



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

16 January 2012

Dear Sir/Madam

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

You are requested to attend a Special Meeting of the above Board to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Friday, 20 January 2012 at 11.00 a.m.

The business is as shown on the enclosed agenda.

Tea and coffee and a light buffet lunch will be provided after the meeting.

I shall be obliged if you will advise Nuala Quinn-Ross (Tel. 01389 737210 email nuala.quinn-ross@west-dunbarton.gov.uk) if you are unable to attend the meeting.

Yours faithfully

ANDREW A. FRASER

Clerk to the Valuation Joint Board

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 20 JANUARY 2012

AGENDA

1. **APOLOGIES**

2. **MINUTES OF PREVIOUS MEETINGS** **(Pages 1 - 6)**

Submit for approval the Minutes of Meeting of the Valuation Joint Board held on 25 November 2011.

3. **CAPITAL ESTIMATES 2012/13** **(Pages 7 - 10)**

Submit report by the Treasurer seeking approval of the draft Capital Estimates for 2012/13.

4. **REVENUE ESTIMATES 2012/2013** **(Pages 11 - 18)**

Submit report by the Treasurer seeking approval of the draft revenue estimates for 2012/13.

- 5 **DATE OF NEXT MEETING**

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Friday, 20 January 2012 at 11.05 a.m.

Present: Councillors Donald MacMillan and Andrew Nisbet, Argyll and Bute Council; Councillors John Jamieson, Anne Jarvis and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Brown, Jim Finn and David McBride, West Dunbartonshire Council.

Attending: David Thomson, Assessor and Electoral Registration Officer; Janice Rainey, Business Unit Finance Partner; Joanne Thomson, Finance Officer and Craig Stewart, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillor Vivien Dance, Argyll and Bute Council; Councillors Rhondda Geekie and Ashay Ghai, East Dunbartonshire Council and Councillor John Millar, West 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 25 November 2011 were submitted and approved as a correct record.

CAPITAL ESTIMATES 2012/13

A report was submitted by the Treasurer seeking approval of the draft Capital Estimates for 2012/13.

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

- (1) to approve the 2012/13 Capital Plan of £36,775;
- (2) that the expected underspend in the 2011/12 Capital budget be carried forward to fund the 2012/13 Capital Plan (thus resulting in no capital requisition being required from each constituent authority for 2012/13); and
- (3) that the remaining underspend be carried forward for future projects to minimise any request for further capital support at that time.

REVENUE ESTIMATES 2012/1013

A report was submitted by the Treasurer seeking approval of the draft estimates for 2012/13.

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

- (a) to approve the draft revenue budget for 2012/2013;
- (b) that the surplus of £372,304 in 2011/12 be carried forward into 2012/13 and be used over the next few years to minimise the risk of increased contributions being required from constituent authorities;
- (c) that the requisition be based on each Council's revised GAE figures with the apportionment being:-

Argyll and Bute	£1,308,183
West Dunbartonshire	£732,805
East Dunbartonshire	<u>£678,472</u>
	<u>£2,719,460</u>

- (d) to note the indicative budgets for 2013/14 and 2014/15.

DATE OF NEXT MEETING

It was agreed that a meeting date would be set sometime in June 2012 following the Local Government Elections taking place on 3 May 2012.

CONVENER'S REMARKS

As it was likely that this would be the last meeting of the present Valuation Joint Board prior to the Local Government Elections in May 2012, the Convener, Councillor Moody and Mr. Thomson, on behalf of the officers took the opportunity to thank the Members of the Board and Officers for their positive contributions and wished them well in the future.

Councillor MacMillan also expressed his appreciation to Councillor Moody for the professional and courteous manner in which he had chaired meetings of the Board over the past 5 years. Members warmly concurred with Councillor MacMillan's sentiments.

The meeting closed at 11.25 a.m.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 20 January 2012

Subject : Capital Estimates 2012/13

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval of the draft Capital Estimates for 2012/13.

2. Background

- 2.1 Following the introduction of the Prudential Capital Accounting Code, local authorities require to agree their capital budgets at the same time as their revenue budgets. Therefore, the Valuation Joint Board needs to agree its capital plan at an earlier date in order that the constituent councils may incorporate these figures into their own programmes.

