



Lanarkshire Valuation Joint Board

Assessor for Lanarkshire Valuation Joint Board

Joint Guide to Information

09/05/24

GUIDE TO INFORMATION AVAILABLE THROUGH THE OUR PUBLICATION SCHEMES 2017

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Lanarkshire Valuation Joint Board and the Assessor for Lanarkshire Valuation Joint Board have adopted the **Model Publication Scheme** produced by the Scottish Information Commissioner on 29 March 2016.

You can see this scheme on our website at www.lanarkshire-vjb.gov.uk or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

The Guide is split into the following sections:

- Availability and formats
- Exempt information
- Copyright
- Charges
- Contact us
- The classes of information that we publish

If you prefer you can contact us on 01698 476000 to ask for a hard copy of the Guide to be posted to you.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this - see charges below).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or 'black out' the information before publication and explain why.

Lanarkshire Valuation Joint Board and the Assessor for Lanarkshire Valuation Joint Board hold the copyright for the vast majority of information in the publication schemes. All of the information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not Lanarkshire Valuation Joint Board or the Assessor for Lanarkshire Valuation Joint Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website, the SAA website or at our premises except where there is a statutory fee, for example, for access to registers. You can see a list of our statutory fees here.

Statutory Fees determined by the *Representation of the People (Scotland) Regulations 2001*

The Edited Electoral Register

This version of the electoral register does not include the names of those electors whose names appear in the Full version of the Register but who have taken advantage of the Representation of the People Legislation and chosen to have their names excluded from the Edited version of the Register, which can be sold to anyone. The charges are detailed below:

a) Data Format Copy

The fee for purchasing a copy of the register in data format, is at the rate of £20 per Constituency plus £1.50 for each 1,000 entries (or remaining entries) in it.

b) Printed Paper Copy

The fee for purchasing a copy of the register in the printed form, is at the rate of £10 per Constituency plus £5.00 for each 1,000 entries (or remaining entries) in it

There are a small number of pre-printed publications for which the Assessor for LVJB makes a charge. These documents include the Valuation Roll (including Draft Valuation Roll) and Council Tax Lists

Valuation Roll (including Draft Valuation Roll) Charges

- Paper Copy: Full Set £120, UA Area £60
- Certified Extracts: £10 per entry
- Photocopy: 10 pence for each page

Council Tax List Charges

- Paper Copy: Full Set £150, UA Area £75
- Certified Extracts: £10 per entry
- 1989 RV Certification £10 per entry
- Photocopy: 10 pence for each page

An electronic version of the Valuation Roll (including Draft Valuation Roll) and Council Tax Valuation List can be purchased from www.saa.gov.uk at a cost of £100 per UA Area. Email: datacustodian@saa.gov.uk or telephone (01292) 612221.

The Valuation Roll (including Draft Valuation Roll) and Council Tax Valuation List can be viewed free of charge at www.saa.gov.uk

We may charge for providing information to you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	30p

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

E-mail: assessor@lanarkshire-vjb.gov.uk

Write to: Assessor
David Dale House
45 John Street
Blantyre
G72 0AA

Telephone: 01698 476000

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT LANARKSHIRE VALUATION JOINT BOARD AND THE ASSESSOR FOR LANARKSHIRE VALUATION JOINT BOARD

Class description:

Information about the Lanarkshire Valuation Joint Board and the Assessor for Lanarkshire Valuation Joint Board, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class	How to access it
Assessor and LVJB contact details	www.lanarkshire-vjb.gov.uk/contact
Board members	www.lanarkshire-vjb.gov.uk/about
Organisation structure, roles and responsibilities of senior officers	www.lanarkshire-vjb.gov.uk/downloads/file/572/who we are and what we do
Who we are and what we do	www.lanarkshire-vjb.gov.uk/downloads/file/572/who we are and what we do
Opening hours	www.lanarkshire-vjb.gov.uk/contact
Contact details for customer care/complaints	www.lanarkshire-vjb.gov.uk/downloads/file/536/complaints procedure www.lanarkshire-vjb.gov.uk/downloads/file/489/customer care policy www.lanarkshire-vjb.gov.uk/downloads/file/110/lvjb unacceptable actions policy
Customer codes or charters	www.lanarkshire-vjb.gov.uk/downloads/file/572/who we are and what we do
Publication Schemes and guide to information	www.lanarkshire-vjb.gov.uk/downloads/5/freedom of information
Charging schedule for published information	www.lanarkshire-vjb.gov.uk/downloads/5/freedom of information
Charging schedule for environmental information provided in response to requests under the EIRs (if the authority charges for environmental information)	Not applicable

