



Renfrewshire Valuation Joint Board

Notice of Meeting and Agenda Renfrewshire Valuation Joint Board

Date	Time	Venue
Friday, 20 January 2017	14:00	The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF

KENNETH GRAHAM
Clerk

Membership

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).

Convener - Councillor Mullin.

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.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 | 3 - 6 |
| | Minute of meeting of the Joint Board held on 18 November 2016. | |
| 2 | Revenue Budget Monitoring | 7 - 10 |
| | Report by Treasurer. | |
| 3 | Revenue Estimates 2017/18 | 11 - 20 |
| | Report by Treasurer. | |
| 4 | Audit Scotland Annual Audit Plan 2016/17 | 21 - 36 |
| | Report by Treasurer. | |
| 5 | Electoral Registration Update | 37 - 40 |
| | Report by Assessor and Electoral Registration Officer. | |
| 6 | Performance Report | 41 - 44 |
| | Report by Divisional Assessor and Assistant Electoral Registration Officer. | |
| 7 | 2017 Non Domestic Rating Revaluation Progress Report | 45 - 52 |
| | Report by Divisional Assessor and Assistant Electoral Registration Officer. | |
| 8 | Staffing Changes | 53 - 54 |
| | Report by Depute Assessor and Electoral Registration Officer. | |
| 9 | Date of Next Meeting | |
| | Note that the next meeting of the Joint Board will be held at 2.00 pm on 16 June 2017 within the Robertson Centre, 16 Glasgow Road, Paisley. | |



Renfrewshire Valuation Joint Board

Minute of Meeting Renfrewshire Valuation Joint Board

Date	Time	Venue
Friday, 18 November 2016	14:00	The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF

PRESENT

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

CHAIR

Councillor Mullin, Convener, presided.

APOLOGIES

Councillors Green (East Renfrewshire Council); and Hood (Renfrewshire Council).

IN ATTENDANCE

A MacTaggart, Assessor & Electoral Registration Officer, K Crawford, Depute Assessor & Electoral Registration Officer, L Hendry, Divisional Assessor & 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 M Simpson, Finance Manager (Management Accounting), D Low, Senior Committee Services Officer and M Ball, Accountant (all Finance & Resources, Renfrewshire Council).

DECLARATIONS OF INTEREST

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

1 MINUTE

There was submitted the Minute of the meeting of the Joint Board held on 19 August 2016.

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 14 October 2016.

The report intimated that gross expenditure was £51,000 over budget and income was currently £3,000 over recovered resulting in a net overspend of £48,000.

The projected year-end position was a deficit of £85,000 resulting in a draw of reserves of £195,300 compared to a budgeted draw on reserves of £109,500. This was as a result of low staff turnover, unanticipated overtime costs and an income reduction of £54,720 from the Cabinet Office to fund Individual Electoral Registration (IER). The Joint Board were examining ways to minimise the deficit and planned to approach the Cabinet Office regarding the underfunding.

DECIDED: That the report be noted.

3 ELECTORAL REGISTRATION UPDATE

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 as part of the Annual Canvass, Householder Enquiry Form (HEF) reminders had been issued on 2 September 2016 to all those households that had failed to respond to the initial HEF. Where no response was received to the reminder door-to-door visits had commenced on 1 October 2016.

The report referred to recent changes to ward boundaries and polling districts as a result of the review of Council boundaries. Taking into account the timescale for the publication of Registers on 1 December 2016 the report indicated that the changes arising from the review would be reflected in a fresh publication of the Registers on 1 February 2017.

The report detailed the key dates for the Local Government Elections to be held on 4 May 2017.

DECIDED: That the report be noted.

4 PERFORMANCE REPORT

There was submitted a report by the Divisional Assessor & Assistant Electoral Registration Officer covering the first six months of the rating year and providing an update on the current performance and workload issues facing the Joint Board.

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 marginally below 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 2016 and also the number of deletions from the Valuation (Council Tax) List between 1 April and 30 September during 2015 and 2016 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 2016 by constituent authority area, which fell below the target of 80% to be actioned within three months but exceeded the target of 95% within six months.

DECIDED: That the report be noted.

5 2017 NON DOMESTIC RATING REVALUATION PROGRESS REPORT

There was submitted a report by the Divisional Assessor & Assistant Electoral Registration Officer relative to the work being undertaken in preparation for the 2017 Non-domestic Rating Revaluation which came into effect on 1 April 2017.

The report intimated that the Lands Valuation (Scotland) Act required that the Assessor & Electoral Registration Officer value or revalue all of the lands and heritages in his valuation area. These valuations were to be totally fresh and relate to rental levels prevailing at the statutory 'tone date' of 1 April 2015. The report advised that the revaluation had been completed on schedule with a total number of subjects revalued at the present time amounting to 10,406.

A detailed analysis of all non-domestic subjects within the Joint Board area grouped by statistical categories formed the appendix to the report.

DECIDED: That the report be noted.

6 FINANCIAL OUTLOOK AND SAVINGS PROPOSALS

There was submitted a report by the Assessor and Electoral Registration Officer providing an update on the Board's financial position and the medium-term financial outlook facing the Joint Board together with information on the measures being proposed to ensure that the Joint Board remained financially sustainable.

The report indicated that there had been a reduction of funding of 16.66% to the Joint Board in real terms over the past six years; that the number of staff had reduced from 52 in 2011 to 43 at present; that the outlook in the medium-term was characterised by uncertainty, mainly relating to the level of pay awards and the level of requisition; the Joint Board's ability to meet the statutory obligations highlighted in the report; and the depletion of reserves since 2011.

In line with Audit Scotland best practice, the Joint Board had prepared two possible scenarios which could arise for the 2017/18 financial year, both of which set out potential net losses to the existing budget level. To offset this reduction in funding, the report suggested that discussions take place with Renfrewshire Council with a view to extending the lease for the Robertson Centre which would allow the reprofiling of the repayment of the cost of refurbishment works carried out in 2010 and proposed changes to the Joint Board's staffing structure.

The Assessor and Electoral Registration Officer advised the Joint Board of the timescales relating to his retirement in 2017 and requested that the other issues relating to changes to the staff structure be deferred to a future meeting. This was agreed. The Senior Committee Services officer then invited nominations from the membership of the Joint Board for the Appointments Sub-committee which required to be established with delegated powers to interview and appoint the new Assessor and Electoral Registration Officer.

