

## **DUNBARTONSHIRE AND ARGYLL AND BUTE VALUATION JOINT BOARD**

At a meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Council Offices, Rosebery Place, Clydebank at 11.00 a.m. on Friday, 27 June 2003.

**Present:** Councillors Donald MacMillan, Sydney MacDougall, Robin Currie\* and Donald McIntosh, Argyll & Bute Council; Provost Pat Steel and Councillors Vaughan Moody and Margaret McNaughton, East Dunbartonshire Council; and Councillor Duncan McDonald, West Dunbartonshire Council (attending as substitute).

\* Arrived later in meeting.

**Attending:** Stephen Brown, Clerk to the Board; William Mathieson, Depute Assessor and Electoral Registration Officer; Brian Byrne, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administrative Officer; Eric Walker, Treasurer; Gerry McInerney, Head of Personnel; Peter Rudzinski, Support Section Head, Information Services; Don Findlay, Manager of Building Services; Allan Donaldson, Surveyor; and Craig Stewart, Administrative Assistant.

**Apologies:** Apologies for absence were intimated on behalf of Councillor Daniel Kelly, Argyll & Bute Council; Councillors Rhondda Geekie and Anne Jarvis, East Dunbartonshire Council; Councillor Jackie Maceira, West Dunbartonshire Council; and Duncan Wilson, Assessor & Electoral Registration Officer.

### **WELCOME TO NEW MEMBERS**

The Clerk, Stephen Brown, welcomed Members to the first meeting of the Joint Board following the local government elections in May 2003.

### **MEMBERSHIP OF VALUATION JOINT BOARD**

A report was submitted by the Clerk relative to the Members who had been appointed to the Valuation Joint Board by the constituent authorities following the local government elections in May 2003. In this connection, an updated list showing the names of Members of West Dunbartonshire Council appointed to the Joint Board was circulated for information.

It was agreed to note the position with respect to the membership of the Board.

## **APPOINTMENT OF CONVENER AND DEPUTE CONVENER**

In terms of the Standing Orders of the Valuation Joint Board, the Board considered the appointment of a Convener and Depute Convener.

The Clerk to the Joint Board requested nominations for the position of Convener. Provost Steel, seconded by Councillor Moody, nominated Councillor MacMillan. The Board unanimously agreed that Councillor MacMillan be appointed Convener and Councillor MacMillan assumed the Chair.

The Convener, Councillor MacMillan, then requested nominations for the position of Depute Convener. Provost Steel, seconded by Councillor McNaughton, nominated Councillor Moody. The Board unanimously agreed that Councillor Moody be appointed Depute Convener.

## **APPOINTMENT OF MEMBERS TO SUB-COMMITTEES**

The Board considered the appointment of Members to the Appeals Sub-Committee, Property Sub-Committee and Complaints Sub-Committee. In this connection, a paper showing the nominations of Argyll and Bute Council Members to the Appeals Sub-Committee and Property Sub-Committee was circulated.

It was agreed that the Convener, Vice-Convener and one other Member to be agreed by the constituent authorities, be appointed to the Appeals Sub-Committee and the Property Sub-Committee and that no decision would be made meantime with regard to appointing Members to the Complaints Sub-Committee.

## **MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 13 December 2002 were submitted and approved.

## **DEPARTMENTAL RESPONSIBILITIES**

A report was submitted by the Assessor & Electoral Registration Officer presenting background information, mainly for new Members, relating to the standing of the Board and its membership together with an explanation of the Assessor & Electoral Registration Officer's duties and responsibilities.

Having heard Mr. Mathieson, Depute Assessor & Electoral Registration Officer, it was agreed that the contents of the report be noted.

## **PERSONNEL**

### **Car Allowances**

A joint report was submitted by the Depute Assessor & Electoral Registration Officer and the Head of Personnel, West Dunbartonshire Council advising of the current situation with car allowances paid to the Joint Board staff while they are engaged on business travel.

Having heard the Head of Personnel, the Joint Board agreed:-

- (a) to approve the temporary retention of the former NJC scheme; and
- (b) that the matter would be reconsidered at the meeting of the Joint Board in December 2003, when the budget for 2004/2005 would be under consideration.

## **INFORMATION SERVICES**

### **Valuation Joint Board Systems**

A report was submitted by the Head of Information Services, West Dunbartonshire Council providing an update on the computer and other systems currently used by the Valuation Joint Board.