The information we publish under this class	How to access it
Constitution	Not applicable
How the authority is run	//southlanarkshire.cmis.uk.com/southlanarkshire/Jointboard/scommittees/tabid/135/ctl/ViewCMIS_CommitteeDetails/mid/517/id/67/Default.aspx
Corporate Planning	www.lanarkshire-vjb.gov.uk/downloads/file/572/who we are and what we do www.lanarkshire-vjb.gov.uk/downloads/file/638/data protection policy www.lanarkshire-vjb.gov.uk/downloads/file/565/lvjb equal opportunity policy //southlanarkshire.cmis.uk.com/southlanarkshire/Jointboard/scommittees/tabid/135/ctl/ViewCMIS_CommitteeDetails/mid/517/id/67/Default.aspx www.lanarkshire-vjb.gov.uk/downloads/download/1/lvjb policies www.southlanarkshire.gov.uk/downloads/download/682/For Health and Safety information.
External Relations	www.lanarkshire-vjb.gov.uk/downloads/file/580/annual report and accounts 2021-2022 www.lanarkshire-vjb.gov.uk/downloads/file/561/annual report and accounts 2020-2021 www.lanarkshire-vjb.gov.uk/downloads/file/520/annual report and accounts 2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual report and accounts 2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual report and accounts 2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual report and accounts 2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual report and accounts 2015-2016 Information on External Audit is contained in above report

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Our Functions	www.lanarkshire-vjb.gov.uk/downloads/file/572/who we are and what we do
Statement of public task required by the Re-use of Public Sector Information Regulations 2015 ¹³ (if applicable)	Under review
Policies and procedures	www.saa.gov.uk/non-domestic-valuation/2017-practice-notes/ www.southlanarkshire.gov.uk
Registering to Vote	www.lanarkshire-vjb.gov.uk/lvjb/info/3/electoral registration
Appealing your Rateable value	www.lanarkshire-vjb.gov.uk/lvjb/info/11/appeals/1/appeals
Appealing you Council Tax Band	www.lanarkshire-vjb.gov.uk/info/2/council_tax/4/council_tax/7
How to report a concern	www.lanarkshire-vjb.gov.uk/downloads/file/489/customer_care_policy
Reports of the exercise of statutory functions	www.lanarkshire-vjb.gov.uk/downloads/file/612/public performance report 2022-2023
Statutory Registers	www.saa.gov.uk link to SAA search facility for Valuation and Council Tax
Fees and Charges	£100 Fee for the provision of rateable values for domestic subjects and provisional values (where an inspection/survey is required).
Equality and Diversity:	www.lanarkshire-vjb.gov.uk/downloads/file/539/mainstreaming equalities report and equality outcomes 2021 to 2025 www.lanarkshire-vjb.gov.uk/downloads/file/601/mainstreaming equalities and equality outcomes progress report april 2023 Equality Downloads - Lanarkshire Valuation Joint Board (lanarkshire-vjb.gov.uk)
Services (see list)	Covered under functions

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Decisions taken by the organisation: agendas, reports, and papers for consideration and minutes of Board (or	//southlanarkshire.cmis.uk.com/southlanarkshire/Jointboardscommittees/tabid/135/ctl/ViewCMIS_CommitteeDetails/mid/517/id/67/Default.aspx

equivalent) meetings. Board reports and papers	
Public consultation and engagement strategies	Not Applicable
Reports of regulatory inspections, audits and investigations carried out by the authority	Not Applicable
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 ¹⁴	Not Applicable

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish under this class	How to access it
Annual Accounts	www.lanarkshire-vjb.gov.uk/downloads/file/643/annual_report_and_audited_accounts_2022_2023 www.lanarkshire-vjb.gov.uk/downloads/file/580/annual_report_and_accounts_2021-2022 www.lanarkshire-vjb.gov.uk/downloads/file/561/annual_report_and_accounts_2020-2021 www.lanarkshire-vjb.gov.uk/downloads/file/520/annual_report_and_accounts_2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual_report_and_accounts_2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual_report_and_accounts_2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual_report_and_accounts_2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual_report_and_accounts_2015-2016
Financial Regulations	//southlanarkshire.cmis.uk.com/southlanarkshire/Jointboard_scommittees/tabid/135/ctl/ViewCMIS_CommitteeDetails/mid/517/id/67/Default.aspx
Budget Allocation to key functions/services	www.lanarkshire-vjb.gov.uk/downloads/file/580/annual_report_and_accounts_2021-2022

The information we publish under this class	How to access it
	www.lanarkshire-vjb.gov.uk/downloads/file/561/annual_report_and_accounts_2020-2021 www.lanarkshire-vjb.gov.uk/downloads/file/520/annual_report_and_accounts_2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual_report_and_accounts_2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual_report_and_accounts_2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual_report_and_accounts_2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual_report_and_accounts_2015-2016
Travel Expenses Policy	www.southlanarkshire.gov.uk
Financial statements required by statute e.g., sections 31 and 33 of the Public Service Reform (Scotland) Act 2010 ¹⁵ , if applicable to the authority	Not applicable
Lanarkshire Valuation Joint Board members expenses/remuneration and Senior Employees Remuneration Report	www.lanarkshire-vjb.gov.uk/downloads/file/580/annual_report_and_accounts_2021-2022 www.lanarkshire-vjb.gov.uk/downloads/file/561/annual_report_and_accounts_2020-2021 www.lanarkshire-vjb.gov.uk/downloads/file/520/annual_report_and_accounts_2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual_report_and_accounts_2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual_report_and_accounts_2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual_report_and_accounts_2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual_report_and_accounts_2015-2016
Pay and grading structures (levels of pay rather than individual salaries)	www.southlanarkshire.gov.uk/downloads/file/7653/salary_grades_and_spinal_column_points
Investments/Pension Funds etc	www.lanarkshire-vjb.gov.uk/downloads/file/580/annual_report_and_accounts

