



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 1st June 2018

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 from April 2017 to March 2018.

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 2017 to 31st March 2018

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	807	799	99.01%	7	0.87%	806	1	0.12%
East Renfrewshire	266	263	98.87%	3	1.13%	266	0	0.00%
Inverclyde	139	136	97.84%	1	0.72%	137	2	1.44%
RVJB totals	1212	1198	98.84%	11	0.91%	1,209	3	0.25%

This performance exceeded our target of 95% within three months and 99.50% within 6 months with our key performance indicators showing 98.84% and 99.75% respectively.

The number of new houses added to the Council Tax List in the past 3 years were:

2015/16	1,243
2016/17	1,264
2017/18	1,212

This year's figure is 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 2017 to 31st March 2018, the average number of days taken to add a house was as follows:

Council Area	No. Added	Average No. of Days
Renfrewshire	807	22.30
East Renfrewshire	266	23.90
Inverclyde	139	20.76
RVJB Totals	1212	22.47

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 2016/17 and 2017/18

Council Area	No. Deleted 2016/17	No. Deleted 2017/18
Renfrewshire	153	39
East Renfrewshire	10	16
Inverclyde	93	53
RVJB Total	256	108

3.0 Non-domestic Valuation

One of the main areas of work in non-domestic valuation over the last year was the maintenance of the Valuation Roll. I include a summary below outlining the number of amendments undertaken 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 2017 to 31st March 2018

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	384	336	87.50%	23	5.99%	359	25	6.51%
East Renfrewshire	92	62	67.40%	19	20.65%	81	11	11.95%
Inverclyde	147	97	65.99%	22	14.97%	119	28	19.04%
RVJB totals	623	495	79.45%	64	10.28%	559	64	10.27%

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 targets of 80% to be actioned within 3 months and 95% within 6 months has unfortunately not been met with the target of 80% to be actioned within 3 months only just being missed. This can be explained by two long term absences in the valuation section, the loss of a senior valuer and staff being responsible for the creation of approximately an additional 3,200 entries to the Valuation Roll for Renfrewshire. These additional entries were created as a result of a non-domestic rating appeal which involved extensive discussions over the last year.

4.0 General Conclusions

Whilst the levels of performance for statutory amendments to the Valuation Roll are not meeting our usual high standards, this is not giving us cause for concern at the present time due to the reasons given. Performance will be monitored to ensure our high standards are met in these challenging times.

5.0 Recommendations

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

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8th May 2018

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