

# Report

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>4 June 2018</b>
Report by:	<b>Assessor and Electoral Registration Officer</b>

Subject:	<b>Progress Update</b>
----------	------------------------

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an overview of the service to members
- ◆ Outline current issues and service priorities
- ◆ Provide an update on performance
- ◆ Highlight issues affecting the future direction of the Joint Board

## 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. Service Overview and Priorities

### 3.1. Electoral Registration

#### 3.1.1 Annual Canvass

Preparations for the 2018 annual canvass of electors are underway. Over 300,000 Household Enquiry Forms (HEFs) will once again be issued as part of the canvass programme. The Cabinet Office has co-ordinated a number of pilot exercises throughout the country in respect of the annual canvass with a view to reforming the structure of future canvasses.

#### 3.1.2 Individual Electoral Registration (IER)

LVJB's 'Justification Led Funding Bid' in respect of IER funding for 2017/18 has been approved by the Cabinet Office (CO). Notifications from the CO in respect of funding allocations for the financial year 2018/19 are expected soon.

#### 3.1.3 Absent Voting Security Arrangements

The annual personal identifier refresh in connection with absent voter security arrangements is now complete.

#### 3.1.4 Elections Held Since Last Board Meeting

No elections have been held since the last meeting of the Board.

### **3.2 Non-Domestic Valuation**

A summary of information in this area can be found in appendices 1.1 to 1.5.

#### **3.2.1 Changes to the 2017 Valuation Roll (Running Roll)**

These are highlighted in appendices 1.1 and 1.2 for the period 1 April 2017 to 1 May 2018.

#### **3.2.2 2005 Valuation Roll Appeals (Revaluation and Running Roll)**

A summary of the position with 2005 Revaluation and Running Roll appeals is contained in appendix 1.3.

#### **3.2.3 2010 Valuation Roll Appeals (Revaluation and Running Roll)**

A summary of the position with 2010 Revaluation and Running Roll appeals is contained in appendix 1.4.

#### **3.2.4 2017 Valuation Roll Appeals (Revaluation and Running Roll)**

Citations continue to be issued by the Secretary to the Lanarkshire Valuation Appeal Panel in respect of 2017 Revaluation Valuation Appeal Committee Hearings. The volume of appeals being cited requires the allocation of significant resources to deal with these. Regular meetings with Valuation Managers are undertaken to continually review the non-domestic appeals disposal programme with a view to ensuring that all appeals are heard within statutory timescales.

A summary of the position with 2017 Revaluation and Running Roll appeals is contained in appendix 1.5.

### **3.3 Council Tax**

A summary of information in this area can be found in appendices 2.1 to 2.4.

#### **3.3.1 New Houses**

A summary of the position for the period 1 April 2017 to 1 May 2018 is contained at appendix 2.2.

#### **3.3.2 Proposals and Appeals**

Appendices 2.3 and 2.4 contain information on Council Tax proposals and appeals. Following coverage in the national media and the change to council tax charges, the number of council tax proposals received has once again risen. Each proposal to alter the band, whether made within statutory timescales or not, will be considered to ensure that the correct band is applied to each of the dwellings concerned.

### **4. Staffing**

4.1. Since the last Board meeting, one Clerical Officer has left LVJB to take up a post elsewhere.

4.2 Staff absence levels for the last year are summarised in appendix 3.0.

## 5. Other Matters

### 5.1 Complaints Received and Dealt with Since Last Progress Update Report

Since the last update provided for the Board meeting, two complaints have been received and investigated, a summary of which is as follows:

<b>Service Area</b>	<b>Nature of Complaint</b>	<b>Outcome</b>
Council Tax (ref: 2017/18 – 18 )	Complaint relating to the length of time taken to enter a new property in the Valuation List.	Letter issued advising that the alteration to the Valuation List was slightly outside LVJB's primary target date of 3 months from date of occupation and that currently 97% of new dwellings are added within the 3 month period.
Council Tax (ref: 2017/18 – 19)	Complaint relating to time taken to effect an increase in banding in the Valuation List due to a property being extended and subsequently sold.	Letter issued advising that no response was received in connection with a letter sent to the occupier seeking access to the property and that the alteration to the Valuation List was completed within LVJB's primary target date of 6 months from the date of sale following the extension.

### 5.2 Complaints to the Ombudsman

No decisions have been issued by the Scottish Public Services Ombudsman since the last progress update report to the Board.

