

Report

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	4 December 2017
Report by:	Assistant Assessor and Electoral Registration Officer

Subject:	LVJB January 2016 – December 2018 Service Plan - Update
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide members with an update on LVJB's Service Plan covering the period January 2016 – December 2018.

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. A Service Plan for LVJB covering the period January 2016 to December 2018 was approved at the Board meeting held on 7 December 2015.

3.2 An undertaking to provide updates to Board members on key business areas and on specific projects contained within the Service Plan was given at the December meeting.

4. Key Business Areas

4.1. The Service Plan sets out the key business areas identified for LVJB over a three 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. LVJB's new Service Plan includes a Mission and Vision statement, reaffirming that we seek to achieve completeness and accuracy in all work undertaken. This includes producing:

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

4.3. This report provides updates on key business areas and details progress on specific projects within the three key business areas of the Board, namely - Electoral Registration, Non Domestic Rating, and Council Tax.

5. Employee Implications

5.1 None.

6. Financial Implications

6.1 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.

7. Other Implications

7.1 There are various risks associated with not either having or adhering to an organisational Service Plan. LVJB has in place a specific risk register which is monitored and reviewed by the management team. In relation to issues of sustainability, these are referred to in the Service Plan.

8. Equality Impact Assessment and Consultation Arrangements

8.1 Such matters are referred to in the Service Plan

9. Privacy Impact Assessment

9.1 Such matters are referred to in the Service Plan.

Jim Neason MRICS

Assistant Assessor and Electoral Registration Officer

16 November 2017

Previous References

LVJB Service Plan January 2016 – December 2018, approved at Joint Board meeting of 7 December 2015.

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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