DECIDED:

- (a) That the report be noted;
- (b) That it be agreed that the Assessor and Electoral Registration Officer conclude discussions with Renfrewshire Council with regards to extending the current lease for the Roberston Centre, with a further report to be presented to the Joint Board in January 2017;
- (c) That consideration of the proposed revised staffing structure as outlined in the report be continued to a future meeting of the Joint Board; and
- (d) That it be noted that Councillor O'Kane and Provost Carmichael (East Renfrewshire Council); Councillors Loughran and Shepherd (Inverclyde Council) and Councillors Bibby, Audrey Doig, Mullin and M Sharkey (Renfrewshire Council) had been appointed to the Appointments Sub-committee and that Councillor Mullin had been appointed as the Convener of the Sub-committee.

7 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Joint Board would be held at 2.00 pm on Friday 20 January 2017 within the Robertson Centre, Glasgow Road, Paisley.

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 20 January 2017

Report by: The Treasurer

Heading: Revenue Budget Monitoring Report to 9th December 2016

1. Summary

- 1.1 Gross expenditure is £82,000 over budget and income is currently £6,000 over recovered resulting in a net overspend of £76,000. 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 Overspend £76,000 |
| <i>Previously Reported</i> | <i>Net Overspend £48,000</i> |

The overspend relates to staffing costs and Administration costs.

The overspend within Employee Costs is due to a low turnover of staff, resulting in turnover targets not being achieved, and also due to higher than anticipated overtime required to address workload pressures associated with the 2017 revaluation exercise.

The overspend within Administration costs is due to the increase in printing and postages for the revaluation notices for Non Domestic Rates and the electoral registration second reminders.

Projected Year End Position

The projected year end position is a deficit of £110,200, resulting in a draw on reserves of £219,700, compared to a budgeted draw on reserves of £109,500.

This is a result of a low staff turnover, higher than anticipated overtime costs, increased printing and postage costs and an income reduction of £54,720 from the Cabinet Office to fund Individual Electoral Registration (IER).

The RVJB are actively examining ways to minimise the deficit and are awaiting a response from the Cabinet Office regarding additional funding.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2016/17
1st April 2016 To 9th December 2016

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	£000's	£000's	£000's	£000's	£000's	(7)	%
Employee Costs	1,801	1,074	1,146	(7)	1,139	(65)	-6.1%	overspend
Property Costs	242	143	179	(36)	143	0	0.0%	breakeven
Supplies & Services	79	69	69	0	69	0	0.0%	breakeven
Contractors and Others	25	10	10	0	10	0	0.0%	breakeven
Transport & Plant Costs	0	0	0	0	0	0	0.0%	breakeven
Administration Costs	320	186	203	0	203	(17)	-9.1%	overspend
Payments to Other Bodies	20	1	1	0	1	0	0.0%	breakeven
GROSS EXPENDITURE	2,487	1,483	1,608	(43)	1,565	(82)	-5.5%	overspend
Contributions from Local Authorities	(2,213)	(1,660)	(1,579)	(81)	(1,660)	0	0.0%	breakeven
Other Income	(164)	(82)	(119)	31	(88)	6	7.3%	over-recovery
INCOME	(2,377)	(1,742)	(1,698)	(50)	(1,748)	6	0.3%	over-recovery
TRANSFER (TO)/FROM RESERVES	110	(259)	(90)	(93)	(183)	(76)	-29.3%	overspend

Bottom Line Position to 9th December 2016 is an overspend of	£000's	Opening Reserves	£000's
Anticipated Year End Budget Position is an overspend of	(76)	Budgeted Draw on Reserves	(467)
	(110)	Projected Year End Overspend / (Underspend)	110
		Anticipated Closing Reserves	(247)

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 20 January 2017

Report by: The Treasurer

Heading: Revenue Budget 2017/18

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 2017/18 and to establish the 2017/18 requisition.

2 Recommendations

2.1 It is recommended that members:

- (a) approve the 2017/18 Revenue Estimates as submitted at Appendix 1 and the requisitions for constituent authorities as submitted at Appendix 2;
 - (b) note that the 2018/19 revenue budget and associated requisition levels will be developed in future years once member council grant levels have been confirmed;
 - (c) request the Assessor continue to review service delivery to in order to ensure the service remains sustainable and affordable in the context of the local government financial environment and to work with the Treasurer in this regard; and to ensure reserves remain appropriate to the financial risks facing the Board.
-

3 Background

- 3.1 It is recognised that over the medium term, local government in Scotland is likely to face a further contraction in available resources, relating predominantly to the provision of revenue grant from the Scottish Government. In this context the Renfrewshire Valuation Joint Board will continue to seek operational savings where possible, and also continue to assess service delivery to ensure it remains sustainable and affordable.
- 3.2 The local government grant settlement position for 2017/18 was issued by the Scottish Government on 15 December 2016. While some clarification is still being sought, the settlement has resulted in a (like-for-like cash basis) cut to revenue grant funding to local authorities averaging in excess of 4%. The settlement is for a single year only. 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 2018/19. However, to provide some context for member authorities, each 1% movement in the proposed 2017/18 requisition for the Renfrewshire Valuation Joint Board amounts to circa £21,000, while a 1% pay award would cost circa £17,000.
- 3.3 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 lifetime of this Parliament. However, this funding is diminishing and in addition the Board has to apply for any costs not met through a Justification Led Bid in the January of each financial year. This money is subject to approval and cannot be relied on as a certainty. Recent developments have seen the Cabinet Office set up pilot schemes throughout the UK to trial ways of reducing costs for the Annual Canvass, these will take place during 2017 and any resultant changes to the canvass are expected to come into force no earlier than 2019 to allow for suitable evaluation of the pilots and consultation on suggested changes. Given this programme it is therefore a serious concern going forward about meeting the costs of the annual canvass and having to rely on submitting and being successful for a Justification Led Bid.

