

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, Dumbaron on Friday, 21 January 2011 at 11.00 a.m.

Present: Councillor Donald McMillan and Vivien Dance, Argyll and Bute Council; Councillors Rhondda Geekie, John Jamieson, Anne Jarvis and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Finn and David McBride, West Dunbartonshire Council.

Attending: David Thomson, Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administration Officer; Mark Docherty, Divisional Assessor; David Connell, Head of Finance and ICT; Stewart Paton, Senior Quantity Surveying Officer and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Jim Brown and John Millar (West Dunbartonshire Council) and Ashay Ghai (East Dunbartonshire Council).

Councillor Vaughan Moody in the Chair

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 11 June 2010 were submitted and approved as a correct record.

MINUTES OF MEETING OF THE FINANCE SUB-COMMITTEE

The Minutes of Meeting of the Valuation Joint Board Finance Sub-Committee held on 29 September 2010 were submitted for information and noted.

ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2010

A report was submitted by the Treasurer presenting the audited annual report and final accounts for the year ending 31 March 2010.

After discussion and having heard the Treasurer in further explanation and in answer to Members' questions, the Joint Board agreed to approve the Annual Report and Final Accounts for the year ending 31 March 2010.

**KPMG LLP'S FINAL AUDIT REPORT TO THOSE CHARGED WITH
GOVERNANCE & KPMG LLP'S FINAL AUDIT REPORT TO MEMBERS
AND THE CONTROLLER OF AUDIT 2009/10**

A report was submitted by the Treasurer advising of KPMG LLP's report on the audit of the Joint Board's accounts 2009/2010.

The Joint Board agreed to note the report.

REVENUE BUDGETARY CONTROL REPORT: PERIOD 8 (2010/11)

A report was submitted by the Treasurer advising of the budgetary performance of the Revenue Account for the period to 30 November 2010.

An addendum sheet was circulated for Members' information at the meeting.

Having heard the Treasurer in further explanation, the Joint Board agreed to note the budgetary position of the Revenue Account.

CAPITAL BUDGETARY CONTROL REPORT: PERIOD 8 (2010/11)

A report was submitted by the Treasurer advising of the budgetary performance of the Capital Account to 30 November 2010.

Having heard the Treasurer in further explanation, the Joint Board agreed to note the budgetary position of the Capital Account.

PHASE 2, CAPITAL BUILDING WORKS, 235 DUMBARTON ROAD, CLYDEBANK

A report was submitted by the Assessor and Electoral Registration Officer advising of tenders received for the proposed electrical alterations at 235 Dumbarton Road and seeking approval to accept the lowest tender.

After discussion and having heard relevant officers in further explanation and in answer to Members' questions, the Joint Board agreed to approve the awarding of the contract to Charles McCrea Ltd. in the amount of £41,677.38.

NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS

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

- (1) advising of progress in relation to the Assessor's Non-Domestic Rating Valuation function and, in particular, the 2010 general Revaluation; and
- (2) advising of progress in relation to the Assessor's Council Tax Valuation function.

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 significant appeal workload arising from both the 2010 Revaluation and the economic downturn; 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.

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.

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

- (1) to note the contents of the report; and
- (2) to note that the Assessor and Electoral Registration Officer would feed back some of the concerns raised by Members in relation to publicity/advice aimed at trying to make the electoral process as simple and straightforward as possible for the forthcoming Scottish Parliament election and the Alternative Vote Referendum.

REVENUE ESTIMATES 2011/2012

A report was submitted by the Treasurer seeking approval of the draft revenue estimates for 2011/2012.

Having heard the Treasurer in further explanation, the Joint Board agreed:-

- (1) to approve the draft revenue budget for 2011/2012 per Appendix 1, which would result in a 3.52% decrease in the contributions from the constituent authorities;
- (2) that the requisition be based on each Council's Grant Aided Expenditure (GAE) figures, as indicated in Appendix 3 to the report; and
- (3) to note that indicative estimates for 2012/13 and 2013/14 would be presented to the Board in June 2011.

CAPITAL ESTIMATES 2011/12

A report was submitted by the Treasurer seeking approval of the draft Capital Estimates for 2011/12.

Having heard the Treasurer, the Joint Board agreed:-

- (1) to approve the 2011/12 Capital Plan of £71,350; and
- (2) to note the capital requisition for each constituent authority for 2011/12, as detailed in Appendix 1 to the report.

PAY MODERNISATION

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

After discussion and having heard the Depute Assessor and Electoral Registration Officer in elaboration and in answer to Members' questions, the Joint Board agreed to note the current position in relation to Pay Modernisation.

BEST VALUE

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

- (a) providing an update of progress in respect of the Public Performance Reporting (PPR) requirements of the statutory Best Value regime; and
- (b) advising of other, Best Value related, initiatives which are ongoing within the Valuation Joint Board.

The Joint Board agreed:-

- (1) to note the 2009/10 Public Performance Report and the presentation in web format to provide cross-authority performance;
- (2) to note the submission of an electoral Performance Standards Self-Assessment and Performance Indicators to the Electoral Commission during December 2010;
- (3) to note the results of the ongoing 2009/10 Customer Satisfaction Survey would be reported to a future Board meeting; and
- (4) to note the ongoing monitoring of Customer Standards to improve stakeholders experiences of interacting with the Joint Board.

STAFFING & PERSONNEL MATTERS – VARIOUS

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

- (a) providing an update on issues affecting personnel;
- (b) seeking approval of the revised Health & Safety Policy; and
- (c) seeking approval of the revised Disciplinary and Grievance Policies and Procedures.

After discussion and having heard the Assessor and Electoral Registration Officer in further explanation and in answer to a Member's question, the Joint Board agreed:-

- (1) to approve the revised Health & Safety Policy;
- (2) to approve the revised Disciplinary and Grievance Policies and Procedures; and
- (3) to note the Equality Impact Assessments completed in respect of the Disciplinary and Grievance Policies and Procedures.

DATE OF NEXT MEETING

It was agreed that the next meeting of the Valuation Joint Board would be held in Tom Johnston House, Kirkintilloch at 11.00 a.m. on Friday, 10 June 2011.

The meeting closed at 11.55 a.m.