

Report To: Policy & Resources Committee **Date:** 29 March 2011
Report By: Chief Financial Officer **Report No:** FIN/24/11/AP/LM
Contact Officer: Alan Puckrin **Contact No:** 01475 712223
Subject: Renfrewshire Valuation Joint Board - Update

1.0 PURPOSE

- 1.1 The purpose of this report is to provide an update to Committee in respect of the Renfrewshire Valuation Joint Board.

2.0 SUMMARY

- 2.1 It has previously been agreed that Renfrewshire Valuation Joint Board minutes should be presented to the Policy and Resources Committee when they become available. Appendix 1 contains the minutes of the meeting which took place on the 19th November 2010.
- 2.2 When the Renfrewshire Valuation Joint Board last met in January 2011 it approved a 2011/12 Revenue Budget for the Board. Appendix 2 contains the summary of the overall budget and the requisitions.
- 2.3 Further updates will be provided to Committee when they become available.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the Renfrewshire Valuation Joint Board minutes of the 19th November 2010 and the 2011/12 Renfrewshire Valuation Joint Board Budget.

Alan Puckrin
Chief Financial Officer

Minute Title Renfrewshire Valuation Joint Board
Board Date 19/11/2010
Board Renfrewshire Valuation Joint Board
Sub-Board Main

**MINUTE OF MEETING OF THE RENFREWSHIRE VALUATION JOINT
BOARD
HELD ON 19TH NOVEMBER, 2010**

PRESENT

Councillors Carmichael, and Green (East Renfrewshire Council); Blair, Nelson and Loughran (substitute for Councillor McCabe) (Inverclyde Council); and Perrie, Grady, MacLaren, Sharkey, Doig, and Noon (Renfrewshire Council).
Councillor Doig, Convener, presided.

APOLOGIES

Councillors Fletcher and Gilbert (East Renfrewshire Council); Councillor McCabe (Inverclyde Council); and Councillor Langlands (Renfrewshire Council).

IN ATTENDANCE

A MacTaggart, Assessor and Electoral Registration Officer, R Nicol and H McPhee, Divisional Assessors and Assistant Electoral Registration Officers, S Carlton, Principal Administrative Officer, J Gallacher, Senior Administrative Officer, and C Hynd, IT Support Officer (all Renfrewshire Valuation Joint Board); L Belshaw, Senior Committee Services Officer, S White, Assistant Committee Services Officer, and P Maguire, Finance Manager (all Finance & Corporate Services, 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 20th August, 2010.

DECIDED: That the Minute be approved.

5. 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 budget currently showed an underspend but there were a number of proposed projects which would have an impact on the budget. Joint Board staff were in discussion with Renfrewshire Council to upgrade the IT/Telephone links with Renfrewshire House and were currently waiting on final costs for this project, which would be completed within this financial year.

DECIDED: That the report be noted.

6. ACCOMMODATION UPDATE

There was submitted a report by the Depute Assessor and Electoral Registration Officer relative to the programme of work for 2009 to 2010. The report intimated that the outstanding snagging items were expected to be completed by the end of November 2010. The works had been completed under budget and it was anticipated that a sum in excess of £100k would be returned to Renfrewshire Council as a result of the underspend. The loan charges which had been agreed by the Joint Board at its meeting held on 15th January, 2010 would be reduced partly through this underspend and partly through a revision of interest rates applied to the loan. Full details of how this affected the budget would be detailed in the revenue budget report being submitted to the next meeting of the Joint Board to be held on 14th January, 2011.

DECIDED: That the report be noted.

7. 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 three months but falling short of the target of 99% within six months. The report also detailed the average number of days taken to add a house in each constituent authority area and also the number of deletions from the Valuation (Council Tax) List between 1st April and 30th September, 2009 and the same period in 2010 by constituent authority area.

