



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

14 November 2013

Dear Sir/Madam

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

You are requested to attend a meeting of the above Board to be held in the Council Chambers, Southbank Marina, Kirkintilloch on **Friday, 22 November 2013** at **11.00 a.m.**

The business is as shown on the attached agenda.

Tea and coffee will be provided on arrival 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

PETER HESSETT

Clerk to the Valuation Joint Board

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 22 NOVEMBER 2013

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETINGS

Submit, for approval as a correct record, the Minutes of Meetings of:-

- (a) the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 14 June 2013;
- (b) the Dunbartonshire and Argyll & Bute Valuation Joint Board Recruitment Panel held on 12 August 2013; and
- (c) the Dunbartonshire and Argyll & Bute Valuation Joint Board Finance Sub-Committee held on 25 September 2013.

4. ELECTORAL REGISTRATION

Submit report by the Assessor & Electoral Registration Officer providing an update on the current position in relation to Electoral Registration.

5. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS

Submit report by the Assessor & Electoral Registration Officer advising of progress in relation to the Assessor's Non-Domestic Rating Valuation and Council Tax Valuation functions.

6. SCHEME OF DELEGATED POWERS

Submit report by the Assessor & Electoral Registration Officer seeking approval of a revised Scheme of Delegated Powers.

7. FINANCIAL REGULATIONS

Submit report by the Treasurer to the Valuation Joint Board seeking approval of amendments to the Financial Regulations.

8. PERSONNEL POLICIES – ATTENDANCE MANAGEMENT, DISABILITY LEAVE AND PARENTAL LEAVE

Submit report by the Assessor & Electoral Registration Officer:-

- (a) seeking approval of a new Attendance Management Policy and a new Disability Leave Scheme for implementation in the Valuation Joint Board; and
- (b) seeking ratification of the previous approval of a Parental Leave Scheme for use in the Valuation Joint Board.

9. REVENUE BUDGETARY CONTROL REPORT: PERIOD 6 (2013/14)

Submit report by the Treasurer to the Valuation Joint Board advising of the budgetary performance of the revenue account for the period to 30 September 2013.

10. CAPITAL BUDGETARY CONTROL REPORT: PERIOD 6 (2013/14)

Submit report by the Treasurer to the Valuation Joint Board advising of the budgetary performance of the capital account for the period to 30 September 2013.

11. REVENUE ESTIMATES 2014/15

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft revenue estimates for 2014/15 and the level of constituent contribution.

12. CAPITAL ESTIMATES 2014/15

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft capital estimates for 2014/15.

13. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO THOSE CHARGED WITH GOVERNANCE

Submit report by the Treasurer to the Valuation Joint Board advising of the Audit Scotland's report on the audit of the Joint Board's account 2012/13.

14. ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2013

Submit report by the Treasurer to the Valuation Joint Board providing details of the audited annual report and final accounts for the year ending 31 March 2013.

15. SUPPORT SERVICES AGREEMENT

Submit report by the Treasurer to the Valuation Joint Board seeking approval of a Support Services Agreement drafted between the Board and West Dunbartonshire Council.

16. DATE OF NEXT MEETING

It is suggested that the next meeting of the Valuation Joint Board be held in the Council Offices, Garshake Road, Dumbarton on Friday, 20 June 2014.

For information on the above agenda please contact Nuala Quinn-Ross, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737210 e-mail: nuala.quinn-ross@west-dunbarton.gov.uk