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 an estimated 1% for 2017/18. It is recognised that national pay negotiations remain ongoing and should the agreed position be in excess of this budget provision an appropriate adjustment will require to be made to the 2017/18 position;
 - 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; incremental pay uplifts have been included, as has a pay pressure relating to the grading of trainees; a saving related to service changes has also been applied and a cost relating a service review (see 5.4 and 5.5 below)
 - property costs – decreased in line with the loan period extension as agreed by the Board in November 2016; but offset by a significant increase (£14,000) in NDR costs.
 - supplies and services – increased due to rising IT maintenance costs;
 - administration costs – reduced due to reduction in SLA;
 - requisitions – requisition levels have been reduced by 2.5% as a contribution towards the impact of the contraction in local government funding. This includes a contribution to support a service review – see 5.5 below.
- 4.2 Account has been taken of the ongoing costs of implementing the Individual Electoral Registration scheme during 2017/18 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. In 2016/17 it is predicted that £0.057m will require to be drawn from reserves to fund the current projected shortfall in funding.
- 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 the 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 As mentioned above in 3.3, the local government grant settlement position for 2017/18 resulted in a cash basis cut to revenue grant funding in excess of 4%. Recognising the financial pressures on councils, the requisition income available to the Renfrewshire Valuation Joint Board has been modelled on a 2.5% reduction, equating to £0.055m, in 2017/18.
- 5.2 The funding settlement for 2018/19 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. However, it is currently anticipated that the Board will require to identify further recurrent savings from 2018/19 and, to this end, the Assessor will undertake a further review of the service in order to identify saving options.

- 5.3 The Board will continue to face pressures associated with 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 At the Board meeting on the 18 November 2016 members agreed that the senior management structure of the Board would be revisited when the new Assessor and Electoral Registration Officer is appointed. On the assumption that this is the case, a saving of £60,000 has been assumed within the projected staffing costs. The new Assessor and ERO will require to agree with the Board proposals to achieve this saving early in their appointment.
- 5.5 The projected reserves position of the Joint Board at the end of the 2017/18 financial year is estimated to fall to 6% of turnover. This is at the floor of the level deemed prudent by the Treasurer in terms of ensuring financial sustainability and managing the financial risks facing the Joint Board. Therefore the Assessor will require to work with the Treasurer over the course of 2017/18 to ensure ongoing close monitoring of this position; and it is further proposed that the Treasurer supports the Assessor to review the operation of the service with a view to supporting any change required to ensure the efficient delivery of services. The formal scope of the review will be developed with the agreement of the Board, however it is anticipated the review would aim to highlight areas of best practice and, potentially, opportunities for improved working practice, which may require investment by constituent authorities to realise longer term savings. The costs of this review (estimated at £20,000) have been included within staffing costs.

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 2016/17 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	20.60%
Inverclyde	153,000	186,000	103,000	442,000	23.30%
Renfrewshire	334,000	504,000	225,000	1,063,000	56.10%
TOTAL RVJB	637,000	830,000	429,000	1,896,000	

- 6.2 The proposed overall requisition level for member authorities is proposed at £2,158,000 which is a 2.5% reduction against 2016/17 requisition levels; this

includes a contribution towards the costs of the review outlined at 5.5 above. Individual member requisition levels are detailed in Appendix 2.

RENFREWSHIRE VALUATION JOINT BOARD**REVENUE ESTIMATES 2017/18****OVERVIEW**

	Approved Core 2016/17	Approved IER 2016/17	Approved Total 2016/17	Proposed Core 2017/18	Proposed IER 2017/18	Proposed Total 2017/18
						£
Expenditure						
Employee costs	1,695,400	105,600	1,801,000	1,689,000	59,700	1,748,700
Property costs	241,500	-	241,500	217,500	-	217,500
Supplies and Services	79,900	-	79,900	81,900	-	81,900
Contractors	25,000	-	25,000	25,000	-	25,000
Administration costs	267,300	52,800	320,100	249,500	29,800	279,300
Payments to Other Bodies	19,700	-	19,700	19,700	-	19,700
Total Expenditure	2,328,800	158,400	2,487,200	2,282,600	89,500	2,372,100
Income						
Sales, fees and charges	5,000	-	5,000	5,000	-	5,000
Temporary interest	1,000	-	1,000	1,000	-	1,000
Income from IER scheme	-	158,400	158,400	-	89,500	89,500
Total Income	6,000	158,400	164,400	6,000	89,500	95,500
Net Expenditure	2,322,800	-	2,322,800	2,276,600	-	2,276,600
Funded by						
Requisitions	2,213,300	-	2,213,300	2,158,000	-	2,158,000
Transfer from /(to) Balances				118,600		118,600
	2,213,300	-	2,213,300	2,276,600	-	2,276,600
Balance	109,500	-	109,500	-	-	-
Application of Balances						
Surplus brought forward	466,704	-	466,704	247,004	-	247,004
Application of balances	(109,500)	-	(109,500)	(118,600)	-	(118,600)
Projected Overspend	(55,400)	(54,800)	(110,200)	-	-	-
Approved during the year						-
Surplus carried forward	301,804	(54,800)	247,004	128,404	-	128,404
% of Net Expenditure	13%		11%	6%		6%
	Core 2016/17	IER 2016/17	Total 2016/17	Core 2017/18	IER 2017/18	Total 2017/18 £
Requisition Analysis						
East Renfrewshire	455,900	-	455,900	444,600	-	444,600
Inverclyde	515,700	-	515,700	502,800	-	502,800
Renfrewshire	1,241,700	-	1,241,700	1,210,600	-	1,210,600
	2,213,300	-	2,213,300	2,158,000	-	2,158,000

**Estimates of Expenditure and Income for the Year Ended 31st March 2018
Renfrewshire Valuation Joint Board**

		2016/17 Requisition £	2017/18 Requisition £
EAST RENFREWSHIRE	20.60%	455,900	444,600
INVERCLYDE	23.30%	515,700	502,800
RENFREWSHIRE	56.10%	1,241,700	1,210,600
		2,213,300	2,158,000

Requisition Payable by Member Councils on 2nd October 2017

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 20 January 2017

Report by: The Treasurer

Heading: Annual Audit Plan 2016-17

1. Summary

- 1.1 The Annual Audit Plan 2016-17 for the Joint Board is submitted for Members' information. The Plan outlines Audit Scotland's planned activities in their audit of the 2016-17 financial year.
- 1.2 The Annual Audit Plan 2016-17 includes a section on Audit Issues and Risks. Within this section Audit Scotland have identified a risk of "Management override of controls". This risk is being included in the audit plans of all bodies which Audit Scotland are working with in light of updated international standards on auditing. The inclusion of this risk is not a reflection of increased risk within Renfrewshire Valuation Joint Board. Audit Scotland has confirmed that they have not found any issues on this in previous years.

