

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>26 June 2017</b>
Report by:	<b>Assessor and Electoral Registration Officer</b>

Subject:	<b>Progress Update</b>
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## 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 Rolling Registration

Invitation to register forms (ITRs) generated as a result of new Council Tax liabilities information received by LVJB continue to be issued, and registration applications received, including those via the government website ([www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)) continue to be processed.

#### 3.1.2 Individual Electoral Registration

A bid for extra funding for the period 2016/17 has been approved by the Cabinet Office to cover additional expenditure as a result of the introduction of Individual Electoral Registration, in particular in relation to the costs incurred carrying out the annual canvass exercise. Indications from the Cabinet Office with regards to funding levels for 2017/18 are yet to be released.

#### 3.1.3 Elections Held Since Last Board Meeting

The Local Government elections took place on 4 May 2017 with no issues raised in terms of electoral registration matters. The UK Parliamentary General election took place on 8 June with a number of issues arising. In particular, difficulty was experienced in meeting deadlines set by printing contractors in connection with the second run of poll cards and postal voting packs, principally due to a surge in registration applications in the run up to the deadline for registering (midnight 22 May 2017). A full review is underway to establish all the factors which contributed towards the delay and to ensure that there is no re-occurrence of this issue at future elections.

## **3.2 Non Domestic Valuation**

A summary of information in this area can be found in appendices 1.1 to 1.4

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

These are highlighted in appendices 1.1 and 1.2 for the period 1 April 2016 to 1 June 2017.

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

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

### **3.2.3 2010 Revaluation Appeals**

A summary of the position with 2010 Revaluation appeals is contained within table 1 of appendix 1.4.

### **3.2.4 2010 Valuation Roll Outstanding Appeals (Running Roll)**

A summary of the position with 2010 running roll appeals is contained within table 2 of appendix 1.4. Appeal decisions continue to be uploaded to the Lanarkshire Valuation Appeal Panel website – [www.lvap.org](http://www.lvap.org)

### **3.2.5 2017 Non Domestic Revaluation**

Revaluation notices were issued on 15 March 2017 in time for the revised values coming into effect on 1 April 2017. Appeals are now being received and the impact on LVJB resources will be considered further once the deadline for receipt of such appeals (30 September 2017) has passed.

## **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 2016 to 1 June 2017 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. Number of appeals outstanding at any one time have risen principally due to the introduction of increased payments to band E and above.

## **4. Staffing**

4.1. Since the last Board meeting, one qualified Valuer has retired. LVJB's management team are currently considering the filling of the post, mindful of budgetary pressures.

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, five 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: 2016/17 – 13)	Complaint regarding the explanation in respect of a Council Tax banding of a property and over the authenticity of a previous withdrawal of an appeal.	Letter issued supporting the explanation given over the banding and copies of the previous appeal withdrawal provided by Assessor.
Council Tax (ref: 2016/17– 14)	Complaint against conduct of Assistant Assessor in respect of the time taken to get appeal cited for a hearing of the Lanarkshire Valuation Appeal Panel.	Letter issued advising that the Assistant Assessor's conduct was entirely appropriate in the circumstances.
Electoral Registration (ref: 2017/18 – 1)	Complaint in relation to an elector no longer resident at an address.	Complaint resulted in an apology issued, and necessitated a reminder to staff of correct procedure in such circumstances. An amendment was also implemented to the relevant workflow.
Electoral Registration (ref: 2017/18 – 2)	Complaint re removal of an elector from the Register of Electors.	Letter of response issued advising that no response was received in connection with a review being undertaken in connection with a particular elector within a household, who shared the same name as his son. Elector re-instated to register and son removed.
Electoral Registration (ref: 2017/18 – 3)	Postal vote not received in time to vote at the Local Government elections in May 2017.	Application for Postal Vote was received by ERO on 12 April and acknowledged on 13 April. In accordance with an agreed procedure this information was passed to the RO on 19 April in time for the issue of Postal Votes by the RO on 25 April. Contact details for the Returning Officer included in letter of explanation.

## **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 Barclay Review of Business Rates**

The Barclay review group, set up to make recommendations that seek to enhance and reform the business rates system in Scotland, is due to report to Scottish Government ministers in July 2017.