### 5.3 General Data Protection Regulation

The new General Data Protection Regulation (GDPR) is effective from 25 May 2018. Many of the GDPR's main concepts and principles are contained within the Data Protection Act 1998, which LVJB complies with. Therefore, most of LVJB's approach to compliance with data protection to date remains valid under the GDPR. However, there are new elements and significant enhancements brought in by GDPR.

The GDPR places greater emphasis on the documentation that Data Controllers must keep to demonstrate their accountability. Therefore, LVJB will continue to update its data protection audit template to include the amended lawful basis for processing data, such as "public task", and the changes to sensitive personal data, which is now called "special category data". LVJB's management team will continue to review the requirements regarding consent for processing data and will introduce unsubscribe options and the right to object to processing, where relevant.

LVJB's Privacy Notice has been updated as GDPR introduces the requirement for such notices to explain the lawful basis for processing data, data retention periods and the right to complain to the Information Commissioner. A Data Protection Officer has been appointed and a data breach procedure introduced.

LVJB's management team will continue to consider actions required to be undertaken to ensure compliance with the new legislation.

## **6. Employee Implications**

6.1. See 4 above.

## **7. Financial Implications**

7.1. None.

## **8. Other Implications**

8.1. There are no implications for risk or sustainability in terms of the information contained in this report.

## **9. Equality Impact Assessment and Consultation Arrangements**

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.

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

## **10. Privacy Impact Assessment**

10.1. 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.

**Gary Bennett BSc MSc AEA (Cert-Scotland) MRICS IRRV (Hons)  
Assessor and Electoral Registration Officer**

17 May 2018

## **Previous References**

Progress Update Report for Board meeting of 5 March 2018

## **List of Background Papers**

None.

## **Contact for Further Information**

If you require further information, please contact:-

Gary Bennett, Assessor and Electoral Registration Officer

Phone: 01698 476078

E-mail: [assessor@lanarkshire-vjb.gov.uk](mailto:assessor@lanarkshire-vjb.gov.uk)



**Alterations made to the Valuation Roll (including appeal adjustments) between 01/04/2018 and 01/05/2018**

Area	AS AT 01/04/17		ADDED		DELETED		ALTERED		AS AT 01/05/2018	
	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV
<b>North Lanarkshire</b>	10,157	293,969,180	10	56,200	10	49,950	5	-15,500	10,157	293,959,930
<b>South Lanarkshire</b>	10,434	740,711,050	1	100	29	128,050	0	0	10,406	740,583,100
<b>LVJB total</b>	<b>20,591</b>	<b>£1,034,680,230</b>	<b>11</b>	<b>£56,300</b>	<b>39</b>	<b>£178,000</b>	<b>5</b>	<b>£-15,500</b>	<b>20,563</b>	<b>£1,034,543,030</b>

**Summary of time taken to make alterations (excluding appeal adjustments) to the Valuation Roll**

**Period : 1 April 2018 to 1 May 2018**

Area	Total altered	altered < 3 months		altered 3 to 6 months		altered > 6 months	
	No.	No.	%age	No.	%age	No.	%age
<b>North Lanarkshire</b>	22	22	100%	0	0.00%	0	0.00%
<b>South Lanarkshire</b>	29	28	96.55%	0	0.00%	1	3.45%
<b>LVJB totals</b>	<b>51</b>	<b>50</b>	<b>98.04%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>1.96%</b>

## Valuation Roll Appeals: Revaluation and Running Roll 2005

### 1. Revaluation Appeals

Area	Appeals received since 2005 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
North Lanarkshire	3,921	3,916	0	£0	5	£95,600	5
South Lanarkshire	3,148	3,146	0	£0	2	£82,400	2
<b>LVJB total</b>	<b>7,069</b>	<b>7,062</b>	<b>0</b>	<b>£0</b>	<b>7</b>	<b>£178,000</b>	<b>7</b>

### 2. Running Roll Appeals

Area	Appeals received since 2005 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
North Lanarkshire	2,023	2,006	0	£0	17	£3,001,536	17
South Lanarkshire	1,695	1,678	0	£0	17	£4,679,250	17
<b>LVJB total</b>	<b>3,718</b>	<b>3,684</b>	<b>0</b>	<b>£0</b>	<b>34</b>	<b>£7,680,786</b>	<b>34</b>

