

## **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, 12 June 2009 at 11.00 a.m.

**Present:** Councillors Donald McMillan and Gary Mulvaney, Argyll and Bute Council; Councillors John Jamieson, Anne Jarvis and Vaughan Moody, East Dunbartonshire Council; and Councillor Jim Brown, 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 Administrative Officer; David Connell, Head of Finance and ICT and David Rooney, Senior Administrative Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Ellen Morton and Vivien Dance (Argyll and Bute Council); Councillors Rhondda Geekie and Gillian Renwick (East Dunbartonshire Council) and Councillors Jim Finn and David McBride (West Dunbartonshire Council).

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

#### **CONVENER'S REMARKS**

Prior to the commencement of business of the meeting, the Convener, Councillor Moody, on behalf of the Joint Board paid tribute to the late Provost Alex Hannah (East Dunbartonshire Council) who sadly passed away following illness.

The Convener also informed the meeting that Councillor Jim Finn (West Dunbartonshire Council) had suffered a minor heart attack and, on behalf of the Board, wished him well for a speedy recovery.

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

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 28 November 2008 were submitted and approved as a correct record.

## **CREATION OF A FINANCE SUB-COMMITTEE**

A report was submitted by the Treasurer to the Valuation Joint Board requesting approval for a Finance Sub-Committee to be established, with a remit to approve the Board's audited Annual Report and Financial Statements.

Having heard the Head of Finance and ICT in further explanation, the Joint Board agreed:-

- (1) to the creation of a Finance Sub-Committee, to meet once per annum in September for approval of:-
  - the Board's audited Annual Report and Financial Statements;
  - KPMG Report to those charged with governance; and
  - KPMG Annual Report to Members and the Controller of Audit;
- (2) that the membership of the Finance Sub-Committee was as follows: Convener, Depute Convener and Councillor Gary Mulvaney (Argyll and Bute Council); and
- (3) to note that all Members of the Board would receive a copy of the relevant paperwork being reported to the Finance Sub-Committee prior to the end of September each year.

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

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

- (a) advising of progress in relation to the Assessor's Non-Domestic Rating Valuation function and, in particular, the progress in relation to the preparatory work for the 2010 General Revaluation;
- (b) advising of progress in relation to the Assessor's Council Tax Valuation function; and
- (c) providing an update on the proposed Abolition of Council Tax.

Having heard the Assessor and Electoral Registration Officer in elaboration, the Joint Board agreed:-

- (1) to note progress in relation to preparations for the 2010 Revaluation;
- (2) to note progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists including the disposal of proposals and appeals; and
- (3) to note the current position in relation to the Abolition of Council Tax.

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

### **ELECTORAL REGISTRATION**

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

Having heard the Principal Administrative Officer in further explanation, the Joint Board agreed to note the contents of the report.

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

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

- (a) providing an update on progress in relation to Best Value and, in particular, advising on external performance reports for the year 2008/09;
- (b) seeking approval of the Service Plan for 2008-11, as amended at 1 April 2009, and the Annual Service Calendar for 2009/10;
- (c) advising of the results from the Customer Consultation process during 2008/09;
- (d) providing an update on progress in relation to outstanding Audit Actions; and
- (e) seeking approval of the Joint Board's Risk Register and Action Plan.

The Joint Board agreed:-

- (1) to note the performance in relation to the Valuation Roll and Council Tax List KPIs for 2008/09;
- (2) to approve the KPI targets for 2009/10;
- (3) to note the performance in relation to Electoral Registration during 2008/09;
- (4) to approve the Service Plan for 2008-11 as amended at April 2009 and the Annual Service Calendar for 2009/10;
- (5) to note the positive results from the Customer Satisfaction Survey;
- (6) to note the establishment of a Finance Sub-Committee of the Joint Board which should meet at least annually to receive and approve the audited financial statements before their final certification and submission to the Accounts Commission;

- (7) to approve the Action Plan contained in the Internal Audit of the Joint Board's Non-domestic Rating and Council Tax procedures; and
- (8) to approve the Risk Register and Action Plan and, in particular, the actions taken and proposed to ensure that the Board was prepared to carry out a Council Tax Revaluation.

### **VALUATION JOINT BOARD PROPERTY SUMMARY**

A report was submitted by the Depute Assessor (Clydebank):-

- (a) providing an update on progress with the planned improvements to the Clydebank building and an update on the current situation with the Campbeltown building; and
- (b) providing an update on progress towards the potential occupation of vacant parts of the Clydebank building by West Dunbartonshire Council's Educational Services Department Technician Resource Centre.

Having heard Mr. Mathieson, Depute Assessor and Electoral Registration Officer in elaboration, the Joint Board agreed to note the current position with regard to the property items.

### **PERSONNEL ISSUES**

A report was submitted by the Depute Assessor (Clydebank) providing an update on various Personnel-related developments which have occurred since the last meeting of the Joint Board.

Having heard Mr. Mathieson, Depute Assessor and Electoral Registration Officer in further explanation, the Joint Board agreed:-

- (1) to approve the Policy on Stress in the Workplace, the Alcohol & Substance Misuse Policy & Procedure, and the suite of Family Friendly Policies;
- (2) to note the changes to the Strathclyde Pension Fund and Death in Service benefit; and
- (3) to note the current situation with Pay Modernisation.

## **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Valuation Joint Board would be held on Friday, 27 November 2009 at 11.00 a.m. within the East Dunbartonshire Council Offices at Tom Johnston House, Civic Way, Kirkintilloch.

The meeting closed at 11.17 a.m.