2 Recommendations

- 2.1 The Joint Board is asked to note the Annual Audit Plan 2016-17 by Audit Scotland.

Renfrewshire Valuation Joint Board

Annual Audit Plan 2016/17

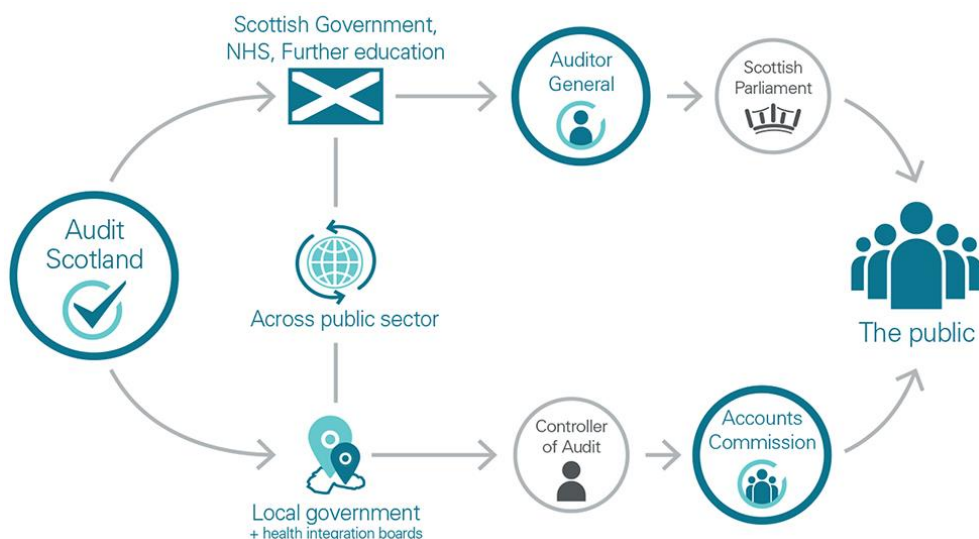


Prepared for Renfrewshire Valuation Joint Board
January 2017

Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



About us

Our vision is to be a world-class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

Contents

Risks and planned work	4
Audit risks	4
Reporting arrangements	6
Audit fee	6
Responsibilities	6
 Audit scope and timing	 7
Financial statements	7
Internal audit	8
Audit dimensions	9
Independence and objectivity	10
Quality control	11

Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit and is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and any other relevant guidance. This plan identifies our audit work to provide an opinion on the financial statements and related matters and meet the wider scope requirements of public sector audit including the new approach to Best Value. The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

Audit risks

2. Based on our discussions with staff and a review of supporting information we have identified the following main risk areas for Renfrewshire Valuation Joint Board (RVJB). We have categorised these risks into financial risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

Exhibit 1

Audit Risk	Management assurance	Planned audit work
Financial statement issues and risks		
1 Management override of controls ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes the risk of management override of controls in order to change the position disclosed in the financial statements.	N/A	Detailed testing of journal entries. Review of significant management estimates and evaluation of the impact of any variability in key assumptions. Focused testing of accruals and prepayments. Evaluation of significant transactions that are outside the normal course of business. Substantive testing of transactions after the year end to confirm expenditure and income has been accounted for in the correct financial year.
2 Risk of fraud over income RVJB has a number of funding sources which includes income generation. The extent of income means that, in accordance with ISA 240, there is an inherent risk of fraud that requires an audit response.	Income is closely monitored and discussed at budget monitoring meetings. Significant differences from actuals compared to projected income are investigated.	Analytical procedures on income streams. Detailed testing of revenue transactions focusing on the areas of greatest risk.

Audit Risk	Management assurance	Planned audit work
<p>3 Revised format of financial statements</p> <p>The 2016/17 Code of Practice on Local Authority Accounting (the Code) makes changes to the structure of the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statement (MIRS). This will require the restatement of prior year comparatives and presents a risk of misstatement in the financial statements.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p>	<p>Review of structure of CIES and MIRS.</p> <p>Detailed analysis of account code mapping for CIES.</p> <p>Review of prior year comparatives and restatements.</p>
<p>4 New expenditure and funding analysis</p> <p>The Code sets out a new requirement for an expenditure and funding analysis. This will provide a reconciliation of the statutory adjustments between RVJB's financial performance on a funding basis and the surplus or deficit on the provision of services in the CIES. This presents an increased risk of misstatement as the analysis may not be in line with the requirements of the Code. There is also an increased risk of inconsistencies between the analysis and the financial statements.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p>	<p>Detailed testing of expenditure and funding analysis.</p> <p>Review of prior year comparatives and restatements.</p> <p>Review of consistency between expenditure and funding analysis and information contained elsewhere within the annual accounts.</p>
<p>5 Changes to governance disclosures</p> <p>The Code makes changes to the requirements of the governance statement. This will require additional information to be disclosed to ensure all requirements of the Code are met. This presents a risk that the governance disclosures may not be complete.</p>	<p>Finance staff will ensure they are aware of the revised requirements through examination of the revised Code, attendance at CIPFA FAN events and reviewing of the Audit Scotland Technical Bulletin, and will prepare the financial statements accordingly.</p> <p>Meeting held with Internal Audit to agree on work required to prepare annual governance statement.</p>	<p>Review of governance statement content.</p> <p>Testing of governance disclosures.</p>
Wider dimension risks		
<p>6 Financial sustainability</p> <p>Financial reports to members highlight uncertainties around future funding and increased pressure on available resources. It is likely future savings will need to be made to achieve a breakeven position and maintain reserves at an appropriate level.</p>	<p>The RVJB, with support from the Treasurer, continually examine the current and forecast financial position of the organisation. The RVJB is awaiting a response from the Cabinet Office regarding additional funding to cover the costs of IER.</p>	<p>Review of budget monitoring reports during the year and comment on the financial position within the annual audit report.</p>

Reporting arrangements

3. Audit reporting is the visible output for the annual audit. All annual audit plans and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

4. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officer(s) to confirm factual accuracy.