## Valuation Roll Appeals: Revaluation and Running Roll 2010

### 1. Revaluation Appeals

Area	Appeals received since 2010 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
<b>North Lanarkshire</b>	4,460	4,451	0	£0	9	£2,494,300	9
<b>South Lanarkshire</b>	3,103	3,095	0	£0	8	£2,484,300	8
<b>LVJB total</b>	<b>7,563</b>	<b>7,546</b>	<b>0</b>	<b>£0</b>	<b>17</b>	<b>£4,978,600</b>	<b>17</b>

### 2. Running Roll Appeals

Area	Appeals received since 2010 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
<b>North Lanarkshire</b>	5,480	5,434	0	£0	24	£16,015,325	46
<b>South Lanarkshire</b>	6,727	6,678	0	£0	30	£24,990,920	49
<b>LVJB total</b>	<b>12,207</b>	<b>12,112</b>	<b>0</b>	<b>£0</b>	<b>54</b>	<b>£41,006,245</b>	<b>95</b>



## Valuation Roll Appeals: Revaluation and Running Roll 2017

### 1. Revaluation Appeals

Area	Appeals received since 2017 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
<b>North Lanarkshire</b>	4,728	353	0	£0	0	£0	4,375
<b>South Lanarkshire</b>	4,553	585	0	£0	0	£0	3,968
<b>LVJB total</b>	<b>9,281</b>	<b>938</b>	<b>0</b>	<b>£0</b>	<b>0</b>	<b>£0</b>	<b>8,343</b>

### 2. Running Roll Appeals

Area	Appeals received since 2017 Valuation Roll	Appeals resolved as at 1 May 2018	Appeals heard but awaiting stated case for appeal to Lands Valuation Appeal Court	Rateable Value of Appeals in process of appeal to LVAC	Appeals outstanding awaiting determination of Lands Tribunal for Scotland	Rateable Value of Outstanding Appeals awaiting determination of LT	Appeals Outstanding as at 1 May 2018
<b>North Lanarkshire</b>	225	10	0	£0	0	£0	215
<b>South Lanarkshire</b>	189	8	0	£0	0	£0	181
<b>LVJB total</b>	<b>414</b>	<b>18</b>	<b>0</b>	<b>£0</b>	<b>0</b>	<b>£0</b>	<b>396</b>

### Council Tax Subjects as at 01/05/2018

BAND	ENTRIES AS AT 01/04/18			ADDITIONS			DELETIONS			CURRENT ENTRIES			BAND 'D' EQUIVALENT		
	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL
A	53341	36401	89742	1	1	2	1	7	8	53341	36395	89736	35562	24265	59827
B	37417	30283	67700	24	8	32	3	1	4	37438	30920	67728	29119	23560	52679
C	19463	25819	45282	7	6	13	2	2	4	19468	25823	45291	17305	22954	40259
D	16621	20478	37099	8	11	19	0	0	0	16629	20489	37118	16629	20489	37118
E	16212	19226	35438	31	23	54	1	0	1	16242	19249	35491	21340	25291	46632
F	8787	11817	20604	15	22	37	0	0	0	8802	11839	20641	14303	19238	33542
G	2895	6216	9111	3	6	9	0	2	2	2898	6220	9118	5675	12181	17856
H	132	544	676	1	2	3	0	0	0	133	546	679	326	1338	1664
<b>TOTAL</b>	<b>154868</b>	<b>150784</b>	<b>305652</b>	<b>90</b>	<b>79</b>	<b>169</b>	<b>7</b>	<b>12</b>	<b>19</b>	<b>154951</b>	<b>150851</b>	<b>305802</b>	<b>140260</b>	<b>149315</b>	<b>289576</b>
<b>'D' EQIV.</b>	<b>140160</b>	<b>149220</b>	<b>289380</b>	<b>107</b>	<b>106</b>	<b>213</b>	<b>6</b>	<b>11</b>	<b>17</b>	<b>140260</b>	<b>149315</b>	<b>289576</b>			

#### JOINT BOARD TOTALS

		01/04/2018	01/05/2018	Increase
<b>TOTAL CHARGEABLE ENTRIES</b>	North	154868	154591	83
	South	150784	150851	67
	<b>Total</b>	<b>305652</b>	<b>305802</b>	<b>150</b>
<b>BAND 'D' EQUIVALENT</b>	North	140160	140260	101
	South	149220	149315	95
	<b>Total</b>	<b>289380</b>	<b>289576</b>	<b>196</b>