The report detailed the number of statutory amendments to the Valuation Roll, excluding appeal settlements and amendments to prescribed entries, between

9. ANNUAL CANVASS 2010 – PROGRESS REPORT

There was submitted a report by the Assessor and Electoral Registration Officer relative to progress on the Annual Canvass 2010. The report intimated that the Postal Canvass of all 159,003 residential properties began in August with forms being issued in three phases, the initial issue and two reminder issues. The report detailed the number of forms issued and returned and replies received by telephone, internet, and text by constituent authority area giving a 73.13% return on the Annual Canvass, which was on a par with the equivalent stage in earlier years.

The report provided information on secondary checks, the door-to-door canvass, and deletion following failure to respond.

The Register would be published on 1st December, 2010 and it was noted that anyone requesting a copy would be encouraged to take an electronic copy which was a more efficient and less expensive format. The Joint Board was in the process of developing a self-service secure website where elected representatives and others entitled to a copy of the Register could download the relevant files and a report on this matter would be considered later in the meeting, at item 11 of this Minute.

In relation to 2011, the report provided information in relation to the Scottish Parliamentary Elections and Referendum on Electoral Reform, and Individual Registration.

DECIDED: That the report be noted.

10. DISABILITY EQUALITY SCHEME ANNUAL REPORT

There was submitted a report by the Assessor and Electoral Registration Officer relative to progress with the Joint Board's Action Plan published in June 2007 in terms of the Disability Equality Duty Statutory Code of Practice and in accordance with the Joint Board's Disability Equality Scheme. The Action Plan highlighted the Joint Board's ongoing commitment to ensuring all policies adopted by the Joint Board had been, or in the case of new policies, would be subject to an Equality Impact Assessment.

DECIDED: That the report be noted.

11. ELECTORAL REGISTRATION WEB APPLICATION

There was submitted a report by the IT Support Officer relative to the Electoral Registration Web Application, which was a new, secure, web based application being developed by the Joint Board to allow authorised users such as Councillors, MSPs, MPs, and MEPs to have private access and download the relevant Electoral Registration data over the internet. The report detailed the features and benefits of using this method of distributing Electoral Registration data.

RENFREWSHIRE VALUATION JOINT BOARDREVENUE ESTIMATES 2010/11 TO 2011/12OVERVIEW

	Approved 2010/11 £	Recommended 2011/12 £	Indictive 2012/13 £	Indictive 2013/14 £
Expenditure				
Employee costs	1,870,400	1,806,100	1,806,100	1,806,100
Property costs	258,000	244,500	244,500	244,500
Supplies and Services	67,300	71,000	71,000	71,000
Contractors		5,000	5,000	5,000
Administration costs	1,331,798	1,224,000	1,224,000	1,224,000
Payments to Other Bodies	29,100	18,200	18,200	18,200
Savings		-	(40,100)	(126,600)
Total Expenditure	3,556,598	3,368,800	3,328,700	3,242,200
Income				
Recharge of salaries	1,006,098	947,100	947,100	947,100
Sales, fees and charges	12,300	10,300	10,300	10,300
Temporary interest	1,000	3,000	3,000	3,000
Total Income	1,019,398	960,400	960,400	960,400
Net Expenditure	2,537,200	2,408,400	2,368,300	2,281,800
Funded by				
Requisitions	2,459,800	2,361,400	2,321,300	2,281,800
Transfer from /to Balances	77,400	47,000	47,000	-
	2,537,200	2,408,400	2,368,300	2,281,800
Balance	-	-	-	-
Application of Balances				
Surplus brought forward	211,594	145,694	98,694	51,694
Ear marked	(15,900)	-	-	-
Application of balances	(50,000)	(47,000)	(47,000)	-
Approved during the year	-	-	-	-
Surplus carried forward	145,694	98,694	51,694	51,694
% of Net Expenditure	6%	4%	2%	2%
	Approved 2010/11 £	Recommended 2011/12 £	Indictive 2012/13 £	Indictive 2013/14 £
Requisition Analysis				
East Renfrewshire	499,300	479,400	471,200	463,200
Inverclyde	590,400	566,700	557,100	547,600
Renfrewshire	1,370,100	1,315,300	1,293,000	1,271,000
	2,459,800	2,361,400	2,321,300	2,281,800
Movement		(98,400)	(40,100)	(39,500)