The information we publish under this class	How to access it
	2021-2022 www.lanarkshire-vjb.gov.uk/downloads/file/561/annual_report_and_accounts_2020-2021 www.lanarkshire-vjb.gov.uk/downloads/file/520/annual_report_and_accounts_2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual_report_and_accounts_2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual_report_and_accounts_2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual_report_and_accounts_2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual_report_and_accounts_2015-2016
Funding awards	Not Applicable

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the Assessor for Lanarkshire Valuation Joint Board

The information we publish under this class	How to access it
Human Resources	www.southlanarkshire.gov.uk
Physical Resources	Not applicable
Information Resources	
Records Management Retention schedules	www.lanarkshire-vjb.gov.uk/lvjb/downloads/file/338/records_management_policy www.lanarkshire-vjb.gov.uk/info/5/freedom_of_information/6/freedom_of_information/1 select related downloads
Freedom of Information Policy and Procedures	www.lanarkshire-vjb.gov.uk/info/5/freedom_of_information/6/freedom_of_information/1
Data Protection Policy, Privacy Notice and Special Category Data Protection	www.lanarkshire-vjb.gov.uk/downloads/file/575/data_protection_policy

Policy	www.lanarkshire-vjb.gov.uk/downloads/file/627/privacy_notice www.lanarkshire-vjb.gov.uk/downloads/file/577/special_category_data_policy_document
Knowledge Management	Not applicable

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Procurement Policies and Procedures	//southlanarkshire.cmis.uk.com/southlanarkshire/Jointboardscommittees/tabid/135/ctl/ViewCMIS_CommitteeDetails/mid/517/id/67/Default.aspx
The information we publish under this class	How to access it
Invitations to Tender	No current tenders held
Register of Contracts awarded through formal tendering	Not applicable
Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement	Not applicable
Links to procurement information the authority publishes on the Public Contracts Scotland ¹⁷ website	Not applicable

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

The information we publish under this class	How to access it
Annual Report	www.lanarkshire-vjb.gov.uk/downloads/file/580/annual_report_and_accounts_2021-2022 www.lanarkshire-vjb.gov.uk/downloads/file/561/annual_report_and_accounts_2020-2021

	www.lanarkshire-vjb.gov.uk/downloads/file/520/annual_report_and_accounts_2019-2020 www.lanarkshire-vjb.gov.uk/downloads/file/503/annual_report_and_accounts_2018-2019 www.lanarkshire-vjb.gov.uk/downloads/file/474/annual_report_and_accounts_2017-2018 www.lanarkshire-vjb.gov.uk/downloads/file/403/annual_report_and_accounts_2016-2017 www.lanarkshire-vjb.gov.uk/downloads/file/370/annual_report_and_accounts_2015-2016
Public Performance Report	www.lanarkshire-vjb.gov.uk/downloads/file/612/public_performance_report_2022-2023
Performance Indicators	www.lanarkshire-vjb.gov.uk/downloads/file/612/public_performance_report_2022-2023
Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 ¹⁷ , as amended	www.lanarkshire-vjb.gov.uk/downloads/file/539/mainstreaming_equalities_report_and_equality_outcomes_2021_to_2025 www.lanarkshire-vjb.gov.uk/downloads/file/601/mainstreaming_equalities_and_equality_outcomes_progress_report_april_2023
Employee and board equality monitoring reports, produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	www.lanarkshire-vjb.gov.uk/downloads/file/513/annual_equalities_report_employee_information_april_2020

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
Not applicable	

CLASS 9: OUR OPEN DATA**Class description:**

Open Data made available by the authority as described by the Scottish Government's Open Data Strategy and Resource Pack, available under open data licence.

The information we publish under this class	How to access it
Under Review	

¹³ www.legislation.gov.uk/uksi/2015/1415/contents/made

¹⁴ <http://www.legislation.gov.uk/uksi/2017/571/contents/made>

¹⁵ <http://www.legislation.gov.uk/asp/2010/8/contents>

¹⁶ <http://www.publiccontractsscotland.gov.uk/>

¹⁷ <http://www.legislation.gov.uk/ssi/2012/162/contents/made>

¹⁸ <https://beta.gov.scot/publications/open-data-resource-pack-9781786524034/>