**Summary of time taken to enter new houses in Valuation (Council Tax) List**

**Period : 1 April 2018 to 1 May 2018**

Area	Total added	added < 3 months		added 3 to 6 months		added > 6 months	
<b>North Lanarkshire</b>	90	90	100.00%	0	0.00%	0	0.00%
<b>South Lanarkshire</b>	79	79	100.00%	0	0.00%	0	0.00%
<b>LVJB totals</b>	<b>169</b>	<b>169</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**Summary of Council Tax Proposals/Appeals received and dealt with as at 1 May 2018**

Valid	Proposals/Appeals outstanding @ 1 April 2018	Proposals/Appeals received since 1 April 2018	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Outstanding balance
<b>North Lanarkshire</b>	15	1	2	14
<b>South Lanarkshire</b>	38	16	8	46
<b>LVJB total</b>	<b>53</b>	<b>17</b>	<b>10</b>	<b>60</b>

Invalid	Proposals/Appeals outstanding @ 1 April 2018	Proposals/Appeals received since 1 April 2018	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Outstanding balance
<b>North Lanarkshire</b>	35	20	27	28
<b>South Lanarkshire</b>	76	23	2	97
<b>LVJB total</b>	<b>111</b>	<b>43</b>	<b>29</b>	<b>125</b>

Combined	Proposals/Appeals outstanding @ 1 April 2018	Proposals/Appeals received since 1 April 2018	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Outstanding balance
<b>North Lanarkshire</b>	50	21	29	42
<b>South Lanarkshire</b>	114	39	10	143
<b>LVJB total</b>	<b>164</b>	<b>60</b>	<b>39</b>	<b>185</b>

**Summary of resolution of Council Tax Proposals/Appeals Between 1 April 2018 and 1 May 2018**

Valid	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	2	2	0	0	0	0
<b>South Lanarkshire</b>	8	6	0	2	0	0
<b>LVJB total</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

Invalid	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	27	1	26	0	0	0
<b>South Lanarkshire</b>	2	0	2	0	0	0
<b>LVJB total</b>	<b>29</b>	<b>1</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>

Combined	Proposals/Appeals completely resolved 01/04/2018 to 01/05/2018	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	29	3	26	0	0	0
<b>South Lanarkshire</b>	10	6	2	2	0	0
<b>LVJB total</b>	<b>39</b>	<b>9</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>

### ABSENCE MANAGEMENT STATISTICS

Month	Self Certified		Medically Certified		Unauthorised Absence		Total			Total			
	No of Days	%	No of Days	%	No of Days	%	No of Days	Work Days Avail	%	Month	No of Days	Work days available	%
<b>April 2017</b>	10	0.8%	40	3.0%	Nil	0.0%	50	1322	3.8%	<b>April 2016</b>	29	1350	2.1%
<b>May 2017</b>	0	0.0%	46	3.0%	Nil	0.0%	46	1513	3.0%	<b>May 2016</b>	37	1397	2.6%
<b>June 2017</b>	5	0.3%	29	2.0%	Nil	0.0%	34	1449	2.3%	<b>June 2016</b>	62	1382	4.5%
<b>July 2017</b>	6	0.4%	27	2.0%	Nil	0.0%	33	1360	2.4%	<b>July 2016</b>	64	1304	4.9%
<b>August 2017</b>	8	0.5%	23	1.6%	Nil	0.0%	31	1469	2.1%	<b>August 2016</b>	58	1462	4.0%
<b>September 2017</b>	5	0.4%	21	1.6%	Nil	0.0%	26	1352	1.9%	<b>September 2016</b>	74	1489	5.0%
<b>October 2017</b>	9	0.6%	22	1.6%	Nil	0.0%	31	1418	2.2%	<b>October 2016</b>	48	1403	3.4%
<b>November 2017</b>	11	0.8%	7	0.5%	Nil	0.0%	18	1382	1.3%	<b>November 2016</b>	76	1461	5.2%
<b>December 2017</b>	23	1.8%	3	0.2%	Nil	0.0%	26	1294	2.0%	<b>December 2016</b>	59	1450	4.1%
<b>January 2018</b>	22	1.5%	0	0.0%	Nil	0.0%	22	1423	1.5%	<b>January 2017</b>	56	1450	3.9%
<b>February 2018</b>	3	0.2%	0	0.0%	Nil	0.0%	3	1242	0.2%	<b>February 2017</b>	39	1318	3.0%
<b>March 2018</b>	23	1.7%	12	0.9%	Nil	0.0%	35	1352	2.6%	<b>March 2017</b>	71	1514	4.7%
<b>Averages for 12 months</b>	10	0.8%	19	1.4%	Nil	0.0%	30	1381	2.1%		56	1415	4.0%