



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 20 November 2015

Subject: 2017 Non Domestic Rating Revaluation Progress Report

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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.

As stated in the report to the Board in August this year by Jacqueline Murgatroyd, Divisional Assessor, the Revaluation will involve a considerable amount of hard work by the Assessor's staff. This is not just in the mechanics of revaluation but also in the discussions and negotiations that will be carried out under the auspices of the Scottish Assessors' Association to achieve the timeous completion of Practice Notes.

2.0 Current Progress in Collection of Rental Evidence

The date upon which all values will be based is the 1st April 2015. In order to ascertain rental levels for let subjects as close to the tone date as possible, rental questionnaires were issued at the beginning of July to individual proprietors and tenants of all known let subjects in respect of shop, office and industrial type of subjects. The percentage of forms returned, reported at the Board meeting in August, was 23.58%. The table below outlines the number of individual forms issued and returns received at time of writing.

Rental Questionnaires Issued

Council Area	Forms Issued	Forms Returned	% of Forms Returned
Renfrewshire	5,347	1,521	28.45%
East Renfrewshire	1,418	494	34.84%
Inverclyde	1,891	565	29.88%
Total	8,656	2,580	29.81%

The response thus far has not been as good as expected with the return rate only increasing by 6% between August and November.

As in previous Revaluations, staff have been engaging with landlords who own multiple properties within RVJB's geographical area. This has involved issuing spreadsheets to these landlords requesting rental information which removes the necessity of these landlords completing large numbers of rental questionnaires. As at the time of writing, 75% of the 118 spreadsheets issued have been returned.

3.0 Current Progress in the Issue and Collection of SAA Return of Information Forms

Throughout September category specific questionnaires were issued to just over 1,000 properties including Licensed Premises, Halls, Bowling Clubs and Quarries. The forms are tailored to capture the required information for each category of subject.

4.0 Scottish Assessors Association Representation & VOA

Staff have attended various working groups and Committees within the Assessors Association and the Valuation Office in London and these meetings mainly relate to the preparation of Practice Notes. Within our office, five members of staff are responsible for writing eight Practice Notes which will be used by all fourteen Assessors' offices to value the relevant category of subject.

5.0 Preparations & Timeline

Our valuation teams have now begun analysis on the returned rental information in order to comply with The Scottish Government's request for the bulk of subjects to be valued by the end of January 2016. To achieve this new deadline we have had to allocate limited overtime to the valuation teams for the next few months.

7.0 General Conclusions

While every endeavor will be made to meet the current performance levels in relation to running roll and council tax targets, these may be affected as a result of time pressures to produce valuations six months earlier than what was anticipated and the volume of work a revaluation involves.

8.0 Recommendations

The Board notes the contents of this report.

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