



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

4 June 2015

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 Council Chambers, Southbank Marina, Kirkintilloch on **Friday, 12 June 2015 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, 12 JUNE 2015

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETINGS

Submit for approval the Minutes of Valuation Joint Board held on 21 November 2014.

4. MEMBERSHIP CHANGE

The Joint Board is requested to note that Councillor John Armour has been appointed to represent Argyll & Bute Council on the Dunbartonshire and Argyll & Bute Valuation Joint Board following the resignation of Councillor John Semple.

5. ELECTORAL REGISTRATION

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

6. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS

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

7. BEST VALUE - PERFORMANCE REPORTING AND PLANNING

Submit report by the Assessor & Electoral Registration Officer providing an update on progress in relation to Best Value and, in particular, to advise on external performance reports for the year 2014/15.

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8. BEST VALUE - SERVICE PLANNING

Submit report by the Assessor & Electoral Registration Officer seeking approval of the April 2015 update to the 2014-17 Service Plan and the Annual Service Calendar for 2015/16.

9. BEST VALUE – AUDIT UPDATE

Submit report by the Assessor & Electoral Registration Officer :-

- (a) providing the report of the Internal Audit of Non-Domestic Rating and Council Tax systems completed during 2014/15; and
- (b) advising of the Audit Plan agreed with Audit Scotland during 2014/15.

10. BEST VALUE – RISK MANAGEMENT UPDATE

Submit report by the Assessor & Electoral Registration Officer seeking approval of the Joint Board's updated Risk Register.

11. BEST VALUE - CUSTOMER SERVICE UPDATE

Submit report by the Assessor & Electoral Registration Officer:-

- (a) advising of the results from the Customer Consultation process during 2014/15; and
- (b) advising on the results of the second year of operation of the new Complaints Procedure.

12. INFORMATION TECHNOLOGY STRATEGY

Submit report by the Depute Assessor & Electoral Registration Officer seeking approval of the Valuation Joint Board's Information Technology Strategy.

13. REVISED EMPLOYER DISCRETIONS - LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS 2014

Submit report by the Assessor & Electoral Registration Officer providing an update on the review of the Joint Board's Statement of Policy on discretions allowable under the revised Pension Regulations, and the proposed revisions to the Discretions Statement.

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14. PUBLIC SECTOR EQUALITY DUTY REPORT

Submit report by the Depute Assessor & Electoral Registration Officer advising of the publication of the Valuation Joint Board's Public Sector Equality Duty Report 2015.

15. PERFORMANCE MANAGEMENT – SENIOR OFFICERS

Submit report by the Assessor & Electoral Registration Officer advising of the Joint Board of progress in relation to the Individual Performance Management Procedures for Senior Officers.

16. 2015/16 REVENUE ESTIMATES UPDATE

Submit report by the Assessor & Electoral Registration Officer advising of changes to the 2015/16 Revenue Estimates as approved in November 2014.

17. DRAFT MANAGEMENT COMMENTARY & FINANCIAL STATEMENT OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2015

Submit report by the Treasurer to the Valuation Joint Board presenting the draft Management Commentary and Financial Statement of Accounts for the year ending 31 March 2015.

18. DATES OF FUTURE MEETINGS

The following dates, times and venues are suggested for future meetings:-

Finance Sub-Committee Wednesday, 23 September 2015 at 11.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton.

Valuation Joint Board Friday, 20 November 2015 at 11.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton.

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