



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 20th May 2016

Subject: Performance Report

Author: Divisional Assessor & Assistant Electoral Registration Officer

1.0 Introduction

This quarter's performance report provides an update to the ongoing reporting of performance and is intended to keep members informed of current performance and workload issues facing the Board. As this is the first report following the end of the financial year, the statistics for Valuation Roll and Council Tax look at the entire year.

A summarised report designed for publication on the internet is appended and the Board's approval to publish is recommended.

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 March 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	757	735	97.09%	10	1.32%	745	12	1.58%
East Renfrewshire	261	256	98.08%	5	1.92%	261	0	0.00%
Inverclyde	225	221	98.22%	4	1.78%	225	0	0.00%
RVJB totals	1243	1212	97.51%	19	1.53%	1231	12	0.96%

This performance exceeded our target of 95% within three months but unfortunately the target of 99.5% within 6 months was narrowly missed as our performance was 98.47%. This was due to circumstances outwith our control as well as our statutory duties regarding the 2017 Revaluation.

The number of new houses added to the Council tax list in the past 3 years were:

2013/14	1,019
2014/15	947
2015/16	1,243

This year's figure is more in line with the long term norm where around 1200 to 1300 houses per annum had been added to the Council Tax List.

In the period from 1st April 2015 to 31st March 2016, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	757	28.81
East Renfrewshire	261	23.75
Inverclyde	225	22.91
RVJB Totals	1243	26.68

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 March during 2014/15 and 2015/16

Council Area	No. Deleted 2014/15	No. Deleted 2015/16
Renfrewshire	135	30
East Renfrewshire	18	25
Inverclyde	242	131
RVJB Total	395	186

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. I include a summary below for information.

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 March 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	352	316	89.77%	20	5.68%	356	16	4.54%
East Renfrewshire	110	96	87.27%	10	9.09%	106	4	3.64%
Inverclyde	109	90	82.57%	16	14.68%	106	3	2.76%
RVJB totals	571	502	87.92%	46	8.06%	548	23	4.02%

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.

This performance is ahead of our target of 80% to be actioned within 3 months. Unfortunately our performance within 6 months is 91.94% which means we have missed our target of 95% within 6 months. Again this was due to our statutory duties regarding completion of the 2017 Revaluation.

4.0 General Conclusions

The levels of performance indicated above are satisfactory, especially in light of the additional burdens imposed due to our valuation team being heavily involved with the 2017 Revaluation.

5.0 Recommendations

- i. The Board note the contents of this report.
- ii. The Board authorise publication of the attached summary report.

