

**Report To:** Policy & Resources Committee      **Date:** 16 November 2010  
**Report By:** Chief Financial Officer      **Report No:** FIN/71/10/AP/GJ  
**Contact Officer:** Alan Puckrin      **Contact No:** 01475 712223  
**Subject:** Renfrewshire Valuation Joint Board Minutes

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to submit the most recent Minutes for the Renfrewshire Valuation Joint Board for Members' information.

## **2.0 SUMMARY**

- 2.1 Inverclyde Council is one of three Councils who participate in the Renfrewshire Valuation Joint Board.
- 2.2 The Council is represented on the Joint Board by Councillors McCabe, Blair, Wilson and Nelson.
- 2.3 It has been agreed that Minutes be presented to the Policy & Resources Committee as they become available and the attached Minute relates to the meeting which took place on 21 May 2010. The Minute of the meeting which took place on 20<sup>th</sup> August 2010 will be submitted for approval by the RVJB on 12 November and will be made available to the Committee prior to the meeting on 16 November.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that Committee note the contents of this report.

Alan Puckrin  
Chief Financial Officer

**Minute Title Renfrewshire Valuation Joint Board**  
**Board Date 21/05/2010**  
**Board Renfrewshire Valuation Joint Board**  
**Sub-Board Main**

**MINUTE OF MEETING OF THE RENFREWSHIRE VALUATION JOINT BOARD  
HELD ON 21ST MAY, 2010**

**PRESENT**

Councillors Carmichael, Fletcher, Gilbert and Green (East Renfrewshire Council); Councillors Nelson and Wilson (Inverclyde Council); and Councillors Perrie, Dillon, MacLaren, Sharkey, Doig, Noon and Langlands (Renfrewshire Council).

Councillor Doig, Convener, presided.

**APOLOGIES**

Councillors McCabe and Blair (Inverclyde Council); and Councillor Grady (Renfrewshire Council).

**IN ATTENDANCE**

A MacTaggart, Assessor and Electoral Registration Officer, K Crawford, Depute Assessor and Electoral Registration Officer, R Nicol, Divisional Assessor and Assistant Electoral Registration Officer, S Carlton, Principal Administrative Officer, and J Gallacher, Senior Administrative Officer (all Renfrewshire Valuation Joint Board); L Belshaw, Senior Committee Services Officer, and E Currie, Committee Services Officer (both Corporate Services, Renfrewshire Council); and P Maguire, Finance Manager (Finance and Information Technology, Renfrewshire Council).

**DECLARATIONS OF INTEREST**

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

**1. MINUTE OF LAST MEETING**

There was submitted the Minute of the meeting of the Joint Board held on 15th January, 2010.

DECIDED: That the Minute be approved.

**2. CAPITAL BUDGET PROGRAMME**

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the Capital Budget 2007/2010. Attached as an appendix to the report was a list of projects being undertaken as part of the Capital Programme 2007-2010. The report intimated that the capital budget had been amended to reflect the completion of the server upgrade programme within budget. The GIS Project would incur some

expenses associated with the proposed boundary changes and the Portal Project had some forthcoming developments which would attract expenditure.

DECIDED: That the report be noted.

### **3. ACCOMMODATION UPDATE**

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to progress on the refurbishment of the Robertson Centre. The report intimated that the internal refurbishment works and the upgrading of the car park had been completed. It was anticipated that the external paintwork at the rear of the Robertson Centre and repair works to the boundary wall would be completed by early July.

DECIDED: That the report be noted.

### **4. 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 the targets set. 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 again bettering the target of 95% within 3 months and 99% within 6 months. The report also detailed the average number of days taken to add a house in each constituent authority area.

The report detailed the number of statutory amendments to the Valuation Roll between 1st April, 2009 and 31st March, 2010 by constituent authority area, again bettering the target of 80% within 3 months and 95% within 6 months. These amendments were value changes only.

A copy of the annual performance summary formed the Appendix to the report and it was noted that this information would be added to the Joint Board's page of the Scottish Assessors' Portal.

DECIDED:

- (a) That the report be noted; and
- (b) That the publication of the annual performance summary be noted.

### **5. ELECTORAL REGISTRATION ANNUAL REPORT**

There was submitted a report by the Assessor and Electoral Registration Officer relative to the Electoral Registration Annual Report 2010, the purpose of which was to consider the levels of Electoral Registration in the Joint Board area and to identify the methods employed to ensure that the maximum possible number of citizens were registered to vote. An important balance had to be achieved between quantity and quality in compilation of the Register and it was as important to make sure that there were no names on the register of people who were not entitled to vote as it was to try to get

everyone who was entitled to vote onto the register. The report detailed the process of electoral registration; the accuracy of the Register; continuous improvement to quality and accuracy of the Register; the steps taken to address under registration; additional action proposed to maximise registration; and other registration activity.

