



Renfrewshire Valuation Joint Board

Report to : Renfrewshire Valuation Joint Board

Meeting on : 5th June 2015

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 2014 to 31st March 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	565	560	99.11%	5	0.88%	565	0	0.00%
East Renfrewshire	252	239	94.85%	10	3.96%	249	3	1.19%
Inverclyde	130	128	98.46%	2	1.54%	130	0	0.00%
RVJB totals	947	927	97.89%	17	1.79%	944	3	0.32%

This performance exceeded our targets of 95% within three months but unfortunately the target of 99.5% within 6 months was narrowly missed as our performance was 98.21%. This was due to both our valuation and clerical teams being heavily involved with the increased workload generated by the Scottish Independence Referendum.

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

2012/13	1,171
2013/14	1,019
2014/15	947

This year's figure is slightly down from 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 2014 to 31st March 2015, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	565	21.31
East Renfrewshire	252	35.18
Inverclyde	130	21.41
RVJB Totals	947	24.90

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 2013/14 and 2014/15

Council Area	No. Deleted 2013/14	No. Deleted 2014/15
Renfrewshire	97	135
East Renfrewshire	32	18
Inverclyde	252	242
RVJB Total	381	395

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 2014 to 31st March 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	477	442	92.66%	22	4.61%	464	13	2.73%
East Renfrewshire	138	102	73.91%	21	15.22%	123	15	10.86%
Inverclyde	115	104	90.43%	4	3.48%	108	7	6.09%
RVJB totals	730	648	88.77%	47	6.43%	695	35	4.79%

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 93.57% which means we have narrowly missed our target of 95% within 6 months. Similar to our performance for the addition of new houses into the Valuation (Council Tax) List, our 6 month target was affected by the unprecedented level of workload generated by the Referendum.

4.0 General Conclusions

The levels of performance indicated above are satisfactory, especially in light of the additional burdens imposed due to our valuation and clerical teams being heavily involved with the Referendum.