Lindsey Hendry
Divisional Assessor & Assistant ERO
10 May 2016

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

Renfrewshire Valuation Joint Board



Summary of Performance Returns

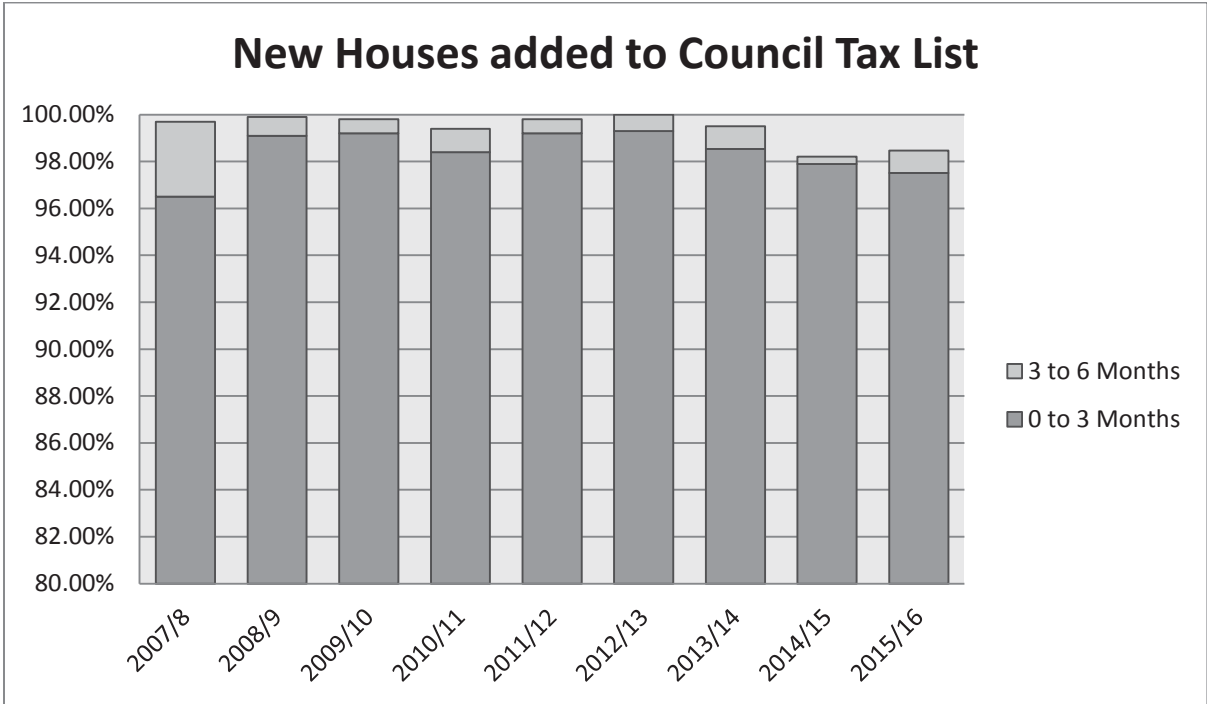
2007/08 – 2015/16

The Following data and charts summarise the Assessor's performance in relation to targets set over the past 9 years for alterations and amendments to the Council Tax List and the Valuation Roll.

1.0 Addition of New Houses to the Council Tax List

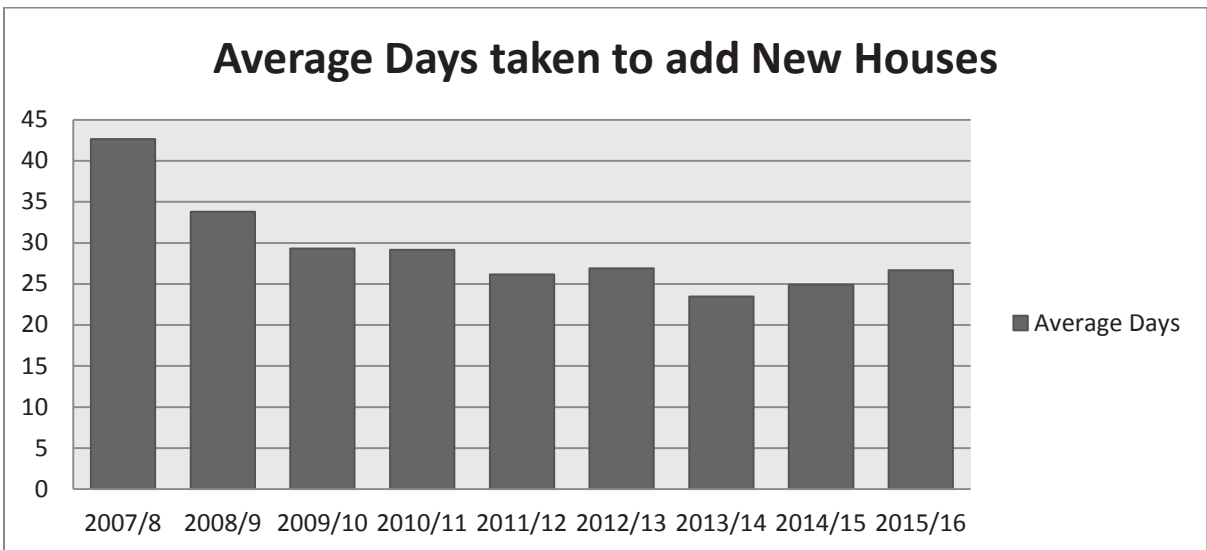
The main, ongoing work in relation to Council Tax is the addition of new houses to the Council Tax List. This year has shown an increase in the number of houses being added to the Council Tax List and despite this increased workload our performance is in line with last year with regards to our three monthly target. The six monthly target of 99.5% was only just missed with our performance being 98.47%. This was due to circumstances outwith our control and our statutory duties regarding the 2017 Revaluation.

Council Tax - New Houses Added									
	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Achievement									
Within 3 Months	96.50%	99.10%	99.20%	98.40%	99.20%	99.30%	98.53%	97.89%	97.51%
	3.20%	0.80%	0.60%	1.00%	0.60%	0.70%	0.98%	0.32%	0.96%
Within 6 Months	99.70%	99.90%	99.80%	99.40%	99.80%	100.00%	99.51%	98.21%	98.47%
Over 6 Months	0.30%	0.10%	0.20%	0.60%	0.20%	0.00%	0.49%	0.32%	0.96%
Target									
Within 3 Months	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Within 6 Months	99.00%	99.00%	99.00%	99.50%	99.50%	99.50%	99.50%	99.50%	99.50%



The Assessor also measures the average number of days taken to add a new house. The table below shows the average number of days between the effective date of change to the Council Tax List and the date of issue of a Council Tax Notice.

