in the week beginning 18th January. The correspondence will invite electors with an Absent Voting facility to update their security details. The law dictates that this should be refreshed every 5 years. If updated security details are not supplied, the Absent Voting facility will lapse.

The numbers that will be included in the exercise are 3,769.

3.2 Canvassing:

The new rules for conducting the Annual Canvass have not proved to be as effective as earlier processes with the result that the number of registered electors has declined more by than it should. Business-as-usual Canvassing will commence in March and it is anticipated that approximately 3,000 properties will be canvassed.

3.3 Absent Voters:

As is usual at every Canvass, electors will make a request to have an Absent Vote. Application Forms have been issued and the responses are now being processed.

This will inevitably change up to the last date to make application for an Absent Vote (5pm on Tuesday 19th April) prior to the Scottish Parliamentary Election.

3.4 Elections:

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

Work is now under way in preparation for the SPE and meetings are scheduled with the staff representing the three Returning Officers in the Joint Board area.

General Conclusions

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

Recommendations

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

Alasdair MacTaggart

Assessor & ERO

7th January 2016

For further information please contact Alasdair MacTaggart at 0141-618-5900

or via e-mail at alsdair.mactaggart@renfrewshire-vjb.gov.uk

Table A - Total Electorate by Council Ward

| Note - this shows ALL electors, irrespective of Franchise | | | | |
|---|----------------|--------------|----------------|--------------|
| Council Area by Ward | 01-Dec-15 | | 01-Jan-16 | |
| East Renfrewshire | Adults | Attainers | Adults | Attainers |
| 1. Neilston, Uplawmoor and Newton Mearns North | 14,323 | 122 | 14,425 | 129 |
| 2. Barrhead | 12,503 | 44 | 12,547 | 50 |
| 3. Giffnock and Thornliebank | 10,894 | 62 | 10,961 | 65 |
| 4. Netherlee, Stamperland and Williamwood | 10,381 | 72 | 10,424 | 67 |
| 5. Newton Mearns South | 9,705 | 76 | 9,765 | 87 |
| 6. Busby, Clarkston and Eaglesham | 10,841 | 81 | 10,913 | 95 |
| Total for East Renfrewshire | 68,647 | 457 | 69,035 | 493 |
| Inverclyde | Adults | Attainers | Adults | Attainers |
| 1. Inverclyde East | 12,144 | 46 | 12,209 | 53 |
| 2. Inverclyde East Central | 9,461 | 31 | 9,509 | 35 |
| 3. Inverclyde North | 11,186 | 46 | 11,203 | 43 |
| 4. Inverclyde South | 7,876 | 26 | 7,903 | 33 |
| 5. Inverclyde West | 8,311 | 51 | 8,344 | 56 |
| 6. Inverclyde South West | 8,607 | 68 | 8,661 | 64 |
| Total for Inverclyde | 57,585 | 268 | 57,829 | 284 |
| Renfrewshire | Adults | Attainers | Adults | Attainers |
| 1. Renfrew North | 9,779 | 43 | 9,876 | 45 |
| 2. Renfrew South and Gallowhill | 10,166 | 41 | 10,232 | 42 |
| 3. Paisley East and Ralston | 12,703 | 55 | 12,778 | 53 |
| 4. Paisley North West | 12,606 | 48 | 12,706 | 53 |
| 5. Paisley South | 13,236 | 63 | 13,301 | 66 |
| 6. Paisley South West | 11,195 | 54 | 11,225 | 60 |
| 7. Johnstone South, Elderslie and Howwood | 12,430 | 41 | 12,508 | 48 |
| 8. Johnstone North, Kilbarchan and Lochwinnoch | 9,569 | 33 | 9,614 | 38 |
| 9. Houston, Crosslee and Linwood | 11,420 | 78 | 11,477 | 78 |
| 10. Bishopton, Bridge of Weir and Langbank | 9,438 | 58 | 9,488 | 54 |
| 11. Erskine and Inchinnan | 12,798 | 95 | 12,857 | 97 |
| Total for Renfrewshire | 125,340 | 609 | 126,062 | 634 |
| Joint Board Area | Adults | Attainers | Adults | Attainers |
| Total for Joint Board Area | 251,572 | 1,334 | 252,926 | 1,411 |

Table B - Total Electorate by Scottish Parliamentary Constituency

| Note - this shows only those electors eligible to vote at Scottish Parliamentary Election | | | | |
|---|----------------|--------------|----------------|--------------|
| Council Area by Ward | 01-Dec-15 | | 01-Jan-16 | |
| East Renfrewshire | Adults | Attainers | Adults | Attainers |
| Eastwood | 51,513 | 387 | 51,832 | 415 |
| Greenock and Inverclyde | 53,459 | 250 | 53,681 | 266 |
| Renfrewshire North and West | 48,887 | 279 | 49,192 | 279 |
| Paisley | 49,729 | 220 | 49,999 | 232 |
| Renfrewshire South | 47,984 | 198 | 48,222 | 219 |
| Total | 251,572 | 1,334 | 252,926 | 1,411 |



