

**Minute of Meeting of the Central Scotland Valuation Joint Board held within the Municipal Buildings, Falkirk on Friday 18 November 2016 at 9.30 a.m.**

**Councillors:**

Kenneth Earle  
Gordon Hughes  
Charles MacDonald (Convener)  
Adrian Mahoney  
Corrie McChord  
Rosie Murray  
Alan Nimmo  
Jim Thomson  
Sandy Turner

**Officers:**

Brian Pirie, Assistant to the Clerk  
Lindsay Sim, Assistant to the Treasurer  
Jane Wanless, Assistant Assessor  
Peter Wildman, Assessor and Electoral Registration Officer

**VJB28. Apologies**

Apologies were intimated on behalf of Councillors Meiklejohn, Stalker and Stewart.

**VJB29. Declarations of Interest**

No declarations were made.

**VJB30. Minute**

The minute of the meeting held on 23 September 2016 was approved

**VJB31. Revenue Budget 2016/17**

The Board considered a report by the Assessor and Electoral Registration Officer presenting the projected outturn for the revenue budget for 2016/17.

As of 30 September 2016, an underspend of £74k was projected for the 2016/17 budget. The report set out the main movements within the budget. These were:-

- increased income of £18k;

- reduced employee costs; and
- funding, from the Cabinet office, towards individual Electoral Registration.

**Decision**

**The Board noted the report.**

**VJB32. Employment Report**

The Board considered a report by the Assessor and Electoral Registration Officer seeking approval to increase the established by two full-time Electoral Canvasser posts.

In terms of the Scheme of Delegation, the Assessor may only appoint employees within the approved establishment. The report set out the rationale for increasing, two full-time Electoral Canvassers. The posts had been graded at Grade 2 (£17,100 - £17,611). A number of temporary Canvasser contracts would end by 30 November 2016 and consequently there would be no immediate financial impact should the proposal be agreed.

**Decision**

**The Board authorised expansion of the current staffing establishment by the addition of two full time Grade 2 Electoral Canvasser positions.**

**VJB33. Interim Valuation Performance Report**

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April to 30 September 2016.

The service performances as measured by performance indicators for valuation roll work and for valuation list work were set out.

In regard to valuation roll work, which measures the period taken to change the valuation roll, 553 changes were made during the period - of these 94% were amended within 3 months, 100% within 6 months and 1% took longer – against targets of 97%:99% and 1% respectively.

**Decision**

**The Board noted the continuing commitment to Best Value.**

#### **VJB34. Programme of Meetings January - April 2017**

The Board considered a report by the Clerk to the Board proposing that the Board meet on 17 February 2017. The main purpose of the meeting would be to set the budget for 2017/18. The timing of the announcement of the Scottish Government's budget settlement could require this date to change and as such was subject to confirmation by the Convener..

#### **Decision**

**The Board agreed to meet on 17 February 2017 and noted that meetings may be called as necessary, subject to Standing Orders.**