



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
16 Church Street
Dumbarton
G82 1QL

10 June 2021

Dear Sir/Madam

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and so Members will attend the meeting remotely.

You are requested to attend a meeting of the above Joint Board to be held by video conference **at 11 a.m. on Friday, 18 June 2021**. Joining details will be provided separately.

The business is as shown on the enclosed agenda.

Please advise committee.admin@west-dunbarton.gov.uk if you are unable to attend the meeting.

Yours faithfully

PETER HESSETT

Clerk to the Valuation Joint Board

Distribution:-

Councillor Graham Archibald Hardie, Argyll & Bute Council
Councillor Donald MacMillan, Argyll & Bute Council
Councillor Iain Paterson, Argyll & Bute Council
Councillor Alastair Redman, Argyll & Bute Council
Councillor Richard Trail, Argyll & Bute Council **(Chair)**

Councillor Jim Gibbons, East Dunbartonshire Council
Councillor John Jamieson, East Dunbartonshire Council
Councillor Denis Johnston, East Dunbartonshire Council
Councillor Stewart MacDonald, East Dunbartonshire Council
Councillor Vaughan Moody, East Dunbartonshire Council **(Vice Chair)**
Councillor Sandra Thornton, East Dunbartonshire Council

Bailie Denis Agnew, West Dunbartonshire Council
Councillor Jim Brown, West Dunbartonshire Council
Councillor Karen Conaghan, West Dunbartonshire Council
Councillor Jonathan McColl, West Dunbartonshire Council
Councillor John Millar, West Dunbartonshire Council

All Substitute Councillors for information

Date of issue: 10 June 2021

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 18 JUNE 2021

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3 MINUTES OF PREVIOUS MEETING

x - x

Submit, for approval as a correct record, the Minutes of Meeting of the Valuation Joint Board held on 5 March 2021.

4 NON-DOMESTIC RATING AND COUNCIL TAX VALUATION UPDATE

x - x

Submit report by the Assessor and Electoral Registration Officer advising:-

- (a) of progress in relation to the Assessor's Non-Domestic Rating (NDR) valuation function;
- (b) of the progress in relation to disposal of 2017 Revaluation and 'running roll' appeals;
- (c) of on-going activities to implement the Non-Domestic Rating (Scotland) Act and the recommendations of the 'Barclay' Review;
- (d) of the preparations being made for the 2023 Revaluation of non-domestic property;
- (e) of progress in relation to the Assessor's Council Tax valuation function; and
- (f) on the effects of the COVID-19 outbreak and the related government restrictions on NDR and Council Tax functions.

5 ELECTORAL REGISTRATION UPDATE x - x

Submit report by the Assessor and Electoral Registration Officer providing an update on the current position in relation to Electoral Registration and the actions taken to ensure the delivery of the Scottish Parliament Election (SPE) on 6 May 2021.

6 BEST VALUE – PERFORMANCE REPORTING AND PLANNING x - x

Submit report 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 2020/21; and
- (b) seeking approval of the Public Performance Report for 2020/21 and the KPI targets for 2021/22.

7 BEST VALUE – SERVICE PLANNING x - x

Submit report by the Assessor and Electoral Registration Officer seeking approval of the 2021-24 Service Plan.

8 BEST VALUE – CUSTOMER SERVICE UPDATE x - x

Submit report by the Assessor and Electoral Registration Officer advising of the results from the Customer Consultation process during 2020/21 and of the outcomes from the Complaints Procedure during 2020/21.

9 BEST VALUE – RISK MANAGEMENT UPDATE x - x

Submit report by the Assessor and Electoral Registration Officer seeking approval of a revised Risk Management Strategy and associated Risk Management Procedures and the Joint Board's Risk Register for 2021/22.

10 PUBLIC SECTOR EQUALITY DUTY x - x

Submit report by the Depute Assessor and Electoral Registration Officer seeking approval of The Public Sector Equality Duty Report and the Equality Outcomes contained within the report.

11 AMENDMENTS TO STANDING ORDERS – JUNE 2021 x - x

Submit report by the Clerk to Valuation Joint Board seeking approval of proposed changes to the Valuation Joint Board's Standing Orders to enable remote attendance by Members at future meetings of the Board.

12 DATA PROTECTION – DATA SHARING AGREEMENT WITH WDC FOR SUPPORT SERVICES x - x

Submit report by the Assessor and Electoral Registration Officer seeking approval of a Data Sharing Agreement (DSA) between the Valuation Joint Board and West Dunbartonshire Council for the purposes of providing Support Services.

13 DRAFT ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2021 x - x

Submit report by the Treasurer presenting the Draft Annual Accounts for the year ending 31 March 2021.

14 ASSURANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2021 FROM THE SHARED SERVICE MANAGER – AUDIT AND FRAUD x - x

Submit report by the Treasurer advising of the contents of the annual Assurance Statement given to Members of the Board in support of the Annual Governance Statement, and outlining how audit assurances are obtained.