## **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.

9.3. The 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**

12 June 2017

## **Previous References**

Progress Update Report for Board meeting of 6 March 2017

## **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 01/04/2017 and 01/06/2017**

Area	AS AT 01/04/17		ADDED		DELETED		ALTERED		AS AT 01/06/2017	
	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV	SUBJECTS	RV
<b>North Lanarkshire</b>	10,013	291,967,285	48	307,865	13	312,200	26	-113,040	10,048	291,849,910
<b>South Lanarkshire</b>	9,961	744,327,185	11	115,800	29	337,570	21	125,025	9,943	744,230,440
<b>LVJB total</b>	<b>19,974</b>	<b>1,036,294,470</b>	<b>59</b>	<b>423,665</b>	<b>42</b>	<b>649,770</b>	<b>47</b>	<b>11,985</b>	<b>19,991</b>	<b>1,036,080,350</b>

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

**Period : 1 April 2017 to 1 June 2017**

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>	80	80	100.00%	0	0.00%	0	0.00%
<b>South Lanarkshire</b>	36	36	100.00%	0	0.00%	0	0.00%
<b>LVJB totals</b>	<b>116</b>	<b>116</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

## Valuation Roll Appeals: Revaluation and Running Roll 2005

### 1. Revaluation Appeals

Area	Appeals received since 2005 Valuation Roll	Appeals resolved as at 1 June 2017	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 June 2017
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 June 2017	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 June 2017
North Lanarkshire	2,023	2,006	0	£0	17	£3,001,536	17
South Lanarkshire	1,695	1,678	0	£0	17	£4679,250	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 June 2017	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 June 2017
<b>North Lanarkshire</b>	4,460	4,448	0	£0	12	£3,640,600	12
<b>South Lanarkshire</b>	3,103	3,092	0	£0	11	£3,979,550	11
<b>LVJB total</b>	<b>7,563</b>	<b>7,540</b>	<b>0</b>	<b>£0</b>	<b>23</b>	<b>£7,620,150</b>	<b>23</b>

### 2. Running Roll Appeals

Area	Appeals received since 2010 Valuation Roll	Appeals resolved as at 1 June 2017	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 June 2017
<b>North Lanarkshire</b>	5,364	5,186	0	£0	28	£18,649,395	178
<b>South Lanarkshire</b>	6,694	6,520	0	£0	31	£85,600,920	174
<b>LVJB total</b>	<b>12,058</b>	<b>11,706</b>	<b>0</b>	<b>£0</b>	<b>59</b>	<b>£104,250,315</b>	<b>352</b>



**Council Tax Subjects as at 01/06/2017**

BAND	ENTRIES AS AT 01/04/17			ADDITIONS			DELETIONS			CURRENT ENTRIES			BAND 'D' EQUIVALENT		
	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL	NORTH	SOUTH	TOTAL
A	53611	36408	90019	10	10	20	58	8	66	53563	36410	89973	35710	24275	59985
B	37223	30209	67432	17	3	20	0	2	2	37240	30210	67450	28965	23497	52463
C	19315	25646	44961	7	33	40	0	2	2	19322	25677	44999	17175	22824	40000
D	16355	20234	36589	42	35	77	3	3	6	16394	20266	36660	16394	20266	36660
E	15917	18966	34883	37	37	74	0	1	1	15954	19002	34956	20962	24967	45929
F	8504	11480	19984	49	52	101	2	1	3	8551	11531	20082	13895	18738	32633
G	2831	6010	8841	9	29	38	1	1	2	2839	6038	8877	5560	11824	17384
H	131	509	640	0	2	2	0	0	0	131	511	642	321	1252	1573
<b>TOTAL</b>	<b>153887</b>	<b>149462</b>	<b>303349</b>	<b>171</b>	<b>201</b>	<b>372</b>	<b>64</b>	<b>18</b>	<b>82</b>	<b>153994</b>	<b>149645</b>	<b>303639</b>	<b>138983</b>	<b>147643</b>	<b>286626</b>
<b>'D' EQUIV.</b>	<b>138816</b>	<b>147391</b>	<b>286207</b>	<b>214</b>	<b>268</b>	<b>482</b>	<b>47</b>	<b>17</b>	<b>63</b>	<b>138983</b>	<b>147643</b>	<b>286626</b>			

**JOINT BOARD  
TOTALS**

		01/04/2017	01/06/2017	Increase
<b>TOTAL CHARGEABLE ENTRIES</b>	North	153887	153994	107
	South	149462	149645	183
	<b>Total</b>	<b>303349</b>	<b>303639</b>	<b>290</b>
<b>BAND 'D' EQUIVALENT</b>	North	138816	138983	167
	South	147391	147643	252
	<b>Total</b>	<b>286207</b>	<b>286626</b>	<b>419</b>

