



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.