



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

13 January 2016

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 Committee Room 3, Council Offices, Garshake Road, Dumbarton on **Friday, 22 January 2016** 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 JANUARY 2016

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 1 - 8

(a) Minutes of Valuation Joint Board held on 12 June 2015; and

(b) Minutes of Valuation Joint Board Finance Sub-Committee held on 23 September 2015.

4. CODE OF CORPORATE GOVERNANCE 9 - 18

Submit report by the Assessor & Electoral Registration Officer seeking approval of a revised Code of Corporate Governance.

**5. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION 19 - 22
PROGRESS**

Submit report by the Assessor & Electoral Registration Officer advising of progress in relation to the Assessor's Non-Domestic Rating Valuation, Council Tax Valuation functions and the publication of a report by the cross-party independent Commission on Local Tax Reform.

6. ELECTORAL REGISTRATION PROGRESS 23 - 26

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

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7. INFORMATION TECHNOLOGY AND COMMUNICATIONS REPORT 27 - 28

Submit report by the Depute Assessor & Electoral Registration Officer providing an update on the changes to Information Technology and communications employed at the Clydebank and Campbeltown offices.

8. DABVJB PROPERTY AT 235 DUMBARTON ROAD, CLYDEBANK 29 - 33

Submit report by the Assessor & Electoral Registration Officer providing an update on matters relating to the Joint Board's property at 235 Dumbarton Road, Clydebank.

9. SINGLE EQUALITY SCHEME 2015/16 – 2018/19 35 - 50

Submit report by the Depute Assessor & Electoral Registration Officer seeking approval of the Single Equality Scheme 2015/16 – 2018/19.

10. PERSONNEL/HEALTH & SAFETY – DRIVING AT WORK POLICY 51 - 61

Submit report by the Assessor & Electoral Registration Officer seeking approval of a Driving at Work Policy for application to staff employed by the Valuation Joint Board.

11. PERSONNEL POLICIES – CANCER SUPPORT POLICY AND CARERS LEAVE SCHEME 63 - 88

Submit report by the Assessor & Electoral Registration Officer seeking approval of a new Cancer Support Policy and a Carers Leave Scheme.

12. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO THOSE CHARGED WITH GOVERNANCE 2014/2015 89 - 118

Submit report by the Treasurer to the Valuation Joint Board advising of Audit Scotland's report on the audit of the Joint Board's accounts 2014/15.

13. ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2015 119 - 178

Submit report by the Treasurer to the Valuation Joint Board presenting the audited annual report and final account for the year ending 31 March 2015.

**14. REVENUE & CAPITAL BUDGETARY CONTROL REPORT TO 179 - 183
30 NOVEMBER 2015 (PERIOD 8)**

Submit report by the Treasurer to the Valuation Joint Board advising on the progress of both the revenue budget 2015/16 and the 2015/16 capital programme.

15. REVENUE ESTIMATES 2016/2017 185 - 193

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft revenue estimates for 2016/17 and the level of constituent contribution.

16. CAPITAL ESTIMATES 2016/17 195 - 197

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft capital estimates for 2016/17.

17. DATE OF FUTURE MEETING

It is suggested that the next meeting of the Valuation Joint Board be held in the Victoria Halls, Helensburgh on Friday, 17 June 2016.

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