Lothian Valuation Joint Board

Assessor & Electoral Registration Office

LOTHIAN VALUATION JOINT BOARD/
ASSESSOR FOR LOTHIAN VALUATION JOINT BOARD

Guide to Information Available Through the Model Publication Scheme

Model Publication Scheme	
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2	Bernie Callaghan	1st Feb 2022	General review and update
3	Bernie Callaghan	18th Jan 2024	General review
4	Bernie Callaghan	18th Apr 2024	Pricing and data custodian update
5	Bernie Callaghan	22nd Aug 2024	Change of Information Commissioner's domain name
6	Bernie Callaghan	9th Jan 2025	General review
7	Governance	5th Feb 2025	Electoral Register availability update
8	Bernie Callaghan	21st Oct 2025	Data custodian update
9	Bernie Callaghan	26th Nov 2025	Increase in certified extract cost

TERMS USED

TERM	EXPLANATION
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)
Notification Form	The form an authority must submit to notify the Commissioner of its adoption of the MPS
Re-use Regulations	The re-use of Public Sector Information Regulations 2015
Copyright law	The Copyright, Designs and Patents Act 1988
TNA	The National Archives
SAA	Scottish Assessors Association
Assessor	Statutory official appointed by local Valuation Authority
ERO	Electoral Registration Officer
Valuation Roll	List of non-domestic properties for the Valuation area with appropriate Rateable Valuations as a basis for rates bills
Council Tax List	List of domestic properties within the Valuation Area with appropriate Bands
Electoral Register	List of electors registered to vote
Valuation Appeal Committee Hearings	Meetings of the Local Valuation Appeal Committee
Valuation Local Instructions	Local Guidance Notes used to assist staff in valuing certain nondomestic properties
KPI	Key Performance Indicators
Public Performance Report	Report on Annual Performance of LVJB
Portal Data Custodian	Administrator of data published on the Scottish Assessors Association website

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.

Lothian Valuation Joint Board and the Assessor for Lothian Valuation Joint Board have adopted the **Model Publication Scheme 2018** produced and approved by the Scottish Information Commissioner.

You can see this Scheme on the Commissioner's website at www.foi.scot or by contacting us at the address below.

Lothian Valuation Joint Board
17A South Gyle Crescent
Edinburgh
EH12 9FL

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 in the following sections:-

- Availability and formats;
- Exempt information;
- Copyright;
- Re-use of Public Sector information;
- Charges;
- Notifying the Commissioner;
- The classes of information that we publish;
- How to access information which is not available under this Scheme;
- Requests for your own personal data;
- Contact us.

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).

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 may remove or redact the information before publication, but we will explain why.

COPYRIGHT

Where Lothian Valuation Joint Board or the Assessor for Lothian Valuation Joint Board holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where Lothian Valuation Joint Board or the Assessor for Lothian Valuation Joint Board does not hold the copyright in information we publish, we will make this clear.

RE-USE OF PUBLIC SECTOR INFORMATION

The Assessor is not a Public Sector Body in terms of the Re-use of Public Sector Information Regulations 2015. Therefore, the statement below only applies to information held by Lothian Valuation Joint Board in pursuit of its public task.

The business of the Valuation Joint Board falls into five main categories, Council Tax, Non-Domestic Rating, Electoral Registration, IT and other Business Support Services (such as personnel, finance etc), though, as above, Valuation Rolls, Council Tax Valuation Lists, Electoral Registers and their supporting data will not be covered.

More information including the Valuation Joint Board's information asset list, our charges and how to request to re-use our information can be found in www.lothian-vjb.gov.uk .

CHARGES

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

Unless otherwise stated, all information contained within our Scheme is available from us free of charge where it can be viewed on our website (https://www.lothian-vjb.gov.uk). There is also no charge to view information at our premises.

We reserve the right to impose charges for providing information in other formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below. If a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received. VAT will be charged where appropriate.

REPRODUCTION COSTS
Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy). Plus VAT where applicable.

Removable storage devices will be charged at the rate of £1.00 per device.

