

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

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in Meeting Room 3, West Dunbartonshire Council Offices, Garshake Road, Dumbarton on Friday, 9 June 2006 at 11.00 a.m.

**Present:** Councillors Robin Currie, Donald MacMillan and Donald McIntosh, Argyll and Bute Council; Councillors Rhondda Geekie\* and Anne Jarvis, East Dunbartonshire Council; and Councillor Geoff Calvert, West Dunbartonshire Council.

\* Arrived later in meeting.

**Attending:** David Thomson, Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administrative Officer; Alex Thomson, Single Status Project Manager, West Dunbartonshire Council; and David Rooney, Senior Administrative Officer (for the Clerk to the Board).

**Apologies:** Apologies for absence were intimated on behalf of Councillors Gail Casey and Jackie Maceira, West Dunbartonshire Council; Councillor Vaughan Moody, East Dunbartonshire Council; Councillor Sidney MacDougall, Argyll and Bute Council; Mr. W. Mathieson, Depute Assessor and Electoral Registration Officer; Mr. D. Connell, Treasurer; and Mr. D. Findlay, Manager of Building Services, West Dunbartonshire Council.

**Councillor Donald MacMillan in the Chair**

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 19 December 2005 were submitted and approved as a correct record.

### **INSURANCE PORTFOLIO**

A report was submitted by the Clerk to the Valuation Joint Board providing an update on arrangements for the group life, property, combined liability, computer, personal accident and business travel insurances for the Valuation Joint Board.

The Joint Board agreed:-

- (1) to delegate authority to the Clerk to the Valuation Joint Board to continue to negotiate renewal of the Insurance Contracts which are subject of a Long Term Agreement;
- (2) to delegate authority to the Clerk to the Valuation Joint Board to re-tender particular Insurance Contracts where this is considered to be in the best interests of the Valuation Joint Board thus securing cover which represents and maintains best value for the Joint Board; and
- (3) to approve the arrangements which have been made with regard to the Death in Service cover.

### **PAYMENT OF VALUATION APPEALS PANEL SECRETARIES' EXPENSES**

A report was submitted by the Treasurer concerning a proposed schedule of Fees and Allowances payable to the secretaries of the Valuation Appeals Panel with effect from 1 July 2006.

The Joint Board agreed to approve the reimbursement of Assistant Secretaries' Fees and Expenses in accordance with the notes detailed in the Appendix to the report.

NOTE: Councillor Geekie entered the meeting during consideration of the above item.

### **AUDITS OF THE VALUATION JOINT BOARD**

A report was submitted by the Assessor & Electoral Registration Officer advising of progress in respect of the 2005/06 audits of the Valuation Joint Board and of the appointment of external auditors for the financial years 2006/07 to 2010/11.

Having heard the Assessor & Electoral Registration Officer the Joint Board agreed:-

- (1) to note the ongoing audits of the Valuation Joint Board and to note that the resultant reports and action plans will be presented to Board at a future date; and
- (2) to note the appointment of KPMG LLP as the Joint Board's external auditors for the years 2006/07 to 2010/11.

In relation to a question which was raised by Councillor Jarvis, having heard the Assessor & Electoral Registration Officer, it was noted that systems and procedures were in place to ensure the security of the registers and that, whilst members of the public could provide "No Change" responses to the annual canvass on-line, they were unable to make changes to the registers themselves.

## **2005/06 CAPITAL PLAN – PROGRESS REPORT**

A report was submitted by the Assessor & Electoral Registration Officer advising on progress in respect of the 2005/06 Capital Plan.

Having heard the Assessor & Electoral Registration Officer the Joint Board agreed to note that the planned works involving renewal of part of the roof and a number of the rooflights at the Assessor's offices at 235 Dumbarton Road, Clydebank had proceeded and had been completed within budget.

## **JOB EVALUATION & PAY MODERNISATION UPDATE**

A report was submitted by the Head of Personnel Services, West Dunbartonshire Council providing an update on the progress of both Job Evaluation and Pay Modernisation within West Dunbartonshire Council, given that the processes used will be adopted in the main by the Valuation Joint Board when Single Status is being addressed.

Having heard Mr. A. Thomson, Single Status Project Manager, in further explanation and in answer to Members' questions, the Joint Board agreed to note the report.

## **ELECTORAL REGISTRATION**

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

Having heard the Principal Administrative Officer and the Assessor & Electoral Registration Officer in elaboration and in answer to Members' questions, the Joint Board agreed to note the content of the report.

It was also noted that a briefing note on the different versions of the registers (full and edited) and a breakdown of Absent Voters figures by constituencies would be prepared and circulated to Members for information.

## **CO-ORDINATED ONLINE RECORD OF ELECTORS (CORE) PROJECT**

A report was submitted by the Assessor & Electoral Registration Officer providing an update of the current position in relation to the CORE Project.

Having heard the Assessor & Electoral Registration Officer, who advised that the new EROS II electoral registration system was now fully functional and operating satisfactorily, the Joint Board agreed to note the content of the report.

## **MODERNISING GOVERNMENT FUND/CUSTOMER FIRST**

A report was submitted by the Assessor & Electoral Registration Officer providing an update on progress in relation to the Scottish Assessors' Association MGF(3) Assessors' Portal Project.

The Joint Board agreed to note the report.

## **NON-DOMESTIC RATING AND DOMESTIC COUNCIL TAX VALUATION PROGRESS**

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

- (a) progress in relation to the Assessor's Non-Domestic Rating Valuation function;
- (b) expenditure incurred from the Scottish Executive grant which was provided to support the duties as the designated Assessor for the Gas Utilities for Scotland; and
- (c) progress in relation to the Assessor's Council Tax Valuation function.

Having heard the Assessor & Electoral Registration Officer the Joint Board agreed:-

- (1) to note the progress in relation to disposal of Revaluation appeals;
- (2) to note the progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists; and
- (3) to note the total expenditure of £272.04 from the Gas Utility grant.

## **BEST VALUE AND PERFORMANCE MANAGEMENT AND PLANNING – UPDATE**

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

- (a) providing an update on progress in relation to Best Value;
- (b) reporting on Key Performance Indicators (KPI) for the year 2005/06;
- (c) advising of the current position with Performance Management and Planning (PMP); and
- (d) advising of the results of the Customer Consultation exercise introduced in 2005/06.

Having heard the Assessor & Electoral Registration Officer, the Joint Board agreed:-

- (1) to note the performance in relation to the KPIs for 2005/06, and in particular, the improvement in performance in relation to maintenance of the Valuation Roll;
- (2) to approve the KPI targets for 2006/07;
- (3) to note the ongoing involvement of the Management Team in Performance Management and Planning; and
- (4) to note the positive results from the Customer Satisfaction Survey.

### **FREEDOM OF INFORMATION**

A report was submitted by the Depute Assessor & Electoral Registration Officer (Clydebank) providing an update on the impact of the requirements of the Freedom of Information (Scotland) Act 2002 on the Assessor's service.

Having heard the Assessor & Electoral Registration Officer, the Joint Board agreed to note the content of the report.

### **RISK MANAGEMENT/BUSINESS CONTINUITY**

A report was submitted by the Depute Assessor & Electoral Registration Officer (Clydebank) providing details of the Business Continuity Plan (BCP) which has been produced to cover the operations of the Joint Board in both Clydebank and Campbeltown.

Having heard the Assessor and Electoral Registration Officer, the Joint Board agreed to approve the adoption of the BCP.

### **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Valuation Joint Board would be held on Friday, 8 December 2006 at 11.00 am in Helensburgh.

The meeting closed at 12.02 p.m.