

DUNBARTONSHIRE AND ARGYLL AND BUTE VALUATION JOINT BOARD

At a meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Council Chambers, Municipal Buildings, Albany Street, Oban at 11.00 a.m. on Friday, 14 June 2002.

Present: Councillors John Stirling and Donald McIntosh, Argyll & Bute Council; Provost Robin McSkimming* and Councillors Alan Brown, Anne Cameron*, Rhondda Geekie* and Keith Moody, East Dunbartonshire Council; and Councillors Mary Campbell and Ian McDonald, West Dunbartonshire Council.

* Arrived later in meeting.

Attending: Duncan Wilson, Assessor and Electoral Registration Officer; William Mathieson, Depute Assessor and Electoral Registration Officer; Brian Byrne, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administrative Officer; Peter Rudzinski, Support Section Head, Information Services; Don Findlay, Manager of Building Services and David Rooney, Senior Administrative Officer (for the Clerk to the Board).

Apologies: Apologies for absence were intimated on behalf of Councillors Alasdair Blair and Robin Currie, Argyll & Bute Council; and Councillors Craig McLaughlin and Danny McCafferty, West Dunbartonshire Council.

Councillor Keith Moody in the Chair

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 14 December, 2001 were submitted and approved.

FINANCE

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 2002.

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

PROPERTY

(a) Insurance Portfolio

A report was submitted by the Clerk to the Valuation Joint Board providing an update on the arrangements regarding the Group Life, Property, Combined Liability, Computer and Personal Accident insurances for the Valuation Joint Board.

After discussion the Board agreed:-

- (i) to approve the arrangements which are presently in place with regard to Death in Service cover, whereby employees of the Valuation Joint Board are included within West Dunbartonshire Council's self-insuring Death in Service Scheme;
- (ii) to note the position regarding the Board's insurance contracts which were due to be renewed with effect from 1 August, 2002;
- (iii) to accept the proposed move to direct dealing with any potential insurer and using the services of a broker on a consultancy basis only in future, subject to such a step being beneficial to the Board;
- (iv) to delegate authority to the Clerk to the Valuation Joint Board to continue to negotiate renewal of the insurance contracts with a view to securing cover which represents and maintains best value for the Board; and
- (v) to request the Clerk to investigate the need for personal liability insurance on behalf of the Assessor and to make appropriate arrangements if deemed necessary.

(b) 235 Dumbarton Road, Clydebank - Lease of part of premises to Greater Glasgow Primary Care NHS Trust

A report was submitted by the Clerk to the Valuation Joint Board advising of progress in respect of the formalisation of the Lease Agreement between the Joint Board and Greater Glasgow Primary Care NHS Trust relative to the occupation of part of the premises at 235 Dumbarton Road, Clydebank by the Trust.

It was noted that the terms of a fresh draft lease which had been issued in March had now been agreed and it was expected that the lease documentation would be finalised within the next two weeks.

(c) 235 Dumbarton Road, Clydebank - Space and Water Heating System

A report was submitted by the Director of Commercial and Technical Services, West Dunbartonshire Council advising of proposed modifications to phases one and two of the heating system improvements at the premises at 235 Dumbarton Road, Clydebank and final decoration costs associated with phase one.

Having heard the Manager of Building Services and the Assessor and following discussion it was agreed:-

- (i) that six undersized radiators which had been installed during phase one should be replaced without delay, subject to any additional cost to the Joint Board being restricted to the difference in cost between the undersized and replacement radiators;
- (ii) to delegate authority to the Assessor to approve a revised phase two within an expenditure limit of £21,350;
- (iii) to approve payment of additional costs incurred on phase one repairs and decoration amounting to £2,529.80; and
- (iv) that the Treasurer be requested to remind the constituent Councils that authorisation was required before expenditure could be incurred under the approved Capital Plan for the current financial year.

INFORMATION SERVICES

(a) Valuation Joint Board Systems

A report was submitted by the Head of Information Services, West Dunbartonshire Council providing an update on the computer and other systems currently used by the Valuation Joint Board.

It was agreed to note:-

- (i) that the project to commission a new consolidated computer server had been successfully completed; and
- (ii) that when the Minute of Agreement referred to in the report has been finalised, West Dunbartonshire Council's *E-mail and Internet Security Policy for Employees and Other Agents* will be issued by the Assessor to his officers for the consent form to be signed and returned.

(b) Disposal of Surplus Computer Equipment

A report was submitted by the Depute Assessor advising of surplus computer equipment available for disposal to local voluntary groups.

It was agreed:-

- (i) that the current surplus computer equipment detailed in the report be made available to local voluntary groups, on the basis outlined in the report by the Head of Information Services which was considered at the meeting of the Valuation Joint Board on 30 March 2001;

- (ii) that Members of the Board should advise the Assessor if they were aware of relevant groups that might be interested in any of the surplus equipment; and
- (iii) that unwanted equipment be disposed of at the Assessor's discretion.

PERSONNEL

(a) Long Service Award

A report was submitted by the Head of Personnel, West Dunbartonshire Council advising of an enhancement to the terms and conditions of employment for the Board's employees in respect of the introduction of a scheme of recognition for Long Service.

After discussion it was agreed to note:-

- (i) that West Dunbartonshire Council had taken a decision in March, 2002 to introduce a Long Service Award Scheme for its employees; and
- (ii) that as the employees of the Board operate under the same terms and conditions of employment as the employees of West Dunbartonshire Council, the benefit of the Long Service Award Scheme was extended to the Board's employees.

(b) Race Relations (Amendment) Act 2000

A report was submitted by the Head of Personnel, West Dunbartonshire Council advising of the employer based obligations resulting from the Race Relations (Amendment) Act 2000.

After discussion it was agreed to note:-

- (i) that as the lead authority for the Joint Board, West Dunbartonshire Council's Race Equality Policy and Scheme covers the Joint Board; and
- (ii) that the actions being taken by West Dunbartonshire Council in this respect, as detailed in the report, meet the obligations on employers and are also conducted on behalf of the Joint Board.

ELECTORAL REGISTRATION

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

The Board agreed to note the contents of the report and approve the preparation for the annual canvass by the Assessor regardless of any delay in the provision of relevant amending legislation.

REVALUATION 2000 - PROGRESS

A report was submitted by the Depute Assessor updating the Joint Board on ongoing progress with the disposal of appeals arising from the non-domestic Revaluation 2000.

It was agreed to note the progress made to date.

BEST VALUE

A report was submitted by the Depute Assessor providing an update on continuing progress with the practical commitment to Best Value, as delegated to the Assessor and staff.

It was agreed that the content of the report be noted and that further progress will be reported to the Joint Board in due course.

DATE OF NEXT MEETING

It was agreed that as the main business to be considered at the next meeting of the Valuation Joint Board would relate to the budget for the 2003/04 financial year, the Assessor would liaise with the Treasurer and determine the most appropriate date for the meeting and thereafter the Clerk would notify Members of the Board accordingly.