POSTAGE COST
We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

For the avoidance of doubt, these costs relate to the delivering of information which is otherwise free.

CERTIFIED EXTRACTS
The production and supply of certified extracts for the Valuation Roll and Council Tax List shall be charged at a rate of £50 per property, if available. If inspection or calculation is required, this cost may increase. We will advise you of any additional cost prior to supply.

FIXED CHARGE PUBLICATIONS:-
There are a small number of pre-printed publications for which Lothian Valuation Joint Board makes a charge. These documents include the Valuation Roll, Council Tax List and Electoral Register.

The costs for these documents are detailed below:

VALUATION ROLL
Definition: "List of non-domestic properties for the Valuation Area with appropriate Rateable Valuations as a basis for rates bills".

Availability:-
Website (www.saa.gov.uk).

Electronic format from the Portal Data Custodian at:-
Portal Data Custodian at the Office of the Grampian Assessor
Woodhill House,
Westburn Road
Aberdeen
AB16 5GE
Tel: 01224 068400
E-mail: datacustodian@saa.gov.uk

Cost £100

The Valuation Roll can be viewed free of charge at our office, many libraries and online at www.saa.gov.uk

Costs in paper format:- £60 per Local Authority Area.

COUNCIL TAX LIST
Definition: "List of domestic properties within the Valuation Area with appropriate Bands".

Availability:-
Website (www.saa.gov.uk).

Electronic format from the Portal Data Custodian at:-
Portal Data Custodian at the Office of the Grampian Assessor
Woodhill House,
Westburn Road
Aberdeen
AB16 5GE
Tel: 01224 068400
E-mail: datacustodian@saa.gov.uk

Cost £100

The Council Tax List can be viewed free of charge at our office, many libraries and online at www.saa.gov.uk

Costs in paper format:- £75 per Local Authority Area.

ELECTORAL REGISTER (OPEN OR EDITED VERSION)
Definition: "Open version of the Register of Electors. This version 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 Open version of the Register, which can be sold to anyone."

Availability:-
Paper copies of the **current** version of the full register can be inspected at our office.

Historic copies of the full register are held by local libraries or the National Library of Scotland, enquiries for older versions of the electoral register should be made to these bodies.

There is currently no facility to search the Electoral Register or historic Electoral Registers online.

Cost:-
Per Representation of the People (Scotland) Regulations 2001.

If in Data Format:
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.

Or if Printed:
The fee for purchasing a copy of the Register in the printed form is at the rate of £10 plus £5.00 for each 1,000 entries (or remaining part of 1,000 entries) in it.

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

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a "market value" which may include the cost of production.

NOTIFYING THE COMMISSIONER

In accordance with paragraph 9(ii) of the Scottish Information Commissioner's Model Publication Scheme, Lothian Valuation Joint Board and the Assessor for Lothian Valuation Joint Board undertake to notify the Commissioner if their legal status changes.

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 Lothian Valuation Joint Board and Assessor for Lothian Valuation Joint Board

CLASS 2 How we deliver our Functions and Services

CLASS 3 How we make Decisions and what we have decided

CLASS 4 What we spend and how we spend it

CLASS 5 How we manage our human, physical and Information Resources

CLASS 6 How we procure goods and services from external providers

CLASS 7 How we are performing

CLASS 8 Our commercial publications

CLASS 9 Our open data

Notes

The Assessor for Lothian Valuation Joint Board and Lothian Valuation Joint Board are required to publish the information they hold which falls within the classes of the Model Publication Scheme. If we do not hold information within a class, this is indicated under the class description below.

