

INFORMATION FOR NEW EMPLOYEES

This section gives a summary of the necessary information a new employee will want to know after his/her first day. It includes a checklist to assist the Line Manager to cover all of the information.

Organisation Chart

This is available under the HR Menu of the Intranet.

Staff Directory

The current staff telephone directory is accessible via the telephone handsets. Operational instructions for the telephones are available under the ICT Menu of the Intranet. The current team membership list is available under the HR Menu of the Intranet.

HR Policies etc.

These are available under the HR Menu of the Intranet.

Functions of Assessor and Electoral Registration Officer

The Assessor and the Assistant Assessor are appointed by the Valuation Authority, i.e. Central Scotland Valuation joint Board, to carry out the necessary duties in relation to Non-Domestic Rating and Council Tax. The Assessor also holds the post of Electoral Registration Officer and so has the added responsibility of compiling the Electoral Register.

Non-Domestic Rates are paid by businesses to Central Government and are based on the valuation of the property (as shown in the Valuation Roll) times the rate poundage which is set by the Scottish Executive. These properties are valued by the Assessor's staff based on rental values as opposed by capital values. The Assessor issues the Ratepayer with a Valuation Notice every time he changes the entry in the Roll. Ratepayers have various appeal rights and the Assessor may, through his staff, defend valuations in the Valuation Courts. There is a revaluation every five years when all valuations are "updated" to a new tone date. This normally leads to a large number of appeals which will be dealt with over the next three years. In the meantime all changes to properties, and new properties, result in ongoing changes in the Valuation Roll. The Valuation Roll contains an entry for every non-domestic lands & heritages within the valuation area. It also contains an entry for any large port, which would otherwise appear in two or more Valuation Rolls. The only examples at present are Clydeport, Forth Ports and Caledonian-MacBrayne.

The Council Tax List contains an entry for every dwelling in the Valuation area. One of eight Bands (A to H) is allocated to each property based on the capital value as at 1 April 1991. This tone date applies even if the property

was built after this date. Each Council sets the Council Tax each year and the Finance Department issues bills in March of each year. Taxpayers may appeal against the Band allocated if it has been changed by the Assessor or if it is a new house and such appeals are heard by the Valuation Appeal Committee.

The Assessor is also the Electoral Registration Officer and must compile and maintain the Electoral Register. Each person over 15 years of age should appear on the Register and must do so if they wish to vote in local and national Elections. The Register is a rolling register in that it is updated every month. An annual canvass is carried between July and November where a form, containing the current register details, is sent to each household and asks for any changes to be noted and the form returned. The Assessor keeps two registers, the Full Register and the Open Register. The Full Register contains the names of all people eligible to vote. It is available for public inspection here at the office. It cannot be photocopied but manuscript extracts can be taken. The Full Register is only available to very few organisations, e.g. credit reference agencies. The Invitation to Register contains an opt-out box where the Voter can ask that their details are excluded from the Register, which can be sold to anyone (the Open Register).

These functions are statutory functions in that the Assessor and Electoral Registration Officer is obliged to carry them out under law. The Valuation Roll, Council Tax List and Electoral Register are statutory documents.

Workflow Within the Office

For more information see the Valuation and Electoral Registration sections of the Intranet.

[Appendix 1: New Staff Check Chart](#)

August 2012 (amended at 16/08/2017 MT meeting)