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# Public Performance Report 2015/16

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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 2016, the Assessor had a full-time equivalent staff of 55.7 and a staffing budget of £2.26m. A total of 472.5 days (3.8%) were lost through illness, a decrease on the 560 days lost in 2014/15.

## 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, 2016, the Council Tax Lists for Dunbartonshire and Argyll & Bute contained 143,864 subjects. Of the 1,077 houses added to the List between 1st April 2015 and 31st March 2016, the time between the date of occupation/completion and the issue of the banding notice is shown in the following table. Performance was slightly under target for 3 months but exceeded our 6 month target.

The targets which we have set for 2016/17 are 95% within 3 months and 98% within 6 months.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
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%
2007/08	1128	92%	93%	97%	99%

## 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 2016 the Valuation Rolls for Dunbartonshire and Argyll & Bute contained 13,641 subjects with a total rateable value of £330 million. Of the 969 amendments made to the Valuation Roll between 1st April 2015 and 31st March 2016, 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 at three and six months was ahead of target.

The targets we have set for 2016/17 are 83% within 3 months and 95% within 6 months.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
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%
2007/08	1072	80%	82%	95%	94%

## Electoral Registration

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

2015/16 saw significant challenges within Electoral Registration. Amongst others there was the Parliamentary General Election, the first full canvass under Individual Electoral Registration (IER), the extension to the franchise for 16 & 17 year old for Scottish Parliamentary and Local Government Elections and the end of the transition to IER.

Preparations were also made for the Scottish Parliamentary Election and the EU Referendum.

The end to the transition to IER required the removal from the register of any elector who had neither been confirmed through data matching nor had made a successful Individual Registration application. In total 4,669 electors were removed under this requirement on 1<sup>st</sup> December 2015.

Year	Electorate at Publication
2015	218,668
2014/15	223,594
2013/14	221,453
2012	219,117
2011	217,065

Rolling Registration is the process of dealing with applications for changes to the register which are not part of the canvass project. During 15/16 there were 12,920 additions to the register and 12,848 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 94% of the users of the Valuation Joint Board's services expressing their satisfaction with the information and/or advice given.
- Submitted our Records Management Plan and had it approved by the Keeper of the Records of Scotland.
- Continued with preparations for the 2017 Revaluation with almost 50% of subjects revalued at 31<sup>st</sup> March 2016.
- 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 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.
- An audit of the Joint Board's Governance arrangements concluded that the systems examined worked effectively.,
- The Joint Board's Net Expenditure for the year was £2,647,381 against a budget of £2,747,793 thereby making a saving of £100,412.

*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