

# Report

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>6 June 2011</b>
Report by:	<b>Depute Assessor and Electoral Registration Officer</b>

Subject:	<b>Lanarkshire Valuation Joint Board 2011 – 2015 Service Plan</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek approval from the Board for LVJB's Service Plan covering the period 2011 - 2015

## 2. Recommendation(s)

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

- (1) that the LVJB Service Plan for 2011-2015 is approved.

## 3. Background

3.1. A Service Plan for LVJB covering the forthcoming period was required to be prepared following the previous Plan, covering the period April 2008 – March 2011, reaching the end of its currency. The proposed Service Plan is to cover LVJB's service delivery for a four year period from April 2011 through to March 2015 to align the Plan to the cyclical nature of the business areas which LVJB has responsibility for, in particular to allow for service planning in non-domestic revaluations, the next of which is due to take effect on 1 April 2015.

## 4. Key Business Areas

4.1. The Service Plan sets out the key business areas identified for LVJB over the coming four year period and highlights ownership of key tasks with a view to ensuring that LVJB's services are delivered as effectively and efficiently as possible to service users.

4.2. An updated Mission and Vision statement reaffirms that LVJB seeks to achieve completeness and accuracy in all work undertaken. This includes;

- to produce a complete Electoral Register which includes all eligible electors in Lanarkshire accurately named at their qualifying address.
- to produce a complete Valuation Roll which includes all relevant lands and heritages with accurate rateable values.
- to produce a complete Valuation (Council Tax) List which includes all dwellings with accurate bands.

4.3 Updates on key business areas and progress on specific projects contained within the Service Plan will be reported to the Joint Board as was the case with the previous Service Plan.

## **5. Key Challenges**

5.1 The key challenges faced by LVJB over the period of the new Service Plan within its three main business areas have been identified as follows:

- within Electoral Registration:-

- to plan for and ensure service delivery in the area of individual registration
- to plan for and ensure service delivery for each election arising over the period of the Service Plan
- to continue to improve upon the completeness and accuracy of the Electoral Registers

- within Non-Domestic valuation:-

- to ensure the disposal of over 7,000 appeals, received in relation to the 2010 Revaluation, in accordance with statutory timescales
- to ensure the disposal of over 3,500 running roll appeals to date, whose grounds of appeal principally relate to the economic downturn, in accordance with statutory timescales
- to plan for and ensure the completion of, in accordance with statutory timescales, the 2015 Revaluation

- within Council Tax:-

- to ensure that new houses are entered in the Valuation List as soon after completion as possible
- to ensure that band changes relating to a material change of value of a dwelling, followed by its subsequent sale, are effected as soon as possible
- to continue to deal with proposals to alter council tax bands as efficiently as possible

## **6. Employee Implications**

6.1 None.

## **7. Financial Implications**

7.1 Financial issues in relation to the Service Plan are covered annually as part of the budgetary process and discussions with the Treasurer to the Board.

## **8. Other Implications**

8.1 The full implementation of the Service Plan is dependent upon a number of key issues, including available resources and adequate level of funding of the Board to deliver on key business areas.

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

9.1 Such matters are referred to in the Service Plan.

**10. Privacy Impact Assessment**

10.1 Such matters are referred to in the Service Plan.

**Gary Bennett**

**Depute Assessor and Electoral Registration Officer**

11 May 2011

**Previous References**

None

**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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