

Report

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	5 June 2023
Report by:	Assistant Assessor and Electoral Registration Officer

Subject:	Lanarkshire Valuation Joint Board Efficiency Gains 2022/2023
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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 2022/2023

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 2022/2023' and is attached as an appendix to the report.

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 £326,402 of efficiency gains has been identified over the period 2022/2023. This is split between £61,299 of cashable efficiency gains and £265,103 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 a 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
Assistant Assessor and Electoral Registration Officer

16 May 2023

Previous References

◆ Report to Board for 7 June 2021 meeting entitled – “LVJB Efficiency Gains 2020/2021”

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 2022/23

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) £7,056 cashable	Introduction of Electronic Canvass Returns has resulted in cash savings as follows – Saving on Postage Costs £5,437 Saving on Sort/Scanning £1,619 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). £44,259 cashable	Outgoing Canvass Mail Savings with use of Critiqom compared to Royal Mail Business Standard Tariff Business Account. - £44,259 - cashable
SS	The use of the shared service facility of the Scottish Assessors Association's Portal (www.saa.gov.uk)	Recurring (although variable from year to year) £204,378 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 2022/23 was £225,000; LVJB's contribution was £20,622.
SB	Introduction of an electronic Survey Management System (SMS)	Recurring £21,019.68 non-cashable	Introduction of a mainly automated process to create survey instigators for Council Tax and non-domestic properties. The introduction of SMS has considerably reduced the amount of time clerical support staff spent on this task and allowed managers to switch staff to Electoral Registration tasks negating the requirement to recruit additional staff.

Theme	Description of Efficiency Measure	Cash Releasing (list recurring and non recurring separately)	Impact on service delivery and performance / other information
SB	Digitising Council Tax and Non-Domestic files moving from paper based to electronically held.	Recurring £36,330.00 non-cashable	Ongoing process of scanning Council Tax and Valuation Roll files and paperwork. Process now allows all staff to retrieve required files electronically. Resulting in saving of clerical staff's time as no requirement to manually file or retrieve files for the valuation sections.
PR	Move to new document scanning service for Electoral Registration.	Recurring £3,376 non-cashable	Replacement of provider of scanning services for Electoral Registration documents. New system has lower annual licensing costs.
SB	Use of email to issue electoral forms and letters	£9,914 cashable	Savings in postage costs as a result of the issuing of electoral forms and letters via email rather than by post.
SB	Issuing draft and final Revaluation notices to the constituent authorities by email (instead of printing)	Approx £70 cashable	Savings in printing cost of notices no real saving in postage costs as notices would have been parcelled together for delivery. SLC 1156 notices, NLC 1715 notices.
TOTAL		£326,402	

Theme:

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