5. We will provide an independent auditor's report to the Joint Board and Accounts Commission summarising the results of the audit of the annual accounts. We will provide the Joint Board and Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen in the course of the audit.

Exhibit 2

2016/17 Audit outputs

Audit Output	Target date	Joint Committee Date
Annual Audit Report including ISA 260 requirements	25 August 2017	TBC
Signed Independent Auditor's Report	25 August 2017	N/A

Audit fee

6. The proposed audit fee for the 2016/17 audit of RVJB is £6,970. In determining the audit fee we have taken account of the risk exposure of RVJB, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited financial statements, with a complete working papers package on 26 June 2017.

7. Where our audit cannot proceed as planned through, for example, late receipt of unaudited financial statements or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

Responsibilities

Audit Committee and Treasurer

8. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

9. The audit of the financial statements does not relieve management or the Joint Board, as those charged with governance, of their responsibilities.

Appointed auditor

10. Our responsibilities as independent auditor are established by the 1973 Act for local government, and the Code of Audit Practice, and guided by the auditing profession's ethical guidance.

11. Auditors in the public sector give an independent opinion on the financial statements. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Audit scope and timing

Financial statements

12. The statutory financial statements audit will be the foundation and source for the majority of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of RVJB and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation and understanding how RVJB will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

13. We will give an opinion on the financial statements as to:

- whether they give a true and fair view in accordance with applicable law and the 2016/17 Code of the state of affairs of RVJB as at 31 March 2017 and of the income and expenditure of RVJB for the year then ended;
- whether they have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2016/17 Code; and
- whether they have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulation 2014, and the Local Government in Scotland Act 2003.

Materiality

14. Materiality defines the maximum error that we are prepared to accept and still conclude that that our audit objective has been achieved. It helps assist our planning of the audit and allows us to assess the impact of any audit adjustments on the financial statements. We calculate materiality at different levels as described below. The calculated materiality values for RVJB are set out in [Exhibit 3](#).



Exhibit 3

Materiality values

Materiality level	Amount
Planning materiality - This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of projected gross expenditure for the year ended 31 March 2017 based on the budget for 2016/17.	£25,000
Performance materiality - This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement we have calculated performance materiality at 75% of planning materiality.	£19,000
Reporting threshold - We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount.	£1,000



15. We review and report on other information published with the financial statements including the management commentary, governance statement and the remuneration report. Any issue identified will be reported to the Joint Board.

Timetable

16. To support the efficient use of resources it is critical that a financial statements timetable is agreed with us for the production of the unaudited accounts. An agreed timetable is included at [Exhibit 4](#) which takes account of submission requirements and planned Joint Board meeting dates:

Exhibit 4

Financial statements timetable

 Key stage	 Date
Consideration of unaudited financial statements by those charged with governance	TBC
Latest submission date of RVJB's unaudited financial statements with complete working papers package	27 June 2017
Latest date for final clearance meeting with Treasurer/officers	4 August 2017
Agreement of audited unsigned financial statements; Issue of Annual Audit Report including ISA 260 report to those charged with governance	10 August 2017
Independent auditor's report signed	TBC

Internal audit

17. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible and as part of our planning process we carry out an assessment of the internal audit function. Internal audit is provided by the Internal Audit section of Renfrewshire Council.

Adequacy of Internal Audit

18. A review of the internal audit function at Renfrewshire Council will be carried out by the Renfrewshire Council audit team in early 2017. This will provide assurance over whether the internal audit function operates in accordance with Public Sector Internal Audit Standards (PSIAS) and has sound documentation and reporting procedures in place.

Audit dimensions

19. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#).

Exhibit 5

Audit dimensions



20. In the local government sector, the appointed auditor's annual conclusions on these four dimensions will contribute to an overall assessment and assurance on best value.

Financial sustainability

21. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on the RVJB's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps
- whether RVJB can demonstrate the affordability and effectiveness of funding decisions it has made.

Financial management

22. Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether RVJB has arrangements in place to ensure systems of internal control are operating effectively
- whether RVJB can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how RVJB has assured itself that its financial capacity and skills are appropriate
- whether RVJB has established appropriate and effective arrangements for the prevention and detection of fraud and corruption.

Governance and transparency

23. Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether RVJB can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision-making and finance and performance reports
- the quality and timeliness of financial and performance reporting.

Value for money

24. Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- RVJB can provide evidence that it is demonstrating value for money in the use of its resources
- RVJB can demonstrate that there is a clear link between money spent, output and outcomes delivered
- RVJB can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it.

Independence and objectivity

25. Auditors appointed by Audit Scotland must comply with the Code of Audit Practice. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has in place robust arrangements to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Assistant Auditor General, who serves as Audit Scotland’s Ethics Partner.

26. The engagement lead for RVJB is Mark Ferris, Senior Audit Manager. Auditing and ethical standards require the appointed auditor to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of RVJB.

Quality control

27. International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires that a system of quality control is established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor's report or opinion is appropriate in the circumstances.

28. The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews, internal quality reviews and is currently reviewing the arrangements for external quality reviews.

29. As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

Renfrewshire Valuation Joint Board

Annual Audit Plan 2016/17

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Renfrewshire Valuation Joint Board

Report to : Renfrewshire Valuation Joint Board

Meeting on : 20th January 2017

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 2016 with publication of the Registers taking place on 1st December 2016.

The December 2016 Registers were published using the existing Ward Boundaries; and will be republished on 1st February 2017 using the revised Ward Boundaries.

The position as at 1st December 2016 is detailed in Table A.

The distribution of the electorate in the new Ward Boundaries is not yet available. The Register closed for the February Update on Tuesday 10th January and the updating and checking processes are not yet complete. The 1st February Register statistics will be circulated separately prior to the Board meeting.

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 4,023.

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 February and it is anticipated that approximately 4,000 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 18th April) prior to the Local Government Elections on 4th May.