The Joint Board's commitment to accuracy of the Electoral Register and maximisation of registration was noted. The Joint Board would continue to review its current practices and would adapt and develop where appropriate to ensure that the registration process was as accurate and cost-effective as possible.

DECIDED: That the report be noted.

## **6. ELECTORAL OUTREACH PROGRAMME 2009/2010**

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the Electoral Outreach Programme 2009/2010. The report intimated that voters and elected representatives required to have confidence that the Registers were as complete and accurate as possible. Joint Board staff encouraged registration and participation in the democratic process and had participated in various Voter Awareness Campaigns and had introduced a Schools Outreach Programme.

Joint Board staff had visited 5 schools in the Joint Board area with 350 pupils participating in workshops where they were divided into groups to build a politician, a political party, a party logo, create three main policies and allocate a budget to each. Each group elected a spokesperson for the party political broadcasts and those eligible to vote then voted for the best party during a mock election. A representative of the Electoral Commission had attended a workshop and the Joint Board would now be a case study for the 'Do Politics' website. A full analysis of the school visits including the feedback received was attached to the report as Appendix 1.

Joint Board staff had given a presentation to members of staff from the Social Work service of Inverclyde Council who had dealings with establishments where there may be disabled or elderly residents who required assistance in registering and possibly applying for postal votes. It was intended that this presentation would be offered to staff from the Social Work services of East Renfrewshire and Renfrewshire Councils.

The report further intimated that Joint Board staff had teamed up with Renfrewshire Council's 'Voter Awareness Campaign' which involved visiting nine different sites throughout Renfrewshire to raise awareness of the recent election and encouraging the public to check if they were on the register. Appendix 2 to the report detailed the analysis from these venues.

DECIDED: That the report be noted.

## **7. OUTCOME OF REVALUATION EXERCISE**

There was submitted a report by the Divisional Assessor and Assistant Electoral Registration Officer relative to the Non-Domestic Rates Revaluation exercise completed on 1st April, 2010. The report intimated that a 5-yearly revaluation process had been introduced by the Valuation and Rating (Scotland) Act 1956 which required the Assessor and Electoral Registration Officer to value or revalue all of the lands and heritages in his

valuation area. These valuations had to be totally fresh and need bear no relation to the value applied in the preceding five years.

The process involved the collection and analysis of rental, building costs and turnover data to establish the new levels of value. These values were then updated, the new valuation roll published and all interested parties notified. The revaluation brought with it a fresh right of appeal and traditionally resulted in a large influx of appeals.

A number of statistical extracts had been compiled to show, in general terms, how the values had changed within constituent authority areas and the Joint Board as a whole by category type.

It was noted that the revaluation had been completed on 1st April, 2010 and had involved a considerable amount of work over the preceding two years. The appeals process was now underway and would result in negotiations and appeal hearings over the next three years.

DECIDED: That the report be noted.

## **8. PERSONNEL AND STAFFING**

There was submitted a report by the Assessor and Electoral Registration Officer relative to recent changes to the personnel employed by the Joint Board and the effect on staffing levels. The report intimated that in light of several uncertainties including changes to public sector spending and the ongoing 'single status' exercise, the Assessor and Electoral Registration Officer had decided that no vacant posts, including those vacated within the last 12 months, would be filled on a permanent basis until further notice. During the past 12 months, four members of staff had left the employment of the Joint Board, one being a Senior Valuer and this post would be filled by selection from seven internal candidates with the resulting vacancy in a Valuer's post not being filled at this stage.

The Assessor and Electoral Registration Officer had appointed two students to temporary posts to allow them to undertake vocational training as part of their degree course at Glasgow Caledonian University. The period of training would be from July, 2010 to June or July, 2011 and would offer the students experience in a broad range of competencies ranging from survey and measurement to valuation.

DECIDED: That the report be noted.

## **9. JOB EVALUATION – PAY AND GRADING EXERCISE**

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the job evaluation – pay and grading exercise for Joint Board employees. The report intimated that Renfrewshire Council would act as external consultants for the Joint Board and would provide Job Analysts to begin the process. A number of staff interviews had been held and the findings from these interviews would be taken to an internal Project Board which included members of the Joint Board management team and a staff union representative. The Terms and Conditions of Joint Board employees would also be reviewed at this time by the carrying out of a Job Evaluation exercise.

DECIDED: That the report be noted.

## **10. DATE OF NEXT MEETING**

It was noted that the next meeting of the Joint Board would be held within the offices of Inverclyde Council on Friday, 20th August, 2010 at 2.00pm.

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