

# Report

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>3 June 2024</b>
Report by:	<b>Assessor and Electoral Registration Officer</b>

Subject:	<b>Lanarkshire Valuation Joint Board Efficiency Gains 2023/2024</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ present to members of the Joint Board for information, the Board's efficiency gains for the financial year 2023/2024

## 2. Recommendation(s)

2.1. The Board is asked to approve the following recommendation(s):-

- (1) that the content of the report be noted.

## 3. Background

3.1. The report is titled 'Lanarkshire Valuation Joint Board – Efficiency Gains 2023/24' and is attached as an appendix.

3.2. The report outlines Lanarkshire Valuation Joint Board's efficiency measures implemented in the last financial year, detailing both cashable and non cashable efficiency savings, and identifying whether each is recurring or non-recurring.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. A total of circa **£417,000** of efficiency gains has been identified over the period 2023/2024. This is split between £95,328 of cashable efficiency gains and £321,698 of non-cashable gains.

## 6. Climate Change, Sustainability and Environmental Implications

6.1. There are no climate change, sustainability or environmental implications in terms of the information contained in this report.

## 7. Other Implications

7.1. There are no implications for risk in terms of the information contained in this report.

## 8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy, function or strategy and, therefore, no impact assessment is required.

8.2. There is no requirement for consultation in respect of this report.

## **9. Privacy Impact Assessment**

9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

**Christine Maxwell BSc MRICS**  
**Assessor and Electoral Registration Officer**

15 May 2024

## **Previous References**

◆ Report to Board for 5 June 2023 meeting entitled – “LVJB Efficiency Gains 2022/23”.

## **List of Background Papers**

◆ None

## **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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## LANARKSHIRE VALUATION JOINT BOARD - EFFICIENCY GAINS 2023/2024

Theme	Description of Efficiency Measure	Cash Releasing (List recurring and non-recurring separately)	Impact on service delivery and performance / other information
PR	The provision of a facility to make canvass returns electronically	Recurring (although variable from year to year) <b>£9,413</b> cashable	Introduction of Electronic Canvass Returns has resulted in cash savings as follows – <b>Saving on Postage Costs £5,834</b> <b>Saving on Sort/Scanning £3,579</b> The provision of an alternative method of making a response to the annual canvass has resulted in both direct and indirect budgetary savings for the Board.
PR	Outgoing Canvass Mail Saving	Recurring (although variable from year to year). <b>£69,333</b> cashable	Outgoing Canvass Mail Savings with use of Critiqom compared to Royal Mail Business Standard Tariff Business Account - <b>£69,333-</b> cashable
SS	The use of the shared service facility of the Scottish Assessors Association's Portal ( <a href="http://www.saa.gov.uk">www.saa.gov.uk</a> )	Recurring (although variable from year to year) <b>£321,698</b> non-cashable	The implementation of the centralised online customer focused shared service initiative has negated the requirement for LVJB to both develop and host similar functionality. The actual cost of maintaining and developing the SAA Portal for 2023/24 was £346,444; LVJB's contribution was <b>£24,746</b> .
SB	The creation of new Council Tax and Valuation Roll files in electronic format (instead of creating paper documents and then digitising)	Recurring (estimate) <b>£1,000</b> part-cashable	Staff, since March 2020 have utilised electronic systems to create Valuation Roll and Council Tax amendment records instead of creating, printing, checking and scanning. Efficiencies due to less consumables being used and lower staff costs – no printing, scanning and filing.

Theme	Description of Efficiency Measure	Cash Releasing (List recurring and non-recurring separately)	Impact on service delivery and performance / other information
SB	Use of email to issue electoral forms and letters.	Recurring (although variable from year to year) <b>£15,582</b> cashable	Savings in postage costs as a result of the issuing of electoral forms and letters via email rather than by post.  Due to the increase in the number of forms issued by email, an additional 50% saving has been made on the previous financial period (2022-23).
<b>TOTAL</b>		<b>£ 417, 026</b>	

Theme:

PR: Procurement; WP: Workforce Planning; AM: Asset Management; SS: Shared Services; SB: Streamlining Bureaucracy;  
O: Other