3.4 Elections:

There is one scheduled election - the Local Government Elections to be held on 4th May 2017. By-Elections can, of course, happen at any time.

Work is now under way in preparation for the May Elections 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

12th January 2017

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

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

Table A - Total Electorate by Council Ward

Note - this shows electors eligible to vote at Local Government Elections (age 16 and older)				
Council Area by Ward	01-Dec-16		01-Jan-17	
East Renfrewshire	Adults	Attainers	Adults	Attainers
1. Neilston, Uplawmoor and Newton Mearns North	14,667	102	14,774	110
2. Barrhead	12,699	37	12,765	44
3. Giffnock and Thornliebank	11,122	57	11,171	61
4. Netherlee, Stamperland and Williamwood	10,610	77	10,642	80
5. Newton Mearns South	9,996	79	10,056	88
6. Busby, Clarkston and Eaglesham	11,018	85	11,065	92
Total for East Renfrewshire	70,112	437	70,473	475
Inverclyde	Adults	Attainers	Adults	Attainers
1. Inverclyde East	12,514	75	12,581	68
2. Inverclyde East Central	9,847	33	9,886	37
3. Inverclyde North	11,203	32	11,264	31
4. Inverclyde South	8,130	29	8,177	26
5. Inverclyde West	8,465	25	8,502	27
6. Inverclyde South West	8,999	53	9,048	55
Total for Inverclyde	59,158	247	59,458	244
Renfrewshire	Adults	Attainers	Adults	Attainers
1. Renfrew North	10,329	26	10,405	30
2. Renfrew South and Gallowhill	10,397	39	10,469	54
3. Paisley East and Ralston	13,071	36	13,143	51
4. Paisley North West	13,262	30	13,375	36
5. Paisley South	13,601	48	13,672	62
6. Paisley South West	11,446	40	11,501	44
7. Johnstone South, Elderslie and Howwood	12,777	45	12,823	53
8. Johnstone North, Kilbarchan and Lochwinnoch	9,844	47	9,882	54
9. Houston, Crosslee and Linwood	11,740	49	11,790	50
10. Bishopston, Bridge of Weir and Langbank	9,927	49	9,982	53
11. Erskine and Inchinnan	13,051	52	13,102	62
Total for Renfrewshire	129,445	461	130,144	549
Joint Board Area	Adults	Attainers	Adults	Attainers
Total for Joint Board Area	258,715	1,145	260,075	1,268



Renfrewshire Valuation Joint Board

Report to : Renfrewshire Valuation Joint Board

Meeting on : 20th January 2017

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 2016 to 31st December 2016

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	598	585	97.83%	6	1.00%	98.83%	7	1.17%
East Renfrewshire	325	303	93.23%	22	6.77%	100%	0	0%
Inverclyde	80	77	96.25%	2	2.5%	98.75%	1	1.25%
RVJB totals	1003	965	96.21%	30	2.99%	99.20%	8	0.80%

This performance exceeds our target of 95% within three months. The 6 month target of 99.5% within 6 months has only marginally being missed with this percentage being 99.20%. As stated in the 18th November Performance Report, this minor decrease in performance gives no cause for concern given resources have been heavily employed in completing the 2017 Non Domestic Revaluation.

In the period from 1 April 2016 to 31st December 2016, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	598	33.08
East Renfrewshire	325	27.98
Inverclyde	80	26.55
RVJB Totals	1003	30.90

This measure exceeds 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 2015 and 2016

Council Area	No. Deleted 2015	No. Deleted 2016
Renfrewshire	27	145
East Renfrewshire	8	3
Inverclyde	121	28
RVJB Total	156	176

3.0 Non-domestic Valuation

One of the main areas of work in non domestic valuation has been revaluing all non domestic subjects for the 2017 Revaluation whilst still maintaining alterations to the 2010 valuation roll. The table below is a summary of the statutory amendments carried out to the current Valuation Roll over the last nine months. 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 2016 to 31st December 2016

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	363	247	68.04%	108	29.75%	97.79%	8	2.21%
East Renfrewshire	77	59	76.62%	17	22.08%	98.70%	1	1.3%
Inverclyde	78	68	87.18%	6	7.69%	94.87%	4	5.13%
RVJB totals	518	374	72.20%	131	25.29%	97.49%	13	2.51%

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 at this period in the financial year with regard to our internal target of having 80 % of alterations actioned within 3 months has sadly not been met. However this percentage has increased to 72.20% from the 69.71% reported in the 18th November 2016 Board Report, which shows there has been improvement despite the extra workload as a result of the 2017 Revaluation. The target of 95% within 6 months has been met and is currently 97.49%.

4.0 General Conclusions,

The completion of the 2017 revaluation by the 30 September and the review work undertaken by staff since September to ensure the 2017 valuations are robust have put a strain on resources. In addition to this extra workload staff, are currently reviewing certain properties to ensure the entries in the 2017 Revaluation Roll are in line with a 2015 Supreme Court Decision. This decision affirmed the unit of valuation for rating purposes which may result in additional entries being created. As well as the additional work associated with a 2015 Supreme Court decision, staff are also tasked with identifying and collating information for all "shootings and deer forest" within the Board's constituent authorities as a result of the Land Reform (Scotland) Act 2016. In addition to this extra workload, the number of new Council Tax entries has increased by 52% compared with the same time period in 2015.

This has resulted in Valuation staff being stretched to deliver the targets set and in some instances, these targets have been missed. It was anticipated that targets may be affected as a result of the time pressures involved over this cycle and the result of which, although disappointing, gives no cause for concern in the long run. The fact that the overall level of performance in all sectors of business has continued at such high levels is a testament to the staffs' commitment over this extremely busy period.

5.0 Recommendations

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

Lindsey Hendry
Divisional Assessor & Assistant ERO
10 January 2017

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Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 20 January 2017

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 Background

The Assessor is required by the Lands Valuation (Scotland) Act to value or revalue all of the lands and heritages in his valuation area. These valuations are totally fresh and relate to rental levels prevailing at the statutory “tone date” of the 1st April 2015. This process involves the collection and analysis of rental, building costs and turnover data to establish the new levels of value to be applied to the various types of subject.

