

235 Dumbarton Road  
CLYDEBANK  
G81 4XJ  
Phone 0141 562 1200  
Fax 0141 562 1220  
Fax 0141 562 1255  
Textphone 07754 813021

# Public Performance Report 2012/13

Kilbrannan House  
CAMPBELTOWN  
PA28 6HZ  
Phone 01586555300  
Fax 01586 552883  
Textphone 07821 643267

## 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 2013, the Assessor had a full-time equivalent staff of 56.19 and a staffing budget of £2.08m. A total of 461 days (3.7%) were lost through illness, an increase to the 386 days lost in 2011/12.

## 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, 2013, the Council Tax Lists for Dunbartonshire and Argyll & Bute contained 142,147 subjects. Of the 1,110 houses added to the List between 1st April 2012 and 31st March 2013, the time between the date of occupation/completion and the issue of the banding notice is shown in the following table. Both the 3 month target and the 6-month target were achieved.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
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%
2006/07	953	90%	93%	97%	98%
2005/06	1201	88%	89%	97%	96%
2004/05	996	85%	91%	97%	98%

The targets which we have set for 2013/14 are 95% within 3 months and 98% within 6 months.

## 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 2013 the Valuation Rolls for Dunbartonshire and Argyll & Bute contained 13,007 subjects with a total rateable value of £326.3 million. Of the 1369 amendments made to the Valuation Roll between 1st April 2012 and 31st March 2013, 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 fell just short of targets.

The targets we have set for 2013/14 are 80% within 3 months and 94% within 6 months. There were thirty seven 2005 Revaluation appeals referred to the Lands Tribunal outstanding at the end of 2012/13.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
2012/	1369	80%	78%	92%	91%
2011/	930	80%	77.8%	92%	90.4%
2010/	964	80%	79%	90%	91%
2009/	952	75%	77%	90%	93%
2008/	1057	80%	80%	90%	93%
2007/	1072	80%	82%	95%	94%
2006/	1051	75%	76%	90%	96%
2005/	1093	66%	80%	83%	96%
2004/	1131	52%	66%	77%	83%

## Electoral Registration

The Electoral Register lists the name and addresses of everyone who is registered to vote. The Electoral Registration Officer holds a copy.

In total, we received 129,681 responses (93.74%) from the 138,348 forms issued in respect of the annual canvass.

This return was up from 92.42% in 2011.

The total return by Council area was as shown below:

Constituency	2012 Canvass
Argyll & Bute Council	95.16%
East Dunbartonshire Council	95.39%
West Dunbartonshire Council	90.54%
<b>Total for VJB Area</b>	<b>93.74%</b>

### Electoral Performance

The Electoral Administration Act 2006 (EAA) gave the EC powers to set standards of performance for EROs, Returning Officers (ROs) and Referendum Counting Officers (RCOs) in Great Britain.

Following the 2012 annual canvass the Electoral Commission carried out its annual electoral registration data collection and self-assessment exercise.

The self-assessment covered 10 performance standards over 4 subject areas:-

- Completeness and accuracy of electoral registration records (Standards 1–3)
- Integrity of the registration process (Standards 4–5)
- Encouraging participation in the registration process (Standards 6–8)
- Planning and organisation (Standards 9–10)

Having been assessed as performing 'Above the Standard' in 6 of the 10 standards, the Board's own performance was as illustrated.

<b>Standard</b>	<b>Below</b>	<b>Meets</b>	<b>Above</b>
<b>Using information sources to verify and identify electors for the register</b>	√	√	√
<b>Maintaining the property database</b>	√	√	√
<b>House to house enquiries</b>	√	√	√
<b>Maintaining the integrity of registration and absent vote applications</b>	√	√	
<b>Supply and security of the register and absent voters list</b>	√	√	√
<b>Public awareness strategy</b>	√	√	
<b>Working with partners</b>	√	√	√
<b>Accessibility and communication of information</b>	√	√	
<b>Planning for rolling registration and the annual canvass</b>	√	√	
<b>Training</b>	√	√	√

## Other Items of Note

During the year we also:

- 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 new Automated Appeals Logging System which allows for the receipt and acknowledgement of Revaluation continues to operate successfully.
- Further developed and updated our own Web site ([www.dab-vjb.gov.uk](http://www.dab-vjb.gov.uk)) where you can find helpful information on all of our functions, including a split of our Valuation Roll and Council Tax performance among our 3 constituent Councils. Various forms relating to Electoral Registration are also available. The website was updated to satisfy the requirement of the adoption of the Model Publication Scheme in line with the Scottish Information Commissioner's recommendation
- Conducted a further Customer Satisfaction Survey, with 98% (98%, 98%, and 97% in the previous three years) of the returns indicating that our staff were found to be professional, courteous and helpful, and 96% (as in the previous three years) of the users of the Valuation Joint Board's services expressing their satisfaction with the information and/or advice given. Satisfaction levels amongst those with protected characteristics as detailed in the Equality Act 2010 were generally similar to the overall figures.
- Published, as required, the Board's Public Sector Equality Duty providing details regarding Mainstreaming the Equality Duty, Workforce Monitoring, and the Equality Outcomes.

*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/freedom-of-information/vjb-meetings/papers-of-vjb-meeting-14th-june-2013/>*



Dunbartonshire and Argyll & Bute  
Valuation Joint Board