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

**Period : 1 April 2017 to 1 June 2017**

Area	Total added	added < 3 months		added 3 to 6 months		added > 6 months	
<b>North Lanarkshire</b>	171	162	94.74%	9	5.26%	0	0.00%
<b>South Lanarkshire</b>	201	197	98.01%	2	1.00%	2	1.00%
<b>LVJB totals</b>	<b>372</b>	<b>359</b>	<b>96.51%</b>	<b>11</b>	<b>2.96%</b>	<b>2</b>	<b>0.54%</b>

**Summary of Council Tax Proposals/Appeals received and dealt with as at 1 June 2017**

Valid	Proposals/Appeals outstanding @ 1 April 2017	Proposals/Appeals received since 1 April 2017	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Outstanding balance
<b>North Lanarkshire</b>	18	7	9	16
<b>South Lanarkshire</b>	34	10	14	30
<b>LVJB total</b>	<b>52</b>	<b>17</b>	<b>23</b>	<b>46</b>

Invalid	Proposals/Appeals outstanding @ 1 April 2017	Proposals/Appeals received since 1 April 2017	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Outstanding balance
<b>North Lanarkshire</b>	23	41	25	39
<b>South Lanarkshire</b>	44	58	48	54
<b>LVJB total</b>	<b>67</b>	<b>99</b>	<b>73</b>	<b>93</b>

Combined	Proposals/Appeals outstanding @ 1 April 2017	Proposals/Appeals received since 1 April 2017	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Outstanding balance
<b>North Lanarkshire</b>	41	48	34	55
<b>South Lanarkshire</b>	78	68	62	84
<b>LVJB total</b>	<b>119</b>	<b>116</b>	<b>96</b>	<b>139</b>

**Summary of resolution of Council Tax Proposals/Appeals Between 1 April 2017 and 1 June 2017**

Valid	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	9	6	0	0	3	0
<b>South Lanarkshire</b>	14	13	0	0	1	0
<b>LVJB total</b>	<b>23</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>

Invalid	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	25	1	22	0	2	0
<b>South Lanarkshire</b>	48	0	47	0	1	0
<b>LVJB total</b>	<b>73</b>	<b>1</b>	<b>69</b>	<b>0</b>	<b>3</b>	<b>0</b>

Combined	Proposals/Appeals completely resolved 01/04/2017 to 01/06/2017	Number withdrawn	Number abandoned	Number adjusted	Number dismissed by VAC	Number adjusted by VAC
<b>North Lanarkshire</b>	34	7	22	0	5	0
<b>South Lanarkshire</b>	62	13	47	0	2	0
<b>LVJB total</b>	<b>96</b>	<b>20</b>	<b>69</b>	<b>0</b>	<b>7</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>May 2016</b>	14	1.0%	23	1.6%	Nil	0.0%	37	1397	2.6%	<b>May 2015</b>	6	1376	0.4%
<b>June 2016</b>	24	1.7%	38	2.8%	Nil	0.0%	62	1382	4.5%	<b>June 2015</b>	34	1419	2.4%
<b>July 2016</b>	28	1.7%	36	2.8%	Nil	0.0%	64	1304	4.9%	<b>July 2015</b>	24	1472	1.6%
<b>August 2016</b>	12	0.8%	46	3.1%	Nil	0.0%	58	1462	4.0%	<b>August 2015</b>	18	1342	1.3%
<b>September 2016</b>	16	1.1%	58	3.9%	Nil	0.0%	74	1489	5.0%	<b>September 2015</b>	45	1416	3.2%
<b>October 2016</b>	6	0.4%	42	3.0%	Nil	0.0%	48	1403	3.4%	<b>October 2015</b>	49	1420	3.5%
<b>November 2016</b>	26	1.8%	50	3.4%	Nil	0.0%	76	1461	5.2%	<b>November 2015</b>	36	1375	2.6%
<b>December 2016</b>	19	1.3%	40	2.8%	Nil	0.0%	59	1450	4.1%	<b>December 2015</b>	20	1505	1.3%
<b>January 2017</b>	27	1.9%	29	2.0%	Nil	0.0%	56	1450	3.9%	<b>January 2016</b>	20	1379	1.5%
<b>February 2017</b>	12	0.9%	27	2.0%	Nil	0.0%	39	1318	3.0%	<b>February 2016</b>	29	1358	2.1%
<b>March 2017</b>	19	1.3%	52	3.4%	Nil	0.0%	71	1514	4.7%	<b>March 2016</b>	37	1481	2.5%
<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>Averages for 12 months</b>	18	1.3%	40	2.8%	Nil	0.0%	58	1413	4.1%		29	1408	2.1%