3.0 Current Progress

As reported to the Board at the last meeting on 18th November 2016, the 2017 Revaluation, in draft format, was successfully completed on 30th September 2016 resulting in a total of 10,406 non domestic subjects across the three local authorities being revalued.

Proposed values and draft Practice Notes in connection with the 2017 Revaluation are now available on the SAA Portal which provides all Scotland Valuation Rolls and Council Tax Lists on-line and can be found at www.saa.gov.uk.

A search facility is available to facilitate tax payers and interested parties establishing what the proposed ratable values are. Where available, a summary valuation for subjects such as shops, offices and industrial properties has also been provided. In addition, there is also a link to a rates calculator to assist in ascertaining what the proposed liability may be. As these are draft values there is a possibility that values may change between now and the Roll going live on 1 April 2017. The list currently available is the Draft Roll and an interested party cannot lodge an appeal against the Draft Revaluation Roll. Appeals may only be made once the roll becomes final and valuation notices have been served on the appropriate parties.

4.0 Statistical Analysis

The tables at Appendix 1, shows a detailed analysis of all non domestic subjects within the Joint Board area grouped by the statistical categories used by the Scottish Executive. These 20 Categories divide subjects into easily identified groupings such as Office, Retail, Industrial, Health, Education and Hotels Etc.

The category entitled “Public Service” includes subjects such as the Airport, Bus Stations, Court Houses, Fire Stations, Military Establishments, Police Stations 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.

The tables outline the number of subjects within each category, the total ratable value in relation to the 2010 roll compared to the proposed ratable value for the 2017 roll and the percentage differential in value terms as at 31 December 2016. The total effect in terms of ratable value for RVJB equates to an overall increase in value from £339,912,455 to £ 415,859,337. It should be noted that these figures are based on draft valuations and could be subject to change between now and the roll becoming live.

5.0 Future workload

In a year of Revaluation, the Assessor is required to issue a Valuation Notice to the Proprietor, Tenant and Occupier named in the Roll. The Notice sets out details of the relevant entry and provides information on the time limits and rights of appeal available. Work is currently underway to ensure around 15,000+ notices are issued timeously. Valuation Notices will be issued to all interested parties on or around the 15th March 2017 and the 2017 Valuation Roll will become effective on the 1st April 2017. Information on appeal rights will be included on the reverse of the Valuation Notice.; Parties with an interest in the property will then have until 30th September 2017 to lodge an appeal.

Between now and the Roll becoming live on the 1 April 2017, we will be liaising with the billing authorities responsible for each of the three Joint Board Areas in order to ensure the relevant data is provided to them as required by statute to ensure bills are issued to the relevant parties as soon as is practicable after the 15th March 2017.

In addition, reviews are currently ongoing to ensure all entries in the 2017 Revaluation Roll are in line with a 2015 Supreme Court decision. This decision affirmed the unit of valuation for rating purposes which may result in additional entries being created. In some instances, schemes of value are also currently being reviewed where relevant additional rental information has been received. This may result in amendments to the draft roll.

6.0 Designation Responsibilities

The Assessor for Renfrewshire is the “Designated Assessor” for fixed line telecommunication subjects within Scotland. As a result of this additional responsibility, the Assessor is required to carry out valuations of very large subjects involving substantial values. This involves very complex valuations and requires collaboration at a national level with the Valuation Office in England & Wales. Numerous meetings and discussions continue to take place in the hope of reaching pre agreement between all interested parties on the level of value applied for the 2017 Revaluation. If this is not achieved prior to the 1 April 2017 it could potentially result in the need for extremely lengthy and costly litigation going forward. At present this is looking increasingly likely.

7.0 General Conclusions

As noted in previous performance reports the performance levels in relation to running roll alterations and council tax targets have been slightly affected by the pressures to complete the Revaluation within the timescales set by the Scottish Government coupled with an increase in the number of new Council Tax entries compared to the same period in 2015. The performance levels are not a cause for concern given that staff were dealing with the heavy workload associated with a Revaluation.

7.0 Recommendations

The Board notes the contents of this report.

Jacqueline Murgatroyd
Divisional Assessor & Assistant ERO
9 January 2017

For further information please contact Jacqueline Murgatroyd on 0141-618-5951 or via email

jackie.murgatroyd@renfrewshire-vjb.gov.uk

APPENDIX 1

Renfrewshire						
Cat	Description	Number of Subjects to be Revalued	Number of Subjects Revalued	2010 RV	2017RV	Change
1	Retail	1,740	1,740	£78,644,265	£76,295,450	-2.99%
2	Public House	120	119	£3,316,500	£3,550,800	7.06%
3	Office incl Banks	1,438	1,434	£23,455,775	£21,919,325	-6.55%
4	Hotel Etc	27	27	£3,348,950	£5,943,800	77.48%
5	Industrial subjects including Factories Warehouses Stores and Workshops	1,660	1,660	£46,822,910	£49,363,315	5.43%
6	Leisure Entertainment Caravans and Holiday Sites	151	151	£7,472,305	£8,287,700	10.91%
7	Garages and Petrol Stations	69	69	£1,383,775	£1,648,325	19.12%
8	Cultural	63	63	£1,254,150	£1,819,050	45.04%
9	Sporting Subjects	12	12	£295,650	£300,460	1.63%
10	Education and Training	80	80	£13,377,800	£13,932,200	4.14%
11	Public Service Subjects	157	157	£16,373,770	£18,815,190	14.91%
12	Communications (Non Formula)	14	14	£10,500	£10,600	0.95%
13	Quarries Mines etc	1	1	£13,500	£21,500	59.26%
14	Petrochemical	3	3	£241,750	£246,400	1.92%
15	Religious	99	99	£1,672,885	£1,400,900	-16.26%
16	Health Medical	77	77	£5,548,650	£5,875,100	5.88%
17	Other	437	437	£990,580	£3,316,420	234.80%
18	Care Facilities	55	55	£3,209,750	£3,435,650	7.04%
19	Advertising	124	124	£483,660	£578,055	19.52%
20	Undertakings	33	33	£30,745,057	£100,832,740	227.96%
	TOTAL	6,360	6,355	£238,662,182	£317,592,980	33.07%