It was agreed to note:-

- (a) that the Valuation Joint Board had its own web site at [dab-vjb.gov.uk](http://dab-vjb.gov.uk), with content under the control of Assessor's staff;
- (b) that all staff members now had access to E-mail; and
- (c) that the Assessor's computer systems would be included in a future phase of West Dunbartonshire Council's Disaster Recovery Solution.

**NOTE:** Councillor Currie entered the meeting at this point in the proceedings.

## **MODERNISING GOVERNMENT FUND (2)**

A report was submitted by the Depute Assessor & Electoral Registration Officer providing an update on the current position on Theme 5 of the Modernising Government Fund (2) – The Assessors Portal.

Having heard Mr. Byrne, Depute Assessor & Electoral Registration Officer, it was agreed that the contents of the report be noted.

## **FINANCE**

### **Payment of Valuation Appeals Panel Secretaries' Expenses**

A report was submitted by the Treasurer requesting that consideration be given to a proposed schedule of Fees and Allowances payable to the secretaries of the Valuation Appeals Panel with effect from 1 July 2003.

Having heard the Treasurer, it was agreed to approve the reimbursement of Assistant Secretaries' Fees and Expenses in accordance with the notes detailed in Appendix 1 to the report.

## **PROPERTY – 235 DUMBARTON ROAD, CLYDEBANK**

### **(a) New Tenancy of Part of Premises**

A report was submitted by the Depute Assessor & Electoral Registration Officer providing information on the relet of the ground floor corner of the building at 235 Dumbarton Road, Clydebank which was vacated by the Greater Glasgow Health Council on 1 February 2003.

After hearing Mr. Mathieson, Depute Assessor & Electoral Registration Officer, it was agreed that the contents of the report be noted.

### **(b) Heating and Planned Maintenance**

A report was submitted by the Director of Commercial and Technical Services, West Dunbartonshire Council advising of progress made to date in respect of:-

- (1) heating system improvements and associated work; and
- (2) the planned maintenance programme for 2003/04.

Having heard the Manager of Building Services, the Joint Board agreed to note the progress made with the heating and planned maintenance projects. Councillor McIntosh asked for confirmation that the incorrectly-sized radiators which had been installed in Phase 1 of the heating improvements had been satisfactorily replaced, and Mr. Findlay confirmed that this matter had been resolved.

**(c) Building Security**

A report was submitted by the Depute Assessor & Electoral Registration Officer providing an update on the current position with building security at the Clydebank offices.

Having heard Mr. Mathieson, Depute Assessor & Electoral Registration Officer, it was agreed:-

- (1) to defer the installation of CCTV, subject to continued monitoring of the situation; and
- (2) that if incidences of damage to the offices recur, the matter would be reconsidered by Members and officers.

**ELECTORAL REGISTRATION**

A report was submitted by the Assessor & Electoral Registration Officer providing an update on the current position on Electoral Registration.

Having heard Mr. Mathieson, Depute Assessor & Electoral Registration Officer, and the Principal Administrative Officer, the Joint Board agreed that the contents of the report be noted.

**REVALUATION 2000 & 2005 - PROGRESS**

A report was submitted by the Depute Assessor & Electoral Registration Officer providing an update on ongoing progress with the disposal of appeals arising from the non-domestic Revaluation 2000 and with preparations for the next Revaluation in 2005.

The Joint Board agreed to note the progress being made in relation to both Revaluations.

**BEST VALUE & PERFORMANCE MANAGEMENT PLANNING –  
GENERAL PROGRESS**

A report was submitted by the Depute Assessor & Electoral Registration Officer:-

- (a) providing an update on progress with Best Value, as delegated to the Assessor and staff; and
- (b) confirming the latest position with Performance Management Planning (P.M.P.), which is a Best Value related process.

It was noted that an amended appendix to the report had been circulated as the previous version contained a printing error.

It was agreed that the contents of the report be noted.

### **RETURN OF PUBLIC UTILITIES TO CONVENTIONAL RATING**

A report was submitted by the Assessor & Electoral Registration Officer providing further advice on the formal arrangements by the Scottish Executive to return public utilities to conventional rating.

After hearing Mr. Mathieson, Depute Assessor & Electoral Registration Officer in elaboration and in answer to Members' questions, it was agreed:-

- (a) that the contents of the report be noted; and
- (b) that the Assessor be authorised to maintain his commitment to the Scottish Assessors' Association on matters relating to prescribed industries.

### **DATE OF NEXT MEETING**

It was agreed that the Convener would liaise with the Clerk to the Board concerning the date of the next meeting of the Valuation Joint Board and Members would be notified in due course.

The meeting closed at 11.42 a.m. with the Convener thanking Members and officers for their attendance.