

The SAA formal consultation framework comprises the Scottish Ratepayers Forum (SRF), Scottish Rating Surveyors Forum (SRSF). The SAA maintains a log of all consultations undertaken since the 2017 revaluation. The SAA consults on aspects of valuation and practice. The consultation procedure and log is provided below.

### Consultation procedure

- a) A Consultation Lead responsible for coordinating the consultation will be appointed for each SAA consultation. The Consultation Lead will be responsible for drafting the consultation document and collating and analyzing the response and reporting to the relevant standing committee.
- b) Consultations will only take place once the consultation document has been approved for issue by Assessors Committee. Approval may be obtained without the necessity of Asscom meeting.
- c) Notification – by email from the SAA Secretary to the SAA’s consultative bodies (SRF and SRSF) and other relevant stakeholders groups such as the Scottish Business Ratepayers Group (SBRG) with corresponding news item on SAA website home page.
- d) Log – the SAA Secretary will maintain a log of all formal consultations. This will be published on the SAA website along with the consultation procedure..
- e) Period – where time constraints permit the consultation period will be 8 weeks but where time is limited the period may be reduced to no less than 4 weeks.
- f) Form – the form of the consultation will vary according to the subject matter. For example comments may be sought on a particular aspect of valuation; alternatively the consultation may take the form of specific questions and in some cases may include questions and an invitation for open comment.
- g) Consultation responses – will be permitted by email and post to the Consultation Lead. The SAA cannot guarantee that responses made after the consultation closure date will be considered.
- h) Reporting – within 8 weeks of the closure date the Consultation Lead will provide the SAA Secretary with the information relevant to the log and formally report to the relevant standing committee.
- i) Consultation responses will remain in the control of the Consultation Lead and will be subject to their local records management procedures and will not be published or otherwise made available to third parties outside the SAA unless there is a legal requirement to do so.
- j) The SAA may engage further with individual respondees where a response leads to further questions on the part of the SAA.
- k) The SAA will not publish individual consultation outcome reports but will report on each consultation through the SRF and SRSF.

## SAA Consultations

### Consultation log

Consultation number	Subject of consultation	Start date End date	Invitation to respond	Response method	Number of responses	Outcome
1	SAA Basic Principles Committee (BPC) draft guidance note for survey and valuation of properties under reconstruction or in a shell state	25/06/2018 27/07/2018	Issued by email to SRF, SRSF and SBRG. Published online	Comments by email	6	PN reviewed and updated by BPC on 29/08/2018
2	SAA Basic Principles Committee treatment of land practice note	21/11/2018	Issued by email to SRF, SRSF and SBRG. Published online	Comments by email	2	Responses reviewed and no change to PN
3	SAA cost questionnaire	12/12/2019 20/01/2020	Issued by email to SRF, SRSF, SBRG, RIAS, BCIS, RSA. Published online	Answers to set questions including invitation for other comment	5	Currently being considered by Cost WG
4	SAA rent questionnaire	01/11/2019 29/11/2019	Issued by email to SRF, SRSF and SBRG.	Answers to set questions including invitation for other comment	9	Responses being considered by BPC and where possible being incorporated into form redesign
5	SAA Miscellaneous Properties Committee Review of Shooting Rights Return of Information form	31/01/2020 28/02/2020	Issued by email to SRF, SRSF, SBRG, SL&E and SACS Published on SAA website	Answers to set questions including invitation for other comment	1	Responses informed revision of form
6	SAA Practice Notes	06/03/ 2020 31/05/2020	Issued to SRF, SRSF and SBRG	Email to Secretary of SAA	1	Response referred to Miscellaneous Properties Committee for consideration ahead of R2022