Renfrewshire Valuation Joint Board

Report to : Renfrewshire Valuation Joint Board

Meeting on : 15th January 2016

Subject : Performance Report

Author : Divisional Assessor & Assistant Electoral Registration Officer

1.0 Introduction

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

2.0 Council Tax

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

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

Period 1st April 2015 to 31st December 2015

| Council Area | No. Added | Within 3 months | %age of total added | Between 3 and 6 months | %age of total added | Added within 6 months | More than 6 months | %age of total added |
|--------------------|------------|-----------------|---------------------|------------------------|---------------------|-----------------------|--------------------|---------------------|
| Renfrewshire | 592 | 583 | 98.48% | 8 | 1.35% | 99.83% | 1 | 0.17% |
| East Renfrewshire | 202 | 198 | 98.02% | 4 | 1.98% | 100% | 0 | 0% |
| Inverclyde | 158 | 157 | 99.37% | 1 | 0.63% | 100% | 0 | 0% |
| RVJB totals | 952 | 938 | 98.53% | 13 | 1.37% | 99.89% | 1 | 0.11% |

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

In the period from 1 April 2015 to 31st December 2015, the average number of days taken to add a house was as follows:

| Council Area | No. Added | Average No. of Days |
|--------------------|------------|---------------------|
| Renfrewshire | 592 | 20.76 |
| East Renfrewshire | 202 | 21.93 |
| Inverclyde | 158 | 18.25 |
| RVJB Totals | 952 | 20.59 |

This measure is within our target of 38 days.

2.2 Information on Deletions from the Council Tax List

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

2.2.1 Number of Deletions from the Valuation (Council Tax) List between 1st April and 31st December during 2014 and 2015

| Council Area | No. Deleted 2014 | No. Deleted 2015 |
|-------------------|------------------|------------------|
| Renfrewshire | 123 | 27 |
| East Renfrewshire | 15 | 8 |
| Inverclyde | 238 | 121 |
| RVJB Total | 376 | 156 |

3.0 Non-domestic Valuation

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

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

Period 1st April 2015 to 31st December 2015

| Council Area | No. of Alt'ns | Within 3 months | %age of total added | Between 3 and 6 months | %age of total added | Added within 6 months | More than 6 months | %age of total added |
|--------------------|---------------|-----------------|---------------------|------------------------|---------------------|-----------------------|--------------------|---------------------|
| Renfrewshire | 222 | 212 | 95.50% | 10 | 4.50% | 100% | 0 | 0.00% |
| East Renfrewshire | 75 | 69 | 92.00% | 5 | 6.67% | 98.67% | 1 | 1.33% |
| Inverclyde | 65 | 64 | 98.46% | 0 | 0.00% | 98.46% | 1 | 1.54% |
| RVJB totals | 362 | 345 | 95.30% | 34 | 4.14% | 99.44% | 2 | 0.56% |

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

The performance is ahead of our target of 80% to be actioned within 3months and 95% within 6months.

4.0 General Conclusions,

The performance levels detailed are in line with our expectations.

5.0 Recommendations

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

Lindsey Hendry
Divisional Assessor & Assistant ERO
6 January 2016

For further information please contact Lindsey Hendry on 0141-618-5927 or via email lindsey.hendry@renfrewshire-vjb.gov.uk



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 15 January 2016

Subject: 2017 Non Domestic Rating Revaluation Progress Report

Author: Divisional Assessor & Assistant Electoral Registration Officer

1.0 Introduction

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

2.0 Analysis and Valuation of Commercial and Industrial Properties

Our main focus in January is the analysis and valuation of the Board's commercial and industrial subjects. As at the 31st December 2015, the no of subjects in the Board's area is 10,300 of which approximately 7,500 have to be valued by the end of January 2016 per the Scottish Government's request.

Subject Type/No to be Valued

| Subject Type | No of Subjects as at 31 December 15 |
|--------------|-------------------------------------|
| Retail | 3,077 |
| Offices | 2,019 |
| Industrial | 2,499 |
| Total | 7,595 |

To achieve this goal we have had to extend our working hours by offering overtime to the staff involved. As at the 31 December 15, this has cost the Board approximately £5,000 and we have offered these extended working hours into January 2016.

3.0 Preparations & Timeline

After January, our objective is to complete the 2017 Revaluation by turning our attention to the other categories of subject within the Board's area e.g. Public Service properties such as Airport, Fire Stations, Police Stations and Waste Water Treatment Works and Education/Training subjects e.g. Schools.

As the Assessor for Renfrewshire Valuation Joint Board is the designated Assessor for fixed line Telecommunications Subjects, this has resulted in a substantial increase in the work load for staff members in preparation for the 2017 Revaluation.

The proposed completion date for the 2017 Revaluation is August 2016.

7.0 General Conclusions

As noted in previous performance reports whilst every endeavor will be made to meet the current performance levels in relation to running roll and council tax targets, these may be affected as a result of time pressures to complete the Revaluation within the timescales set by the Scottish Government.

8.0 Recommendations

The Board notes the contents of this report.

Lindsey Hendry
Divisional Assessor & Assistant ERO
6 January 2016

For further information please contact Lindsey Hendry on 0141-618-5927 or via email lindsey.hendry@renfrewshire-vjb.gov.uk



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 15 January 2016

Subject: Update on Temporary Posts – Property Assistants

Author: Depute Assessor & Electoral Registration Officer

1.0 Introduction

The Board approved the filling of 2 temporary posts at the meeting in August 2015. These temporary posts are replacing 2 Surveyors posts in the Technical section due to the budget constraints facing the Board.

We have now appointed new temporary members of staff joining us this month, both of these posts are as Property Assistants and they will be working with our Valuation /Technical staff.

2. Recommendation

The Board notes the contents of this report.

Kate Crawford
Depute Assessor & ERO
8.01.2016

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

