



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

8 June 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 **Victoria Halls, Sinclair Street, Helensburgh G84 8TU** on **Friday, 17 June 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, 17 JUNE 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 - 7

- (a) Minutes of Valuation Joint Board held on 22 January 2016; and
- (b) Minutes of Valuation Joint Board Property Sub-Committee held on 26 April 2016.

4 STANDING ORDERS 9 - 11

Submit report by the Assessor & Electoral Registration Officer seeking approval for amendments to the Joint Board's Standing Orders.

5 ELECTORAL REGISTRATION 13 - 16

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 17 - 19

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.

7 BEST VALUE - PERFORMANCE REPORTING AND PLANNING 21 - 34

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) advising on progress in relation to Best Value, in particular advising on external performance reports for the year 2015/16;
- (b) advising of the new performance standards established by the Electoral Commission; and
- (c) seeking approval of the Valuation KPI targets for 2016/17.

8 BEST VALUE – SERVICE PLANNING 35 - 61

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) seeking approval of the April 2016 update to the 2014-17 Service Plan; and
- (b) seeking approval of the Annual Service Calendar for 2016/17.

9 BEST VALUE – AUDIT UPDATE 63 - 90

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) presenting the Report of the Internal Audit of the Joint Board's Governance Structures and Procedures carried out during 2015/16;
- (b) seeking approval of the Action Plan contained within the report; and
- (c) advising of the Audit Plan agreed with Audit Scotland during 2015/16.

10 BEST VALUE – RISK MANAGEMENT UPDATE 91 - 104

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board seeking approval of the Joint Board's Risk Register for 2016/17.

11 BEST VALUE – CUSTOMER SERVICE UPDATE 105 - 108

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) advising of the results from the Customer Consultation process during 2015/16; and
- (b) advising of the outcome from the Complaints Procedure during 2015/16.

**12 DUNBARTON AND ARGYLL & BUTE VALUATION JOINT BOARD
PROPERTY AT 235 DUMBARTON ROAD, CLYDEBANK 109 - 111**

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) providing an update on various matters relating to the Joint Board's property at 235 Dumbarton Road, Clydebank; and
- (b) seeking ratification of the Property Sub Committee's approval to purchase a part of 235 Dumbarton Road, Clydebank owned by the Scottish Children's Reporter Administration.

13 CODE OF CORPORATE GOVERNANCE 113 - 122

Submit report by the Assessor & Electoral Registration Officer to the Valuation Joint Board seeking approval of the revised Code of Corporate Governance.

14 RECORDS MANAGEMENT PLAN 123 - 167

Submit report by the Depute Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (a) providing an update on the progress towards complying with The Public Records (Scotland) Act 2011; and
- (b) informing of the Keepers' assessment of the Board's Records Management Plan.

15 RE-USE OF PUBLIC SECTOR INFORMATION 169 - 184

Submit report by the Depute Assessor & Electoral Registration Officer to the Valuation Joint Board seeking approval of a 'Procedures and Asset List' document relating to the re-use of Public Sector Information.

**16 DRAFT MANAGEMENT COMMENTARY & ANNUAL ACCOUNTS FOR
YEAR ENDING 31 MARCH 2016 185 - 242**

Submit report by the Treasurer to the Valuation Joint Board presenting the Draft Management Commentary and Annual Accounts for the year ending 31 March 2016.

17 FINANCIAL PROJECTIONS 2016/17 TO 2018/19 - UPDATE 243 - 245

Submit report by the Treasurer to the Valuation Joint Board providing an update on the Valuation Joint Board's financial position for 2016/17 to 2018/19.

18 DATE OF FUTURE MEETINGS

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

Finance Sub-Committee Wednesday, 28 September 2016 at 11.00 a.m. in
Committee Room 3, Council Offices, Garshake
Road, Dumbarton.

Valuation Joint Board Friday, 25 November 2016 at 11.00 a.m. in
Council Chambers, Southbank Marina,
Kirkintilloch.

For information on the above agenda please contact Nuala Quinn-Ross, Committee Officer, Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU
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