3. Main Issues

- 3.1 Appendix 1 details projects that the Assessor proposes for inclusion in the capital programme. Appendix 2 contains explanatory notes provided by the Assessor to accompany the request. The projects have not been listed in order of priority and total £36,775.
- 3.2 Following a review of the projected spending on the carried forward balance of unspent Capital from 2010/11 into 2011/12, it is now expected that there will be an underspend in this Capital expenditure of £74,105. Should the total bid of £36,775 be approved, it is proposed that the cost of this be met by carrying forward this underspend into 2012/13 and therefore there will be no capital requisition required from constituent councils for 2012/13.
- 3.3 It is also proposed that the remainder of the underspend (expected to be around £37,330) will be carried forward as unapplied capital receipts for future years' capital project. Recommended proposals for this will be reported to the Board at a later date.

4. Recommendations

- 4.1 The Joint Board is requested to:

- a) Agree the 2012/13 Capital Plan of £36,775;
- b) Agree to carry forward the expected underspend in 2011/12 Capital budget to fund the 2012/13 Capital Plan (thus resulting in no capital requisition being required from each constituent authority for 2012/13); and
- c) Agree that the remaining underspend will also be carried forward for future projects to minimise any request for further capital support at that time.

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Stephen West
Treasurer
Date: 12 January 2012

Person to Contact: Gillian McNeilly , Finance Manager. Telephone (01389) 737194
Janice Rainey , Business Unit Partner. Telephone (01389) 737453

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

2012/2013 CAPITAL PLAN

	£
<u>Uncommitted</u>	
1. Planned upgrade of Personal Computers	6,170
2. Eros backup server and associated licences etc	12,605
3. Upgrade to roof of 235 Dumbarton Road, Clydebank	<u>18,000</u>
	<u>36,775</u>

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

EXPLANATORY NOTES BY DEPUTE ASSESSOR/ELECTORAL REGISTRATION
OFFICER

Planned Upgrade of Personal Computers

The Board will be aware that the Assessor has a planned programme of annually upgrading personal computers (PCs). 13 PCs have been identified for replacement during 2012/13, and based on current recommended prices, the replacements should cost in the region of £490 for each laptop and £390 for each PC. The replacements will consist of 11 laptops and 2 PCs. The purchase of laptops will make the service more flexible on a day to day basis with papers for meetings more readily available. Their purchase would also strengthen Disaster Recovery operations.

Total Cost £6,170

Provision of backup for Eros Electoral Registration server and software

The Assessor has identified a risk in the event of the current server for the electoral management system failing, particularly at critical times such as elections. To remedy this it is intended to purchase a backup server and its associated software and licences. The existing server is located at Garshake Road, Dumbarton and the new backup server will be at Rosebery Place, Clydebank therefore making the Electoral Registration function more resilient.

Total Cost £12,605

Upgrade of Roof at 235 Dumbarton Road, Clydebank

The Joint Board's property at 235 Dumbarton Road, Clydebank is a flat roofed building which suffers from water ingress. One part of the roof is particularly problematic and advice received is that it cannot be repaired with any certainty of success due to the poor quality of previous repair/re-roofing works. The suggested remedy is to strip the existing felt and replace with new vapour barriers, felt and associated ancillaries. An estimate of the cost of the required works has been received from West Dunbartonshire Council's preferred roofing contractor and this amounted to circa £17,778.

Total Cost £18,000

DUNBARTONSHIRE AND ARGYLL AND BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 20 January 2012

Subject : Revenue Estimates 2012/2013

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval of the draft revenue estimates for 2012/13.

2. Background

- 2.1 Local Authorities have to set their budgets and declare council tax levels by a statutory deadline of 11 March each year. The three constituent councils are likely to set their 2012/13 budgets and tax levels earlier than this. This means that the Valuation Joint Board needs to agree its budget before that date.

3. Main Issues

- 3.1 The following appendices are attached:

Appendix 1 Draft Revenue Estimates 2012/2013, Indicative estimates for 2013/14 and 2014/15;

Appendix 2 Summary of Main Variances from Previous Year;

Appendix 3 Details of Constituent Authority Contributions.