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
19 May 2015

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

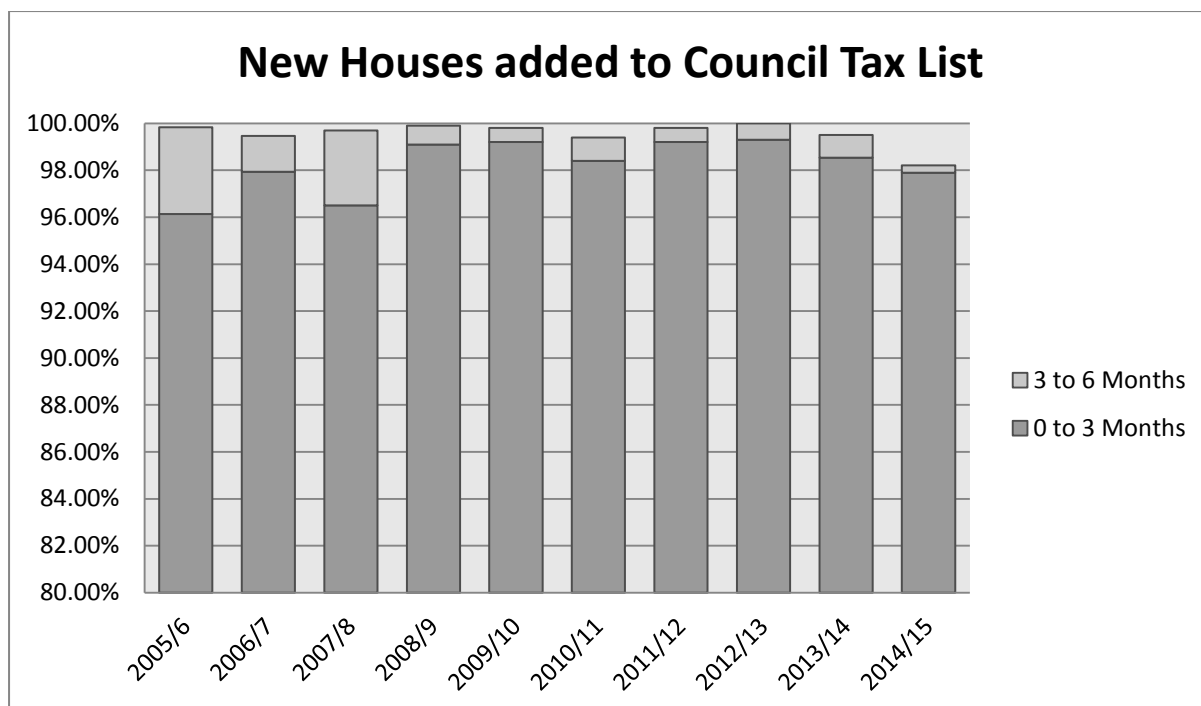
2005/06 – 2014/15

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

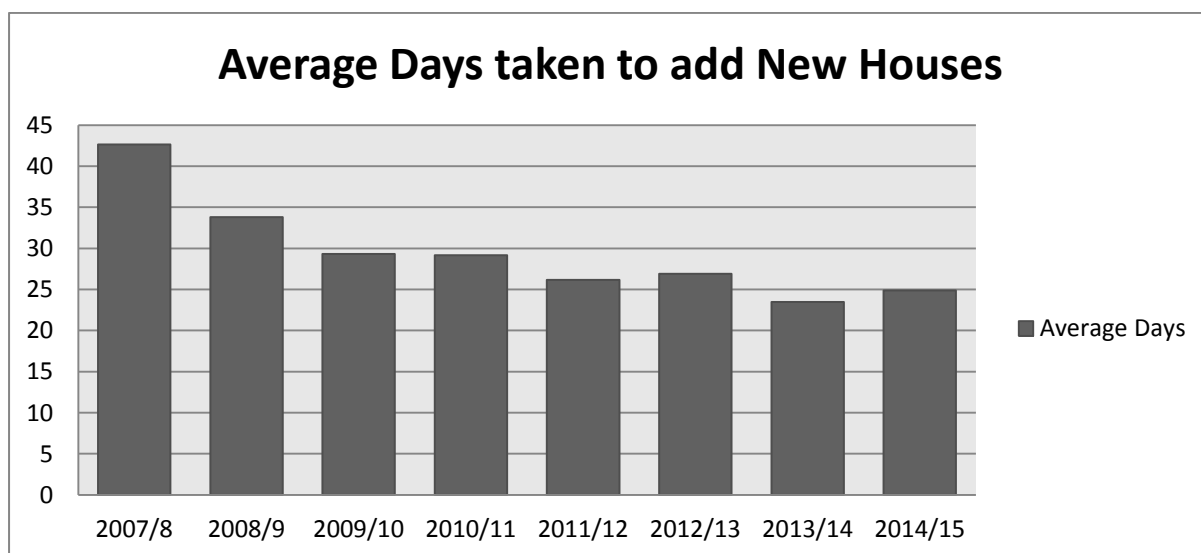
The main, ongoing work in relation to Council Tax is the addition of new houses to the Council Tax List. This year has shown a slight decline in the number of houses being added to the Council Tax List with performance broadly in line with last year with regards to our three monthly target. The six monthly target of 99.5% was only just missed with our performance being 98.21%. This was due to both our valuation and clerical teams being heavily involved with the increased workload generated by the Scottish Independence Referendum.

