

# Dunbartonshire and Argyll and Bute Valuation Joint Board

## Delegated Powers

### Assessor and Electoral Registration Officer

#### 1. Introduction:

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board (The 'Joint Board') was created by statute and, in order that the business of the Board can be effectively and efficiently discharged, this scheme of delegation of powers to the Assessor and Electoral Registration Officer has been put in place.
- 1.2 During the implementation of Pay Modernisation, the Valuation Joint Board and UNISON Scotland entered a "Collective Agreement Incorporating Pay and Grading Structure and Terms and Conditions of Employment" and this agreement constitutes the main local variations to the "Red Book", i.e. the Scottish Joint Council for Local Government Employees National Agreement on Pay and Conditions of Service, hereinafter referred to as the "Local Government Scheme of Conditions".
- 1.3 Any reference to Assessor and Electoral Registration Officer in the following Delegated Powers shall be deemed to include a reference to Depute Assessor and Electoral Registration Officer. Those officers can in turn delegate any of the delegated authority to other officers under their direction.
- 1.4 Subject to item 2.22, below, the Assessor will not exercise delegated powers where any decision would represent a departure from Joint Board policy or procedure or would be contrary to a standing instruction of the Joint Board, which shall include the Standing Orders of the Joint Board.

#### 2. Powers Delegated to the Assessor & Electoral Registration Officer:

- 2.1 To be responsible for all matters in respect of the operation, development and implementation of policy for all service areas, together with such statutory duties as may have been assigned to him/her.
- 2.2 To be responsible for all day-to-day operational matters in respect of service provision.
- 2.3 To be responsible for the appointment of all staff, including any temporary staff, below Depute Assessor level and for the management, supervision and discipline of all staff.

- 2.4 To determine appropriate car and telephone allowances, if any, to be applied to members of staff subject to such allowances being within the Local Government Scheme of Conditions.
- 2.5 To devise and issue, as required, job descriptions in respect of all officers employed by the Joint Board.
- 2.6 To apply the Conditions of Services adopted by the Joint Board as agreed nationally in respect of the Local Government Conditions of Service and any local variation thereof agreed by the Joint Board.
- 2.7 To authorise the attendance of officers at relevant courses of study and the payment of appropriate fees provided such are provided for within the approved estimates of the Joint Board.
- 2.9 To permit any member of staff to be occasionally absent temporarily from work for the purpose of attendance to duties or services of a civic, honorary, charitable, academic or social nature, provided that these do not interfere with the efficient discharge of the functions of the Joint Board and that such arrangements are within the Local Government Scheme of Conditions.
- 2.10 To approve the attendance of officers at conferences or meetings within the United Kingdom and Ireland where he considers it to be in the interests of the Joint Board and relevant to the statutory functions thereof. In addition, subsistence and other ancillary expenses may be paid but such will not exceed the approved Local Government rates. At the discretion of the Assessor, standing permission is granted for one member of staff to attend the Association of Electoral Administrators annual conference.
- 2.11 To transfer staff between the offices of the Joint Board and to authorise the payment of transfer expenses in respect thereof in accordance with the provisions of, and limited to the amount included in, the appropriate Scheme of Conditions of Service operated by West Dunbartonshire Council.
- 2.12 Within the approved budget, or where additional specific external/grant funding has been provided, and within the provisions of Standing Orders on the placing of contracts, to purchase necessary supplies, services and equipment.
- 2.13 To manage and maintain all operational land and buildings and other assets of the Joint Board.
- 2.14 To maintain proper security for staff, buildings, stocks, stores, furniture, equipment, data and similar items under his/her control.

- 2.15 To arrange relevant insurances and/or to arrange for inclusion in the insurance arrangements of the lead authority.
- 2.16 To ensure that all activities undertaken by him/her and the staff are within the legal powers of the Joint Board or the Assessor and Electoral Registration Officer.
- 2.17 Where he/she considers it to be in the best interests of the Joint Board, to approve the provision of reasonable hospitality for representatives of other authorities, organisations, officers of the Joint Board and others.
- 2.18 To authorise the payment of accounts due by the Joint Board for goods and services properly supplied and for which there is adequate provision in the Revenue Budget or where any additional specific external/grant funding has been provided.
- 2.19 To authorise the working of overtime in accordance with the Collective Agreement and subject to there being provision in the estimates approved by the Joint Board for such expenditure or where additional specific external/grant funding has been provided.
- 2.20 Within the statutory functions of the Joint Board and in exercise of the powers of the Assessor and Electoral Registration Officer, to sign documents.
- 2.21 To take such measures as may be required in emergency situations on any matter for which the Joint Board's approval would normally be necessary subject to advising the Convener and/or Vice-Convener of the Joint Board, where possible, and reporting to the Joint Board as soon as practicable thereafter.
- 2.22 To set fees for the sale of the Valuation Roll and other documents and services where the level of such fees is not prescribed by statute.
- 2.23 To enter into arrangements with the lead authority for the provision of support services to the Board.
- 2.24 Where legal services are not provided by the lead authority, to engage Solicitors or Counsel in respect of representation at Judicial or quasi-Judicial proceedings.
- 2.25 To respond to consultation papers unless the response recommends a departure from or significant development of Joint Board policy or procedure or is contrary to a standing instruction of the Joint Board.

### **3. Powers Reserved by the Valuation Joint Board**

- 3.1 To establish such committees/sub-committees as may be considered appropriate to conduct business and to appoint and remove Conveners, Depute Conveners and members of committees.

- 3.2 To make and amend Standing Orders, Financial Regulations and this Scheme of Delegated Powers.
- 3.3 To fix and amend a programme of Joint Board and committee meetings, subject to the provisions of the Joint Board's Standing Orders.
- 3.4 To determine the Joint Board's annual revenue budget and capital programmes.
- 3.5 To incur any expenditure not provided for in the annual estimates of the Joint Board unless and until such expenditure has been reported to and approved by the Joint Board.
- 3.6 To determine the process for selection, appointment, dismissal and performance of the Assessor and Electoral Registration Officer and the Depute Assessor and Electoral Registration Officer.
- 3.7 To deal with matters reserved to the Joint Board by Standing Orders, Financial Regulations, this Scheme of Delegated Powers and other Schemes approved by the Joint Board.
- 3.8 The approval of all policy initiatives relating to the business of the Joint Board.
- 3.9 To revoke/delete/amend/remove any delegated authority given to any committee, sub-committee or officer.