- 3.2 In December 2011, the three constituent authorities received their Scottish Government funding levels for 2012/13. This calculates as an average increase in funding from 2011/12 to 2012/13 of 0.50% over the three authorities.

- 3.3 In recognition of the financial situation facing Councils, every effort has been made to identify efficiencies which allows for a standstill contribution to be recommended for 2012/13. As a result, the following efficiencies have been applied:

- Staff turnover has been assumed at 2.0%;
- The provision for price inflation has only been added to protected lines and known increases; and
- A number of process efficiencies have been implemented during 2011/12, which will continue to achieve reduced costs in 2012/13.

- 3.4** Single status has been fully implemented within 2010/11 and, as such, the 2012/13 budget takes into account the revised pay structure. The single status provision balance held as at 31 March 2011 has been reviewed and will be used appropriately. The provision will be fully utilised by the end of 2013/14.
- 3.5** The proposed 2012/13 budget assumes £40,000 for a development and modernisation programme to allow further efficiencies to be identified and financial savings to be achieved in future years.
- 3.6** In 2011/12, the Treasurer has authorised a one year virement of £18,000 from the development and modernisation fund to repairs & maintenance to cover the cost of property repairs to prevent water ingress.
- 3.7** The probable outturn for 2011/12 shows a projected surplus of £73,460 which gives a total surplus of £372,304 when added to the surplus of £298,844 brought forward from previous years.
- 3.8** The 2012/13 estimate shows a shortfall of £56,690 if the total constituent authorities' contribution was to remain at current level.
- 3.9** The indicative estimates for 2013/14 and 2014/15 show shortfalls of £93,006 and £137,506 respectively which would occur if the total constituent authorities contribution was to remain at current level. These estimates assume a pay award of 1% in 2013/14 and 2014/15. This has still to be negotiated and agreed with relevant parties.
- 3.10** In light of this it is proposed that the £372,304 surplus is carried forward to be used as required over the next few years to meet this shortfall and therefore to minimise the risk of increased contributions being required from constituent authorities over the next three years. The surplus will be monitored and its use will be reviewed if any material changes occur.
- 3.11** As in previous years, it is recommended that the budget be apportioned to the Councils on the basis of their Grant Aided Expenditure (GAE) figures per Appendix 3. For 2012/13 we have been provided with updated GAE figures per Appendix 3. These figures result in a slight change from prior years to the percentage to be apportioned to each Authority . The proposed apportionment is:

Argyll and Bute	48.10%	£1,308,183
West Dunbartonshire	26.95%	£ 732,805
East Dunbartonshire	24.95%	<u>£ 678,472</u>
		<u>£2,719,460</u>

4. Recommendations

4.1 The Joint Board is requested to:

- (a) Agree the draft revenue budget for 2012/2013 per Appendix 1;
- (b) Agree to the surplus of £372,304 in 2011/12 be carried forward into 2012/13 and to be used over the next few years to minimise the risk of increased contributions being required from constituent authorities;
- (c) Agree that the requisition is based on each council's revised GAE figures with the apportionment being:-

Argyll and Bute	£1,308,183
West Dunbartonshire	£ 732,805
East Dunbartonshire	<u>£ 678,472</u>

- (d) Note the indicative budgets for 2013/14 and 2014/15

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Stephen West

Treasurer

Date: 12 January 2012

Person to Contact: Gillian McNeilly, Finance Manager
Telephone (01389) 737194

Janice Rainey , Business Unit Partner
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VALUATION JOINT BOARD

Appendix 2

2012/13 REVENUE ESTIMATES SUBMISSION

Overview of General position:

	£	£	%
(a) Revenue Budget			
Draft Net Expenditure	2,776,150		
2011/12 Approved Budget	<u>2,835,190</u>		
		(59,040)	(2.08%)
(b) Impact of Balances			
2011/12 Surplus applied	0		
2012/13 surplus recommended	<u>0</u>		
		0	0.00%
		<u>(59,040)</u>	<u>(2.08%)</u>

Main Variances:

	£	£	%
<u>Increases</u>			
General Inflationary Increases	3,800		0.13%
Electoral Participation	11,250		0.40%
Property Costs	2,600		0.09%
Machine rentals / Computer Licences/Other ss	6,240		0.22%
Telephones	<u>4,500</u>		0.16%
		28,390	
<u>Decreases</u>			
Staffing	55,610		1.96%
Advertising and Publicity	7,300		0.26%
Printing and Stationery	7,000		0.25%
Central Admin Costs	7,520		0.27%
Postages	10,000		0.35%
			0.00%
		(87,430)	
		<u>(59,040)</u>	<u>(2.08%)</u>

VALUATION JOINT BOARD

Appendix 3

2012/13 BUDGET

CALCULATION OF 2012/13 CONSTITUENT AUTHORITY CONTRIBUTION

	2011/12 CONT £	%	2012/13 CONT £	%	INCREASE (DECREASE) £	%
REVENUE BUDGET						
ARGYLL AND BUTE	1,293,103	47.55	1,308,183	48.10	15,080	1.17
WEST DUNBARTONSHIRE	735,342	27.04	732,805	26.95	-2,537	-0.34
EAST DUNBARTONSHIRE	691,015	25.41	678,472	24.95	-12,543	-1.82
TOTAL	<u>2,719,460</u>		<u>2,719,460</u>		<u>2,719,460</u>	<u>100.00</u>

Appendix 1

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD - ESTIMATES 2012/2013

2010/11 OUTTURN	DESCRIPTION	2011/12 ESTIMATE	2011/12 TO PER 07	2011/12 PROB. O/T	2012/13 ESTIMATE	2013/14 ESTIMATE	2014/15 ESTIMATE
1,608,863	APT&C - SALARIES	1,701,430	887,159	1,601,070	1,679,030	1,705,459	1,749,050
3,409	APT&C - OVERTIME	6,000	2,185	3,000	4,000	4,000	4,000
14,133	APT&C - TEMP	25,000	0	17,250	17,000	17,000	17,000
279,313	APT&C - SUPERANN	302,440	156,958	289,960	308,830	313,691	314,141
125,502	APT&C - N.I.	150,550	66,296	122,780	130,570	132,625	133,085
1,237	LEASED CAR MILEAGE	3,250	1,511	600	600	600	600
6,180	TRAINING COSTS	6,500	6,200	6,200	4,000	4,000	4,000
28,217	TRAVEL & SUBSISTENCE	40,000	16,338	40,000	47,000	47,000	47,000
729	OTHER EMPLOYEE COSTS	1,200	299	1,200	1,200	1,200	1,200
6,880	PENSION INCREASES	11,020	8,551	8,550	8,550	8,550	8,550
58,507	DEVELOPMENT & MODERNISATION	22,000	0	22,000	40,000	40,000	40,000
2,132,970	EMPLOYEE COSTS	2,269,390	1,145,497	2,112,610	2,240,780	2,274,126	2,318,626
38,945	RATES	40,040	30,246	40,040	42,000	42,210	42,210
71	FURNITURE & FITTINGS	500	5	200	500	500	500
8,762	ELECTRICITY	12,000	5,817	12,000	13,440	13,440	13,440
10,220	GAS & OIL	15,000	379	15,000	17,340	17,340	17,340
15,724	CONTRACT CLEANING	17,000	7,199	16,000	16,000	16,000	16,000
7,121	OFFICE ACCOMMODATION	6,750	0	7,000	7,210	7,450	7,450
9,911	REPAIRS & MAINTENANCE	33,000	444	30,000	15,000	15,000	15,000
959	OTHER PROPERTY COSTS	3,000	25	3,700	4,000	4,200	4,200
91,714	PROPERTY COSTS	127,290	44,114	123,940	115,490	116,140	116,140
198	CLOTHING UNIFORMS ETC	200	0	200	200	200	200
48	COMPUTER EQUIPMENT	1,500	0	500	1,000	1,000	1,000
2,564	OFFICE EQUIPMENT	1,200	326	1,000	1,000	1,000	1,000
2,829	COMPUTER CONSUMABLES	2,000	0	500	1,000	1,000	1,000
4,817	COMPUTER LICENCES	10,500	8,083	11,500	14,000	14,420	14,420
9,920	MACHINE RENTAL / LEASE	11,500	6,934	14,200	14,200	14,630	14,630
1,114	OTHER S & S	3,000	1,539	3,700	4,000	4,000	4,000
21,491	SUPPLIES & SERVICES	29,900	16,882	31,600	35,400	36,250	36,250
7,320	AUDIT FEES & OUTLAYS	8,080	960	9,240	8,280	8,280	8,280
7,320	PAYMENTS TO OTHER BODIES	8,080	960	9,240	8,280	8,280	8,280
13,727	PRINTING	18,000	3,524	15,000	15,000	15,000	15,000
15,413	STATIONERY	20,000	13,622	16,000	16,000	16,000	16,000
81,337	POSTAGES	100,000	74,230	85,000	90,000	90,000	90,000
32,186	TELEPHONES	18,000	9,098	20,000	22,500	22,500	22,500
6,053	TELEPHONES/INTERNET REG.	6,600	0	6,400	7,000	7,000	7,000
6,499	ADVERTISING/PUBLICITY	8,500	6,815	8,500	1,200	1,200	1,200
2,995	BOOKS & PUBLICATIONS	3,200	2,508	4,200	5,000	5,000	5,000
1,500	LAND VAL. APPEAL COURT	4,000	180	2,500	4,000	4,000	4,000
1,843	MINISTRY OF JUSTICE	0	0	0	0	0	0
17,704	ELECTORAL SYSTEM SUPPORT	17,000	15,738	18,500	23,250	24,720	24,720
0	ELECTORAL PARTICIPATION	1,000	0	0	6,000	6,000	6,000
148,973	CENTRAL ADMIN COSTS	150,530	0	150,530	143,010	143,010	143,010
9,294	INSURANCE	9,500	9,532	9,530	9,790	9,790	9,790
3,577	OTHER ADMIN COSTS	5,000	2,912	4,000	4,500	4,500	4,500
341,101	ADMIN COSTS	361,330	138,159	340,160	347,250	348,720	348,720
3,155	COURSES & CONFERENCES	5,500	1,572	4,500	5,000	5,000	5,000
1,520	MISCELLANEOUS	1,000	357	1,000	1,000	1,000	1,000
22,229	VALUATION APPEALS PANEL	38,000	15,390	38,000	38,000	38,000	38,000
(583)	TEMPORARY INTEREST	(500)	0	(500)	(500)	(500)	(500)
26,321	OTHER EXPENDITURE	44,000	17,319	43,000	43,500	43,500	43,500