CLASS 1: ABOUT LOTHIAN VALUATION JOINT BOARD

Class description:-

Information about Lothian Valuation Joint Board and the Assessor for Lothian 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
General Information	www.lothian-vjb.gov.uk
Address and Contact information	www.lothian-vjb.gov.uk/contact/
The Assessor & ERO and the Department	www.lothian-vjb.gov.uk/equalities/
The Board	www.lothian-vjb.gov.uk/the-board/
Other Assessors	www.saa.gov.uk

Model Public Scheme and Guide to Information	https://www.lothian-vjb.gov.uk/wp-content/uploads/Documents/FOI/LVJB-Model-Publication-Scheme-25-1.pdf
Scheme of Corporate Governance	www.lothian-vjb.gov.uk/corporate-governance/

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
Valuation Roll	www.lothian-vjb.gov.uk/valuation/ www.saa.gov.uk
Council Tax	www.lothian-vjb.gov.uk/council-tax/ www.saa.gov.uk/
Electoral Register	www.lothian-vjb.gov.uk/electoral/
Corporate and Service Plans	www.lothian-vjb.gov.uk/corporate-governance/
Valuation Practice Notes	www.lothian-vjb.gov.uk/practice-notes/
Appeal procedures	www.lothian-vjb.gov.uk/valuation-appeals/ www.lothian-vjb.gov.uk/council-tax/
Appeal Hearings	www.lothian-vjb.gov.uk/valuation-appeals/ www.lothian-vjb.gov.uk/council-tax/

CLASS 3: HOW WE MAKE 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
Board agendas, minutes and reports	www.lothian-vjb.gov.uk/board-minutes/

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 been spent).

The information we publish under this class	How to access it
Standing Orders and Financial Regulations	www.lothian-vjb.gov.uk/corporate-governance/
Audited Accounts	www.lothian-vjb.gov.uk/board-minutes/
Annual Budget Reports and Financial Statements	www.lothian-vjb.gov.uk/board-minutes/

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 Lothian Valuation Joint Board and the Assessor of Lothian Valuation Joint Board.

The information we publish under this class	How to access it
Human Resource Policies	www.lothian-vjb.gov.uk/policies

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
Standing Orders and Financial Regulations	www.lothian-vjb.gov.uk/corporate-governance/

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
Assessor's Quarterly Progress Report Assessor's Budget Report	www.lothian-vjb.gov.uk/board-minutes/

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 eg bookshop, museum or research journal.

The information we publish under this class	How to access it
None	

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 an open data licence.

The information we publish under this class	How to access it
Council Tax Bands per Local Authority area	https://www.saa.gov.uk/general-statistics/
Number and total value of Valuation Roll subjects per Local Authority area	
Number and total value of Valuation Roll subjects per Local Authority are by Property Classification	

HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME
If the information you are seeking is not contained in our Guide to Information, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 2018 (DPA) and General Data Protection Regulations (GDPR) provides a right of access to any personal information we hold about you. Again, these rights are subject to certain exceptions or exemptions.

The Assessor and Electoral Registration Officer
Lothian Valuation Joint Board
17A South Gyle Crescent
EDINBURGH
EH12 9FL
E-mail: assessor@lothian-vjb.gov.uk
Telephone number: 0131 344 2500

CHARGES FOR INFORMATION WHICH IS NOT AVAILABLE UNDER THE SCHEME:-
The charges for information which is contained in the Guide to Information are set out above. If you submit a request to us for information which is not contained in the Guide the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

- If we decide to impose a charge, we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request, there will be no charge to you.

CHARGES FOR ENVIRONMENTAL INFORMATION: -

- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

- If we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

- Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.

- Postage is charged at actual rate for first class mail.

- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

- The first £100 worth of information will be provided to you without charge.

- Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

- Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

REQUESTS FOR YOUR OWN PERSONAL DATA:-

1) You are entitled to request your personal data from the Assessor free of charge. Under GDPR 15(3) the controller shall provide a copy of personal data undergoing processing. For any further copies requested by a data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes a request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic format.

CONTACT US

Should you wish to contact us about any aspect of this Scheme, the information we publish, or about information that is not contained within the guide, please use the contact information noted below:

The Assessor and Electoral Registration Officer

Lothian Valuation Joint Board
17A South Gyle Crescent
Edinburgh
EH12 9FL

E-mail – assessor@lothian-vjb.gov.uk

Telephone No - 0131 344 2500

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.