Council Tax - New Houses Added Average No. of Days								
2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
42.64	33.81	29.32	29.16	26.18	26.9	23.48	24.90	26.68

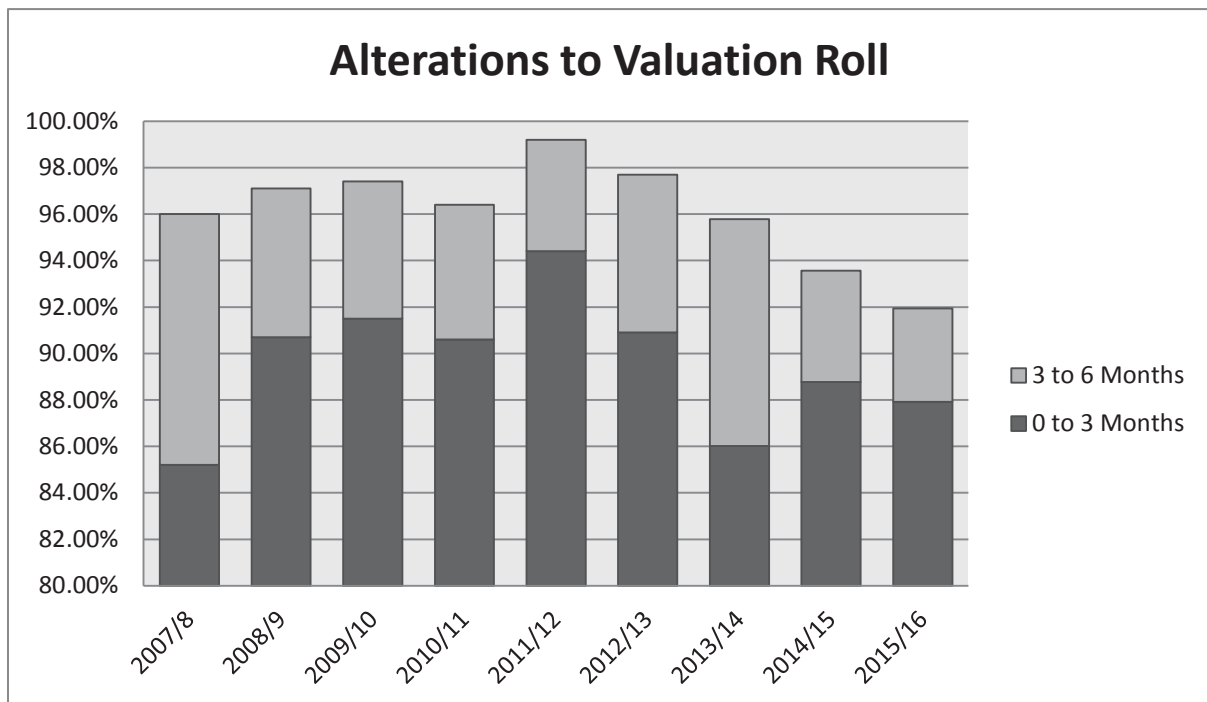


The average number of days taken to add a new house has come down considerably in the 9 years that this measure has been in place.

2.0 Amendments to the Valuation Roll.

The following table provides a summary of how long it has taken to amend the Valuation Roll following changes to Lands and Heritages (excluding appeal settlements and changes to prescribed entries).

Non Domestic Alterations to the Valuation Roll									
	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Achievement									
Within 3 Months	85.20%	90.70%	91.50%	90.60%	94.40%	90.90%	86.02%	88.77%	87.92%
	10.80%	6.40%	5.90%	5.80%	4.80%	6.80%	9.76%	4.80%	4.02%
Within 6 Months	96.00%	97.10%	97.40%	96.40%	99.20%	97.70%	95.78%	93.57%	91.94%
Over 6 Months	4.00%	2.90%	2.60%	3.60%	0.80%	2.30%	4.21%	4.79%	4.02%
Target									
Within 3 Months	77.50%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%
Within 6 Months	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%



The performance levels are ahead of our three monthly target but, unfortunately, our six monthly target has been missed. As previously mentioned the six monthly target was affected by our statutory duties relating to the 2017 Revaluation.

Lindsey Hendry

Divisional Assessor & Assistant ERO