Rates Assessor (Assessment Committee / Comité des Experts)

Role type	Elected Parish office - member of the statutory Assessment Committee
Committee	Five members for St Saviour
Term	Three years, subject to the statutory election and oath requirements
Election / oath	Elected by the Parish Assembly; oath taken before the Royal Court
Honorarium	Payable at the amount fixed annually by the Parish Assembly
Works closely with	Fellow Assessors, the Connétable, Executive Officer, Rates Officer and other Parish staff

Role purpose

Rates Assessors are elected members of St Saviour's Assessment Committee. The Committee has the statutory responsibility for assessing the rateable value of land and property in the Parish, and for reviewing assessments when a valid request is made, in accordance with the Rates (Jersey) Law 2005.

Assessment requires fair and independent judgement. Rateable values are considered by reference to the attributes of land and property, including size, location, accommodation, condition, use and the quality of buildings or structures. Parish staff support the administration of the rates process, but assessment decisions are made by the Committee.

In simple terms

Rates Assessors determine rateable values. They do not set the Parish rate, collect rates or issue bills. Those functions sit elsewhere in the Parish rates process.

Key responsibilities

- Assess land and property when required under the Rates (Jersey) Law 2005, using the statutory attributes and relevant assessment guidance.
- Review an assessment when a valid application for review is made and consider the evidence and comparators presented.
- Consider Annual Returns, changes in property attributes or use, and other relevant information that may affect an assessment.
- Undertake property inspections where this is reasonably necessary to understand the property or support an assessment or review.
- Attend Assessment Committee meetings, participate fully in discussion and contribute to collective decisions that are fair, consistent and evidence-based.
- Be available, where arranged, to discuss assessment queries with ratepayers during the annual Rates List review period.
- Keep appropriate records and provide information to the Supervisory Committee or Rate Appeal Board when lawfully requested.
- Declare conflicts of interest and withdraw from consideration of any matter where the law requires you not to participate.
- Handle property, personal and financial information with appropriate confidentiality and care.
- Work constructively with fellow Assessors, the Connétable and Parish staff while maintaining the independent judgement required of the Assessment Committee.

Who we are looking for

People from all walks of life are encouraged to consider standing. You do not need to be a property or rates expert, and no particular professional qualification is required. Fairness, integrity, sound judgement, attention to detail, curiosity, confidentiality and a willingness to learn are the most important qualities.

- Property, surveying, construction, architecture or planning experience can be helpful, but is not essential.
- Finance, accounting, legal, business, governance, data-analysis or risk experience can also bring valuable perspective.
- Public service, customer-facing work, community involvement, volunteering and wider life experience are equally welcome.
- You should be comfortable considering information objectively, asking sensible questions and explaining decisions respectfully.
- You should be willing to undertake training and develop an understanding of the Rates (Jersey) Law 2005 and the Parish assessment process.

Commitment and working arrangements

The role is most active during the first half of the year, particularly from January to June when Annual Returns, assessments and review work are being completed. Current Parish practice may involve regular meetings - often around twice a week during the busiest period - together with occasional property inspections or additional meetings where required.

Members should be prepared to give sufficient time to meet statutory and Parish deadlines. Some meetings and inspections may take place during normal working hours. The role is an elected civic responsibility and an honorarium is payable in accordance with the amount fixed annually by the Parish Assembly.

Eligibility, independence and conflicts

- To be eligible, a candidate must be a ratepayer in St Saviour or be registered for St Saviour as an elector in public elections.
- A paid employee of the Parish cannot serve as a member of the Assessment Committee.
- A person is disqualified if they are related to another member of the Committee within and including the degree of first cousin.
- Once elected, a member must take the prescribed oath before the Royal Court.
- A member must not participate in consideration of land in which they are personally interested as owner or occupier, or where another statutory conflict applies.

Support and relationship with the Parish

New members will be supported to understand the assessment process, relevant legislation and local working arrangements. The Committee works closely with the Connétable, Executive Officer, Rates Officer and other Parish staff for information and administrative support; however, each Assessor must exercise independent, impartial judgement when carrying out the statutory assessment role.

Could you make a difference?

If you care about fairness, your community and making sound decisions, we would be pleased to hear from you. To arrange an informal, no-obligation discussion about the role, contact the Parish Hall on 01534 735864 or email parishhall@stsaviour.je.

Legal basis: Rates (Jersey) Law 2005, Part 5 - Assessment Committees.

Approved by:	
Date approved:	
Scheduled Review Date	**October 2029**