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# Public Performance Report 2016/17

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## Background

The Assessor for Dunbartonshire and Argyll & Bute is an independent statutory official who is responsible for the preparation and the maintenance of the Valuation Rolls and Council Tax Valuation Lists for East and West Dunbartonshire and Argyll & Bute. The Assessor has also been appointed as the Electoral Registration Officer for these three areas and he is therefore required to prepare and maintain their Registers of Electors. The Assessor's service is conducted from two main offices located at the addresses above.

You can contact us by e-mail at 'assessor@dab-vjb.gov.uk'.

## General Information

During the year to 31st March 2017, the Assessor had a full-time equivalent staff of 51.03 and a staffing budget of £2.35m. A total of 506 days (4.2%) were lost through illness, an increase on the 472.5 days lost in 2015/16.

## Council Tax List

The Council Tax List contains all domestic properties showing an allocated Council Tax band which is based on the market value of the property as at 1991. The bands shown are used by the local authorities within the Joint Board's boundaries for the production of domestic Council Tax bills. As at 31st March, 2017, the Council Tax Lists for Dunbartonshire and Argyll & Bute contained 144,388 subjects. Of the 932 houses added to the List between 1st April 2016 and 31st March 2017, the time between the date of occupation/completion and the issue of the banding notice is shown in the following table. Performance was ahead of target for both the 3 and 6 month measures.

The targets which we have set for 2017/18 are 95% within 3 months and 98% within 6 months.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
2016/17	932	95%	96%	98%	99%
2015/16	1077	95%	94%	98%	99%
2014/15	1269	95%	97%	98%	99%
2013/14	1074	95%	95%	98%	98%
2012/13	1110	93%	96%	98%	99%
2011/12	988	92%	96%	98%	98.6%
2010/11	989	93%	90%	97%	98%
2009/10	940	90%	87%	96%	98%
2008/09	1084	92%	87%	97%	98%

## Valuation Roll

The Valuation Roll contains the rateable values of all non-domestic properties within the area. The rateable values shown are used by the Joint Board's constituent local authorities for the production of non-domestic rates bills.

As at 31st March 2017 the Valuation Rolls for Dunbartonshire and Argyll & Bute contained 13,758 subjects with a total rateable value of £331.1 million. Of the 848 amendments made to the Valuation Roll between 1st April 2016 and 31st March 2017, the time between the effective date of the alteration and the issue of the Valuation Notice is shown in the following table, along with previous years' data. The performance was behind target mainly due to the impact the undertaking the 2017 Revaluation had on our resources.

The targets we have set for 2017/18 are 83% within 3 months and 95% within 6 months.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
2016/17	848	83%	74%	95%	84%
2015/16	969	80%	81.9%	94%	95.4%
2014/15	950	80%	82%	94%	91%
2013/14	892	80%	78.4%	94%	90.5%
2012/13	1369	80%	78%	92%	91%
2011/12	930	80%	77.8%	92%	90.4%
2010/11	964	80%	79%	90%	91%
2009/10	952	75%	77%	90%	93%
2008/09	1057	80%	80%	90%	93%

In addition to the normal running roll tasks the 2017 Revaluation was completed with the roll being 'made up' on 15<sup>th</sup> March 2017 and becoming effective on 1<sup>st</sup> April 2017. The 2017 Revaluation Roll contained 13,830 subjects with a total rateable value of £364.6m

## Electoral Registration

The Electoral Register lists the name and addresses of everyone who is registered to vote.

2016/17 was the second full year of 'Business as usual' following the transition to Individual Electoral Registration. It also saw us undertaking our role in assisting to deliver two major electoral events, The Scottish Parliamentary General Election with the franchise extended to include 16 & 17 year olds for the first time and later in the year the EU Referendum.

Preparations were also made for the Scottish Local Government Elections in May 2017.

The total electorate figure at publication of the Electoral Register was up on the total at publication in December 2015 as follows:-

Year	Electorate at Publication
2016	221,078
2015	218,668
2014/15	223,594
2013/14	221,453
2012	219,117

Rolling Registration is the process of dealing with applications for changes to the register which are not part of the canvass project. During 16/17 there were 18,927 additions to the register and 15,913 deletions from the register. IER requires a pro-active approach to change throughout the year and we have continued use a variety of sources of information to initiate the issue of Invitations to Register

## Other Items of Note

During the year we also:

- Conducted a further Customer Satisfaction Survey, with 97% of the returns indicating that our staff were found to be professional, courteous and helpful, and 97% of the users of the Valuation Joint Board's services expressing their satisfaction with the information and/or advice given.
- Took steps to reduce the existing budget gap by undertaking a sweep for Voluntary Early Retirement/Severance
- A revised approach to the door-to-door canvass brought about significant financial savings
- Continued to provide information to the Assessors Portal ([www.saa.gov.uk](http://www.saa.gov.uk)). This website provides an on-line search facility for Valuation Roll and Council Tax entries throughout Scotland and provides for the on-line submission of Valuation Roll appeals and Council Tax banding proposals. It also provides a mapping tool for identifying the location of entries. For the 2010 & 2017 Revaluation entries for most shops, offices and industrial subjects have summarised valuations available online. The Automated Appeals Logging System which allows for the receipt and acknowledgement of Revaluation continues to operate successfully.
- The Joint Board's Net Expenditure for the year was £2,880,805 against a budget of £2,938,026 combined with unbudgeted grant income led to a reduction in the anticipated use of reserves of £150,247.

*A copy of the Assessor and Electoral Registration Officer's Annual Report is available on request from either office and also online at <http://www.dab-vjb.gov.uk/best-value/annual-report-and-financial-statement/>*



Dunbartonshire and Argyll & Bute  
Valuation Joint Board