2010/11 OUTTURN	DESCRIPTION	2011/12 ESTIMATE	2011/12 TO PER 07	2011/12 PROB. O/T	2012/13 ESTIMATE	2013/14 ESTIMATE	2014/15 ESTIMATE
7,017	PRINCIPAL		0	0	0	0	0
546	INTEREST		0	0	0	0	0
(9)	EXPENSES		0	0	0	0	0
20,734	CAR LEASING	21,000	10,240	12,000	12,000	12,000	12,000
28,288	LOAN CHARGES	21,000	10,240	12,000	12,000	12,000	12,000
2,649,204	GROSS EXPENDITURE	2,860,990	1,373,172	2,672,550	2,802,700	2,839,016	2,883,516
2,860	MINISTRY OF JUSTICE GRANT	0	0	0	0	0	0
23,800	RENTAL INCOME	23,800	12,524	25,050	25,050	25,050	25,050
7,415	SALES FEES & CHARGES	2,000	1,297	1,500	1,500	1,500	1,500
34,075	GROSS INCOME	25,800	13,821	26,550	26,550	26,550	26,550
2,615,129	NET EXPENDITURE	2,835,190	1,359,351	2,646,000	2,776,150	2,812,466	2,856,966
(95,313)	(SURPLUS)/DEFICIT B/FWD	0		(298,844)			
	USE OF BALANCES	(115,730)		0	(56,690)	(93,006)	(137,506)
298,844	SURPLUS/(DEFICIT) C/FWD	0		(372,304)			
2,818,660	CONSTITUENT CONTRIBUTION	2,719,460		2,719,460	2,719,460	2,719,460	2,719,460