Council Tax - New Houses Added										
	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Achievement										
Within 3 Months	96.13%	97.94%	96.50%	99.10%	99.20%	98.40%	99.20%	99.30%	98.53%	97.89%
Within 6 Months	99.83%	99.46%	99.70%	99.90%	99.80%	99.40%	99.80%	100.00%	99.51%	98.21%
Over 6 Months	0.17%	0.35%	0.30%	0.10%	0.20%	0.60%	0.20%	0.00%	0.49%	0.32%
Target										
Within 3 Months	90.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Within 6 Months	98.00%	99.00%	99.00%	99.00%	99.00%	99.50%	99.50%	99.50%	99.50%	99.50%



Since 2007/8 the Assessor has also measured 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
42.64	33.81	29.32	29.16	26.18	26.90	23.48	24.90

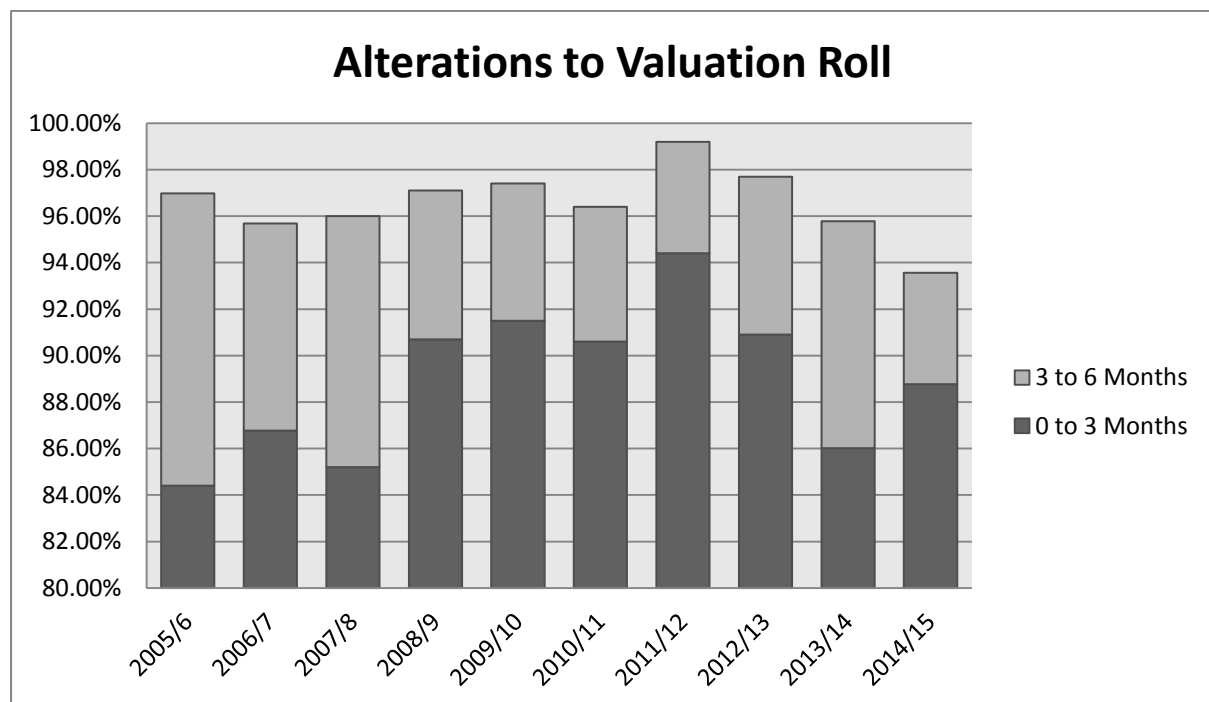


The Average number of days taken to add a new house has come down considerably in the 8 years that this measure has been in place.

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										
	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Achievement										
Within 3 Months	84.40%	86.77%	85.20%	90.70%	91.50%	90.60%	94.40%	90.90%	86.02%	88.77%
Within 6 Months	96.98%	95.68%	96.00%	97.10%	97.40%	96.40%	99.20%	97.70%	95.78%	93.57%
Over 6 Months	3.02%	4.32%	4.00%	2.90%	2.60%	3.60%	0.80%	2.30%	4.21%	4.79%
Target										
Within 3 Months	60.00%	70.00%	77.50%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%
Within 6 Months	90.00%	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 with the six monthly target only narrowly missed. As previously mentioned the six monthly target was affected by the unprecedented levels of workload generated by the Referendum.

Lindsey Hendry

Divisional Assessor & Assistant ERO