

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 24 FEBRUARY 2012 at 10.00 a.m.**

**PRESENT:** Councillors Balsillie, Biggam, Blackwood, Goss, Hughes, McLaren, McNeill, Nimmo and Patrick.

**CONVENER:** Councillor McLaren.

**APOLOGIES:** Councillors Paterson and Simpson,

**ATTENDING:** Assessor and Electoral Registration Officer; Depute Assessor; Depute Electoral Registration Officer; Assistant to Treasurer (L Shaw), and Assistant to Clerk (S Barton).

**DECLARATIONS OF INTEREST:** None.

**VJB28. MINUTES**

There was submitted (circulated) and **APPROVED:-**

- (a) Minute of Meeting of Central Scotland Valuation Joint Board Appointments Committee held on 1 December 2011, and
- (b) Minute of Special Meeting of Central Scotland Valuation Joint Board held on 27 January 2012.

**VJB29. REVENUE BUDGET 2011/12 – REVIEW AS AT 31/01/12**

There was submitted Report (circulated) by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2012.

Discussion took place on the following:-

- The level of reserves held by the Joint Board
- Income relating to election costs
- Importance of keeping a close eye on the budget throughout the year

**NOTED** the contents of the Report.

**VJB30. POST OF DEPUTE ASSESSOR**

There was submitted Report (circulated) by the Assessor and Electoral Registration Officer advising on the outcome of the recruitment and selection process for the post of Depute Assessor.

**NOTED** the appointment of Mr Peter Wildman to the post of Depute Assessor, Central Scotland Valuation Joint Board.

### **VJB31. RISK ASSESSMENT REPORT**

There was submitted Report (circulated) by the Assessor and Electoral Registration Officer dated 14 February 2012 providing for consideration (a) a copy of the latest Risk Analysis for all risks, and (b) a specific "Elections 2012 Contingency Planner and Risk Register".

Discussion took place on the following:-

- The implications of individual registration
- Possible risks surrounding the anticipated referendum

**NOTED** the updates to identified risks.

### **VJB32. ELECTIONS REPORT**

There was submitted Report (circulated) by the Depute Electoral Registration Officer dated 14 February 2012 outlining the planning and procedures in place for the forthcoming election on May 3<sup>rd</sup> 2012.

Discussion took place on the following:-

- The arrangements for printing and issue of ballot papers
- The duties of both the Electoral Registration Officer and the Returning Officer
- The criteria used for anonymous electors

**NOTED** the contents of the Report.

### **VJB33. CLOSING REMARKS**

The Convener gave thanks to all in attendance, noting that there were a number of Members who were standing down at the elections. The Joint Board also heard from the Assessor and Electoral Registration Officer, Mr Byrne who thanked all Members for their support and questions during the term of the Joint Board.