



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Public Performance Report 2021/22

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1.0 Background

The Assessor for Dunbartonshire and Argyll & Bute Valuation Joint Board is an independent statutory official who is responsible for the preparation and maintenance of the Valuation Rolls and Council Tax Valuation Lists for East and West Dunbartonshire and Argyll & Bute Councils. 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 and Absent Voting lists.

The service is conducted from two main offices located at the addresses above.

2.0 General Information

During the year to 31st March 2022, the organisation had a full-time equivalent staff of 47.46 and a staffing budget of £2.3m. A total of 205.34 full-time equivalent days (4.33%) were lost through illness, a decrease from 7.14% in 2020/21¹.

The COVID Pandemic continued to impact on how services were delivered with our offices continuing to work with reduced staffing levels. Survey work was undertaken where possible, and continues to be impacted to an extent. Most of our staff worked remotely during the year with an office presence only to undertake essential work that could not be carried out remotely. Recent relaxations have seen a larger staff presence at both offices, with around half the teams in the office at a time.

3.0 The Council Tax Valuation List

The Council Tax Valuation List contains all domestic properties and shows their allocated Council Tax band which is based on the market value of the property as at 1991. The bands shown are used by our constituent authorities for the production of Council Tax bills.

As at 31st March 2022, the Valuation Lists for Dunbartonshire and Argyll & Bute contained 147,126 subjects. Of the 1,395 houses added to the List between 1st April 2021 and 31st March 2022, the time between the date of occupation/completion and the issue of the Notice of Banding is shown in the following table. Both the 3 month and 6 month targets were missed this year. It is notable that the number of additions to the List was over 50% up on the previous year.

The targets which we have set for 2022/23 are 90% within 3 months and 95% within 6 months.

¹ Note that reporting of absence is now based on full-time equivalent days lost as opposed to actual days lost. The percentage of full-time equivalent days lost in 2020/21 for comparison was 7.14%.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
2021/22	1395	96%	88%	98%	96%
2020/21	917	86%	88%	95%	96%
2019/20	1061	96%	96%	98%	99%
2018/19	992	96%	96%	98%	98%
2017/18	832	95%	96%	98%	98%
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%

4.0 Non Domestic Valuation Rolls

Valuation Rolls contain the rateable values of all non-domestic properties within the valuation area. The rateable values shown are used by the Joint Board's constituent local authorities for the production of non-domestic rates bills, and for the calculation of various different relief schemes operated by local authorities and Scottish/UK Governments. They are also used by water suppliers for calculating water bills for non-domestic properties.

As at 31st March 2022 the Valuation Rolls for Dunbartonshire and Argyll & Bute contained 15,403 subjects with a total rateable value of £365.5 million. Of the 949 amendments made to the Valuation Roll between 1st April 2021 and 31st March 2022, the performance reflecting 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 below the 3 months target and the 6 month target.

The targets we have set for 2022/23 are 70% within 3 months and 90% within 6 months.

Year	Number	Within 3 Months		Within 6 Months	
		Target	Achieved	Target	Achieved
2021/22	949	75%	70%	90%	87%
2020/21	984	76%	63%	91%	80%
2019/20	928	86%	88%	95%	95%
2018/19	1084	85%	85%	95%	95%
2017/18	989	83%	85%	95%	94%
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%

5.0 Electoral Registers

The Electoral Registers list the name and addresses of everyone who is registered to vote.

A Scottish Parliamentary Election was held in May 2021 which saw plans enacted to service the anticipated increase in demand of applications to vote by post. The final Absent Vote lists contained 49,846 electors, an increase of almost 50% from the position at publication of Registers in December 2020 (33,595). This will cause added workload in the future refresh of

Personal Identifiers as almost 10,000 of these additional postal voters applied for a permanent postal vote. The electorate for the election was 225,784.

The newly reformed Canvass continued in 2021 with a more targeted approach to the canvass. This allowed the ERO to issue different forms to households dependant on whether he believed that a change to the existing registered electors at that address was likely.

Due to a local by-election in Argyll & Bute, Registers were published on 1st November 2021 (instead of the normal 1st December date). The total electorate figure was up on the total at publication in December 2020.

Year	Electorate at Publication
2021	229,336
2020	224,800
2019	219,861
2018	219,637
2017	222,507
2016	221,078
2015	218,668
2014	223,594

6.0 Other items of note

During the year the organisation:

- Continued work on the expansion of the number and type of Non-Domestic valuations available online at the SAA Portal.
- Had 17 members of staff (around 35% of the total) retire, resign, or move to another post within the organisation, including 60% of the management team. 12 vacancies were filled during the year, and recruitment continues, with further retirals already intimated for the current year.
- Continued to face restrictions on occupation of its offices, and restriction on visiting other premises to carry out survey work due to the ongoing Covid pandemic.
- Delivered registers and absent vote lists on schedule for the 2021 Scottish Parliamentary Election, having dealt with a large increase in applications for postal votes. Registers and AV Lists were also provided for an Argyll & Bute Council by-election.
- Prepare and plan for 2022 local government elections.
- Continued disposal of 2017 Revaluation Appeals, with all appeals dealt with, or having been subject to referral to the Lands Tribunal for Scotland in line with legislation.
- Formally reported on progress in relation to Equalities, and reviewed and expanded our Equality Outcomes.

Our customer satisfaction survey showed that last year 94% of respondents reported that their dealings with our services were brought to a satisfactory conclusion.

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