



# Renfrewshire Valuation Joint Board

## Minute of Meeting Renfrewshire Valuation Joint Board

Date	Time	Venue
Friday, 17 November 2017	14:00	The Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QF

### Present

Councillor Charlie Gilbert (East Renfrewshire Council); Councillor Graeme Brooks (Inverclyde Council); and Councillor Tom Begg, Councillor Jacqueline Cameron, Councillor Audrey Doig, Councilor Kenny MacLaren, Councillor Mags MacLaren and Councillor John McIntyre (Renfrewshire Council).

### Chair

Councillor Doig, Convener, presided.

### In Attendance

K Crawford, Assessor and Electoral Registration Officer, L Hendry, Divisional Assessor & Assistant Electoral Registration Officer, J Murgatroyd, Divisional Assessor and Assistant Electoral Registration Officer and S Carlton, Principal Administrative Officer (all Renfrewshire Valuation Joint Board); and M Ball, Accountant and D Low, Senior Committee Services Officer (both Finance & Resources, Renfrewshire Council).

### Apologies

Councillor Paul O'Kane (East Renfrewshire Council); Councillor Tommy McVey (Inverclyde Council); and Councillor Andy Steel (Renfrewshire Council).

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## 1 Minute

There was submitted the Minute of the meeting of the Joint Board held on 18 August 2017.

**DECIDED:** That the Minute be approved.

## 2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Board for the period 1 April to 21 July 2017.

The report intimated that gross expenditure was £35,000 over budget and income was currently £6,000 over recovered resulting in a net overspend of £29,000.

**DECIDED:** That the report be noted.

## 3 Non Domestic Revaluation 2017 Appeals

There was submitted a report by the Assessor and Electoral Registration Officer updating members on appeals against values entered in the Valuation Roll. The report intimated that there were two types of appeal, revaluation appeals and change appeals and that the disposal of appeals was driven by a statutory timetable which offered no leeway in the final date for disposal by discussion or by hearing by the Local Valuation Appeal Panel. The small number of appeals that were referred to the Lands Tribunal for Scotland or decisions that were appealed to the Lands Valuation Appeal Court (part of the Court of Session) followed the rules for these courts and could be settled after the statutory deadline.

In relation to Revaluation Appeals, the report intimated that following the completion of the Revaluation exercise, a period of six months was allowed for appeals to be lodged, this date being 30 September 2017. The report detailed the total number of subjects for which appeals had been lodged, together with those lodged in 2010 for comparison. The total number of appeals was slightly larger in both instances as, in some cases, proprietors and occupiers would both lodge appeals, although one would normally defer to the other.

In relation to Change Appeals, it was noted that at present there were three main groups of Change appeals being appeals dating from 2005 that awaited a hearing by the Lands Tribunal; appeals dating from 2010 that awaited a hearing by the Lands Tribunal; and appeals against changes that had taken place since 1 April 2016. The number of appeals in each category were detailed in the report.

The routine cycle of appeals and cases proceeding to Lands Tribunal or Lands Valuation Appeal Court were catered for under the Joint Board's ongoing Service Plan, although the sharp peak of Change appeals and their relatively short period for disposal had presented a short-term challenge.

The number of Revaluation appeals had not increased significantly, although the value of the subjects under appeal had increased disproportionately and this might lead to more protracted negotiations on individual subjects.

**DECIDED:** That the report be noted.

## **4 Performance Report**

There was tabled an amended report by the Divisional Assessor & Assistant Electoral Registration Officer providing an update on the current performance and workload issues facing the Joint Board together with the Valuation Roll and Council Tax performance statistics for 1 April and 30 September 2017.

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 target of 95% within three months and also the target of 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 2017 and also the number of deletions from the Valuation (Council Tax) List between 1 April and 30 September during 2016 and 2017 by constituent authority area.

The report set out the time taken to make statutory amendments to the Valuation Roll, excluding appeal settlements and amendments to the prescribed entries, between 1 April and 30 September 2017 by constituent authority area, which exceeded the targets of 80% to be actioned within three months and 95% within six months.

**DECIDED:** That the report be noted.

## **5 Canvass and Electoral Update**

There was submitted a report by the Assessor and Electoral Registration Officer providing an update on the annual canvass and other electoral issues facing the Board.

The report intimated that 163,008 household enquiry forms had been issued to all known domestic properties in the Joint Board area. A total of 80,182 first reminders had been issued in August 2017 and 55,529 second reminders were issued in September. The second phase, the door-to-door canvass, has started and approximately 35,000 homes where no response had been received would be visited. Those 20,000 non-responding households with recent householder information would receive a second posted reminder. The Assessor and Electoral Registration Officer would monitor returns from the posted second reminders and would follow-up if necessary.

**DECIDED:** That the report be noted.

## **6 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 19 January 2018 within the Robertson Centre, Glasgow Road, Paisley.