

## **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, 7 December 2007 at 11.00 a.m.

**Present:** Councillors Vivien Dance, Donald McMillan, Ellen Morton and Gary Mulvaney, Argyll and Bute Council; Councillors John Jamieson, Vaughan Moody and Gillian Renwick, East Dunbartonshire Council; and Councillors Jim Brown, Jim Finn, David McBride and Craig McLaughlin, West Dunbartonshire Council.

**Attending:** David Thomson, Assessor and Electoral Registration Officer; William Mathieson, Depute Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administration Officer; Mhairi MacPherson, Administrative Manager – Campbeltown Assessor's Office; David Connell, Treasurer and Fiona Anderson, Committee Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Rhondda Geekie and Anne Jarvis, East Dunbartonshire Council.

### **Councillor Vaughan Moody in the Chair**

#### **WELCOME**

The Convener, Councillor Moody, welcomed everyone to the meeting.

#### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 22 June 2007 were submitted and approved as a correct record.

#### **FINANCE**

##### **(a) Annual Report and Final Accounts for Year Ending 31 March 2007**

A report was submitted by the Treasurer presenting the audited Annual Report and Final Accounts for the year ending 31 March 2007.

The Treasurer advised that the Auditor had issued a clean audit opinion in relation to the accounts and drew particular attention to the Assessor's Report for the year ending 31 March 2007.

Having heard the Treasurer in response to Members' questions, the Joint Board agreed to approve the Annual Report and Final Accounts for the year ending 31 March 2007.

**(b) Revenue Budgetary Control Report - Period 7 (2007/08)**

A report was submitted by the Treasurer advising of the budgetary performance of the Revenue Account for the period to 15 November 2007.

The Treasurer highlighted the significant variances which had contributed to the underspend referred to in the report and advised that the projected probable out-turn for the year would be consistent with that.

Having heard the Treasurer, the Joint Board agreed to note the budgetary position of the Revenue Account.

**(c) Capital Budgetary Control Report - Period 7 (2007/08)**

A report was submitted by the Treasurer advising of the budgetary performance of the Capital Account for the period to 15 November 2007.

The Treasurer confirmed:-

- (a) that there was a small favourable variance of £327 in the period to 15 November 2007;
- (b) that the remaining projects will commence in the remainder of the year with an anticipated underspend of £7,000;
- (c) that the anticipated underspend will be allocated to offset the costs of the 2008/09 programme; and
- (d) that it is anticipated that £4,000 slippage brought forward from 2006/2007 in respect of Disability Access requirements will be fully expended in the current year.

Having heard the Assessor and Electoral Registration Officer and Mr. Mathieson, Depute Assessor and Electoral Registration Officer, in response to Members' questions, the Joint Board agreed:-

- (1) to note that the planned works were now complete and all public areas were Disability Discrimination Act compliant;
- (2) to note that the Campbeltown office is accessed by steps and it is not possible to erect a ramp;
- (3) to note that a couple of signs have still to be erected; and

(4) otherwise to note the budgetary position of the Capital Account.

**(d) Revenue Estimates 2008/2009**

A report was submitted by the Treasurer seeking approval of the draft Revenue Estimates for 2008/09.

Having heard the Treasurer in further explanation the Joint Board agreed:-

- (1) to approve the draft Revenue Estimates for 2008/2009; and
- (2) that the requisition be apportioned to the constituent Councils on the basis of their Grant Aided Expenditure figures, as indicated in Appendix 3 to the report.

The Joint Board noted:-

- (a) that the draft budget had been copied to the Heads of Finance in the three Constituent Councils and that no adverse comments had been received; and
- (b) that an increase of 2.59% overall was less than anticipated.

**(e) Capital Estimates 2008/09**

A report was submitted by the Treasurer seeking approval of the draft Capital Estimates for 2008/09.

Having heard the Treasurer in further explanation and in response to Members' questions, the Joint Board agreed:-

- (1) to approve the 2008/09 Capital Plan of £24,750; and
- (2) to note that, due to the utilisation of slippage from earlier years, no capital requisition will be required for 2008/09.

