

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Pavilion Café, Argyle Street, Rothesay on Friday, 11 June 2010 at 11.00 a.m.

Present: Councillor Donald McMillan, Argyll and Bute Council; Councillors John Jamieson and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Brown and Jim Finn, West Dunbartonshire Council.

Attending: David Thomson, Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administration Officer and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Donald McIntosh and Elaine Morton (Argyll and Bute Council), Rhondda Geekie (East Dunbartonshire Council) and David McBride (West Dunbartonshire Council).

Councillor Vaughan Moody in the Chair

CHAIR'S REMARKS

Councillor Moody, Chair, welcomed everyone to the meeting and, on behalf of the Board, thanked Councillor McMillan and Argyll and Bute Council for providing hospitality for the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 27 November 2009 were submitted and approved as a correct record.

With reference to William Matheson, Depute Assessor and Electoral Registration Officer, who had left the Board's service recently, the Board agreed to convey its appreciation to Mr Matheson for all his hard work and efforts, particularly in the area of pay modernisation.

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 implementation of the 2010 General Revaluation; and
- (b) advising of progress in relation to the Assessor's Council Tax Valuation function.

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

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

Note: Councillor Jamieson entered the meeting at this point in the proceedings.

ELECTORAL REGISTRATION

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

After discussion and having heard the Assessor and Electoral Registration Officer and the Principal Administration Officer in further explanation and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the contents of the report; and
- (2) to convey its thanks and appreciation to all the staff who worked late into the night to deal with preparations for the recent UK Parliamentary Election on 6 May 2010.

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 2009/10;
- (b) advising of amendments made to the Service Plan for 2008 - 11, as at 1 April 2010, and seeking approval of the Annual Service Calendar for 2010/11;
- (c) advising of the results from the Customer Consultation process during 2009/10; and
- (d) seeking approval of the Joint Board's Risk Register and Action Plan.

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

- (1) to note the performance in relation to the Valuation Roll and Council Tax List KPIs for 2009/10;
- (2) to approve the KPI targets for 2010/11;
- (3) to note the performance in relation to Electoral Registration during 2009;
- (4) to approve the Annual Service Calendar for 2010/11;
- (5) to note the positive results from the Customer Satisfaction Survey; and
- (6) to approve the Risk Register and Action Plan for 2010/11.

VALUATION JOINT BOARD PROPERTY SUMMARY

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

- (a) providing an update on progress with the planned improvements to the Board's Clydebank building; and
- (b) providing an update on progress in relation to the occupation of vacant parts of the Clydebank building by West Dunbartonshire Council Education Department Technician Resource Centre.

Having heard the Assessor and Electoral Registration Officer in further explanation and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the current position with regard to the property items; and
- (2) to note that the Assessor and Electoral Registration Officer would clarify the position with regard to the necessity, or otherwise, of replacing the main cold water tank at the Board's premises at 235 Dumbarton Road, Clydebank.

PAY MODERNISATION

A report was submitted by the Depute Assessor providing an update on the current situation with the Pay Modernisation Project.

Following discussion and having heard Mr. Boyd, Depute Assessor and Electoral Registration Officer in elaboration and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the current position and the progress made to date in relation to Pay Modernisation; and

- (2) that a special meeting of the Valuation Joint Board be convened in order to approve a settlement, should this prove necessary.

DOCUMENT RETENTION POLICY

A report was submitted by the Depute Assessor informing the Joint Board on this further addition to the Freedom of Information Policy.

After discussion and having heard the Assessor and Electoral Registration Officer and relevant officers in further explanation and in answer to Members' questions, the Joint Board agreed to approve the Document Retention Policy, subject to an appropriate clause being inserted into the Policy concerning passing certain documents of a historical interest or value to the relevant archivist for retention.

DATE OF NEXT MEETING

It was agreed that the next meeting of the Valuation Joint Board would be held on Friday, 26 November 2010 at 11.00 a.m. within the West Dunbartonshire Council Offices, Garshake Road, Dumbarton.

The meeting closed at 11.45 a.m.