



# **RENFREWSHIRE VALUATION JOINT BOARD**

**SERVICE STATEMENT  
2005/2010**

***“STRIVING FOR EXCELLENCE IN  
REGISTRATION AND VALUATION”***



# Renfrewshire Valuation Joint Board

## OFFICE OF THE ASSESSOR & ELECTORAL REGISTRATION OFFICER

### SERVICE STATEMENT 2005/2010

#### STATEMENT BY THE ASSESSOR & ELECTORAL REGISTRATION OFFICER

##### INTRODUCTION

Over the next five years we face a number of challenges.

We face the challenge of making a continuing success of the introduction of Rolling Registration within the Renfrewshire Joint Board area following the passing of the Representation of the People Act 2000.

We must carry out the annual canvass in a much shorter time frame than in the past while at the same time continuing to strive for high levels of accuracy. We must continue to develop methods of reaching those citizens who currently do not register to vote.

We face a General Election in 2005, Scottish Parliamentary Elections and Local Government Elections in 2007, a European Parliamentary Election in 2008 and a European constitution referendum. In all of these we must handle, and indeed promote, a likely significant increase in postal voting applications in a shortened timescale. We must also deal with new electoral boundaries and in some cases probably new systems of voting. The CORE (co-ordinated on-line register of electors) project requires us to prepare for possible e-elections and we face the likely prospect of individual registration. We must therefore continue to be flexible and ready to adapt at short notice to changes in the electoral system.

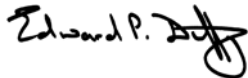
Following the successful completion of the valuation phase of the 2005 Revaluation of non-domestic subjects we also now face the challenge of dealing with the resulting appeals.

The Scottish Executive have also indicated that they will require us to be ready to produce summary valuations for ratepayers at 2010 and the shortened timetable introduced for 2005 will be repeated for the 2010 Revaluation.

With the prospect of a Council Tax revaluation looming on the horizon we must also consider carefully our current approach to Council Tax and be prepared to adapt quickly to any future political announcements in this field.

“Best Value” challenges us to demonstrate excellence in the provision of these services and to ensure that this provision is sensitive to the requirements of our stakeholders. We have achieved significant year on year improvements on service delivery over the past 3 years and must continue in the same vein.

“Modernising Government” also challenges us to look at new ways of delivering our services and in particular to embrace new technology in doing so. We have already made strides in this area with the development of the assessors portal and must develop this further to provide further enhancements to our service delivery.

A handwritten signature in black ink, appearing to read "Edward P. Duff". The signature is stylized with a large, looped initial 'E' and a flourish at the end.

Assessor & Electoral Registration Officer

## **RVJB GENERAL SERVICE AIMS AND VALUES**

- To deal courteously, promptly and professionally with all users of the service.
- To consult our stakeholders.
- Adopt the principles of Best Value, generally to adopt best working practices, and to promote continuous improvement in the provision of the service.
- To continue progress in formalising the service planning process within the context of Best Value.
- To ensure that equal opportunities and social inclusion are central elements of our service delivery.

## **ELECTORAL REGISTRATION**

### **Aims**

- To implement the Representation of the People Act 2000.
- To efficiently carry out the annual canvass.
- To efficiently and proactively implement Rolling Registration.
- To deal with all claims and objections relating to the Register.
- To deal with applications for absent votes and maintain the relevant lists.
- To produce and make available free and for sale where appropriate copies of the Electoral Register in accordance with statutory arrangements and data protection and human rights legislation.
- To implement efficiently changes to electoral boundaries.
- To efficiently implement individual registration

## **NON-DOMESTIC RATING**

### **Aims**

- To carry out a general revaluation every 5 years.
- To compile timeously and to maintain the Valuation Roll in accordance with the relevant legislation, to take account of new properties, properties which no longer should enter the Roll, properties which have been altered, appeal settlements, changes to the parties shown in the Roll, and other changes arising from statute or decisions of the Courts.
- To issue Valuation Notices to the appropriate parties shown in the Valuation Roll.
- To publish the Valuation Roll, make it available to the rating authority, the Keeper of Records, and other interested parties.
- To deal with appeals by discussion with ratepayers or their agents or by hearing of appeals before the appropriate valuation appeal courts.

## **COUNCIL TAX**

### **Aims**

- To timeously compile and maintain the Valuation List in accordance with the relevant legislation, to take account of new properties, properties which no longer should enter the List, properties which have been altered and sold, proposal/appeal settlements, and other changes arising from statute or decisions of the Courts.
- To issue Notices of Bandings to the appropriate parties.
- To maintain the Valuation List, make it available to the rating authority, the Keeper of Records, and other interested parties.
- To deal with proposals/appeals by discussion with taxpayers or their agents or by hearing of appeals before the appropriate valuation appeal courts.
- To prepare for a Council Tax revaluation.