**AUDITS OF THE VALUATION JOINT BOARD**

A report was submitted by the Assessor and Electoral Registration Officer providing an update on the outcomes of external and internal audits of the Valuation Joint Board and seeking approval for the Action Plans contained in the audit reports.

Having heard the Assessor and Electoral Registration Officer in elaboration of the report and in response to Members' questions, the Joint Board agreed:-

- (1) to note the audit reports in respect of the Main Financial Systems and the Valuation Systems of the Valuation Joint Board;

- (2) to note the unqualified audit opinion in respect of the preparation of the 2006/07 accounts;
- (3) to note the actions already taken in response to these reports and to approve the further actions contained within the agreed Action Plans; and
- (4) that the Property Sub-Committee meet to discuss the land owned by the Valuation Joint Board and the maintenance of it.

### **BEST VALUE**

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

- (a) providing an update on progress in respect of the Public Performance Reporting (PPR) requirements of the statutory Best Value regime; and
- (b) advising of the outcome of the 2007 Staff Survey exercise.

Having heard the Assessor and Electoral Registration Officer in further explanation the Joint Board agreed:-

- (1) to note the 2006/07 Public Performance Report and the methods of publication and circulation used;
- (2) to note that a minor error had been published in the East Dunbartonshire magazine; and
- (3) to note the results of the staff satisfaction survey.

### **ELECTORAL REGISTRATION**

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

The Principal Administration Officer was heard in further explanation and in response to Members' questions, with particular reference to:-

- (i) the personalised telephone and internet registration service;
- (ii) Absent Voter Personal Identifiers;
- (iii) the timescale for the new Regulations coming into effect; and
- (iv) the problems faced in planning a proper advertising campaign due to the effective date being changed.

The Joint Board agreed to otherwise note the content of the report.

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

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

- (a) progress in relation to the Assessor's Non-Domestic Rating Valuation function;
- (b) the Assessor's Council Tax Valuation function; and
- (c) the new Small Business Bonus Scheme for reducing the rating liability of small businesses.

Having heard the Assessor and Electoral Registration Officer in further explanation the Joint Board agreed:-

- (1) to note the progress in relation to disposal of Revaluation appeals and Council Tax proposals;
- (2) to note the progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists;
- (3) to note the new Small Business Bonus Scheme for small businesses; and
- (4) that each Authority should be responsible for ensuring that all small businesses benefit from the Scheme.

## **REVIEW OF VALUATION JOINT BOARD PROPERTY AND ACCOMMODATION**

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

- (a) advising of various issues relating to the Joint Board's property assets; and
- (b) seeking approval for the Property Sub-Committee to convene to review these and related issues, with a view to recommending actions and budgetary provision for future years.

Having heard the Assessor and Electoral Registration Officer in further explanation the Joint Board agreed:-

- (1) that an informal meeting of the Property Sub-Committee would be held following the meeting of the Joint Board;
- (2) that meetings of the Property Sub-Committee be convened at dates to be confirmed to review the matters recommended in the report;

- (3) to delegate authority to the Property Sub-Committee to approve such storage etc arrangements as might be required to accommodate the loss of Witchburn Road, should that occur outside the normal cycle of Board meetings;
- (4) that the Assessor and ERO be requested to bring forward a full report on the relevant issues involved in due course; and
- (5) that the Property Sub-Committee be remitted with reporting their recommendations for action and budgetary provision in a timescale which will allow these to be considered in the 2009/2010 planning process.

### **PAY MODERNISATION AND SINGLE STATUS**

A joint report was submitted by the Head of Human Resources and Organisational Development, West Dunbartonshire Council and the Depute Assessor (Clydebank), on the progress of the pay modernisation agenda and the implementation of the Single Status Agreement.

Having heard Mr Mathieson, Depute Assessor and Electoral Registration Officer, in further explanation and in answer to Members' questions, the Joint Board agreed to note the current position in relation to implementation of the Single Status Agreement and Pay Modernisation.

### **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Valuation Joint Board would be held on a Friday in early June 2008 in Tom Johnston House, Kirkintilloch.

The meeting closed at 11.48 a.m.