Note: Figures are as at 31st December 2016

East Renfrewshire						
Cat	Description	Number of Subjects to be Revalued	Number of Subjects Revalued	2010 RV	2017RV	Change
1	Retail	568	567	£16,099,600	£15,683,550	-2.58%
2	Public House	22	22	£831,100	£925,250	11.33%
3	Office incl Banks	336	336	£3,581,250	£3,603,475	0.62%
4	Hotel Etc	6	6	£462,000	£755,000	63.42%
5	Industrial subjects including Factories Warehouses Stores and Workshops	325	325	£3,461,320	£3,090,085	-10.73%
6	Leisure Entertainment Caravans and Holiday Sites	64	64	£2,856,160	£2,864,745	0.30%
7	Garages and Petrol Stations	46	46	£562,200	£539,850	-3.98%
8	Cultural	18	18	£299,200	£496,150	65.83%
9	Sporting Subjects	8	8	£138,150	£141,150	2.17%
10	Education and Training	33	33	£6,722,600	£7,068,000	5.14%
11	Public Service Subjects	66	66	£1,480,170	£1,697,240	14.67%
12	Communications (Non Formula)	5	5	£5,900	£5,800	-1.69%
13	Quarries Mines etc	3	3	£45,000	£58,600	30.22%
14	Petrochemical	0	0	£0	£0	0.00%
15	Religious	44	44	£907,310	£629,100	-30.66%
16	Health Medical	40	40	£1,217,950	£1,406,350	15.47%
17	Other	87	87	£122,030	£205,140	68.11%
18	Care Facilities	23	23	£1,686,750	£1,801,900	6.83%
19	Advertising	34	34	£116,935	£132,660	13.45%
20	Undertakings	18	18	£1,304,728	£1,420,518	8.87%
	TOTAL	1,746	1,745	£41,900,353	£42,524,563	1.49%

Note: Figures are as at 31st December 2016

Inverclyde						
Cat	Description	Number of Subjects to be Revalued	Number of Subjects Revalued	2010 RV	2017RV	Change
1	Retail	768	768	£20,772,100	£16,431,050	-20.90%
2	Public House	47	47	£1,290,900	£1,484,750	15.02%
3	Office incl Banks	353	351	£7,330,100	£6,995,675	-4.56%
4	Hotel Etc	9	9	£371,950	£517,700	39.19%
5	Industrial subjects including Factories Warehouses Stores and Workshops	522	522	£8,276,605	£7,641,060	-7.68%
6	Leisure Entertainment Caravans and Holiday Sites	99	99	£2,663,225	£2,907,400	9.17%
7	Garages and Petrol Stations	41	41	£578,100	£568,760	-1.62%
8	Cultural	28	28	£876,500	£1,128,600	28.76%
9	Sporting Subjects	3	3	£41,000	£38,200	-6.83%
10	Education and Training	39	39	£7,189,300	£7,496,350	4.27%
11	Public Service Subjects	86	86	£3,066,400	£3,069,300	0.09%
12	Communications (Non Formula)	0	0	£0	£0	0.00%
13	Quarries Mines etc	0	0	£0	£0	0.00%
14	Petrochemical	0	0	£0	£0	0.00%
15	Religious	64	64	£700,257	£740,500	5.75%
16	Health Medical	33	33	£2,943,400	£3,171,300	7.74%
17	Other	124	124	£184,525	£395,175	114.16%
18	Care Facilities	51	51	£2,181,250	£2,337,850	7.18%
19	Advertising	32	32	£118,700	£148,200	24.85%
20	Undertakings	19	19	£765,608	£669,924	-12.50%
	TOTAL	2,318	2,316	£59,349,920	£55,741,794	-6.08%

Note: Figures are as at 31st December 2016

Renfrewshire Valuation Joint Board						
Cat	Description	Number of Subjects to be Revalued	Number of Subjects Revalued	2010 RV	2017RV	Change
1	Retail	3,076	3,075	£115,515,965	£108,410,050	-6.15%
2	Public House	189	188	£5,438,500	£5,960,800	9.60%
3	Office incl Banks	2,127	2,121	£34,367,125	£32,518,475	-5.38%
4	Hotel Etc	42	42	£4,182,900	£7,216,500	72.52%
5	Industrial subjects including Factories Warehouses Stores and Workshops	2,507	2,507	£58,560,835	£60,094,460	2.62%
6	Leisure Entertainment Caravans and Holiday Sites	314	314	£12,991,690	£14,059,845	8.22%
7	Garages and Petrol Stations	156	156	£2,524,075	£2,756,935	9.23%
8	Cultural	109	109	£2,429,850	£3,443,800	41.73%
9	Sporting Subjects	23	23	£474,800	£479,810	1.06%
10	Education and Training	152	152	£27,289,700	£28,496,550	4.42%
11	Public Service Subjects	309	309	£20,920,340	£23,581,730	12.72%
12	Communications (Non Formula)	19	19	£16,400	£16,400	0.00%
13	Quarries Mines etc	4	4	£58,500	£80,100	36.92%
14	Petrochemical	3	3	£241,750	£246,400	1.92%
15	Religious	207	207	£3,280,452	£2,770,500	-15.55%
16	Health Medical	150	150	£9,710,000	£10,452,750	7.65%
17	Other	648	648	£1,297,135	£3,916,735	201.95%
18	Care Facilities	129	129	£7,077,750	£7,575,400	7.03%
19	Advertising	190	190	£719,295	£858,915	19.41%
20	Undertakings	70	70	£32,815,393	£102,923,182	213.64%
	TOTAL	10,424	10,416	£339,912,455	£415,859,337	22.34%

Note: Figures are as at 31st December 2016



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board
Meeting on: 20 January 2017
Subject: Staffing Changes
Author: Depute Assessor & Electoral Registration Officer

1.0 Introduction

The Board gave permission to advertise the two posts of Temporary Property Assistants as Permanent Posts at its August meeting.

I am happy to report these posts have now been successfully filled, following competitive interviews, by the two individuals who had been working with us on the temporary contracts.

I am certain they will be a great help to the teams they are working with and would like to note our congratulations to both Yasmin Gray and James Fraser on their new appointments.

2. Recommendation

The Board notes this report.

Kate Crawford
Depute Assessor & ERO
22 December 2016

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

