



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

17 February 2017

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, 24 February 2017** at **11.00 a.m.**

The business is as shown on the attached agenda.

Note: After the main business of the meeting, there will be a short presentation by the Depute Assessor & Electoral Registration Officer on the subject of the “2017 *Non-Domestic Rating Revaluation*”.

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 Committee Admin (tel. 01389 737210 email committee.admin@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, 24 FEBRUARY 2017

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 5 - 14

- (a) Minutes of Valuation Joint Board held on 17 June 2016; and
- (b) Minutes of Valuation Joint Board Finance Sub-Committee held on 28 September 2016.

4. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS 15 - 17

Submit report by the Assessor & Electoral Registration Officer advising of progress in relation to the Assessor's Non-Domestic Rating (NDR) Valuation function.

5. ELECTORAL REGISTRATION PROGRESS 19 - 22

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

6. PROPERTY 23 - 24

Submit report by the Assessor & Electoral Registration Officer regarding the ancillary office and storage facility at Witchburn Road, Campbeltown.

7. PERSONNEL: BEREAVEMENT LEAVE AND ENHANCED LEAVE SCHEMES 25 - 40

Submit report by the Assessor & Electoral Registration Officer seeking approval of the above Schemes.

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- 8. PERSONNEL: VOLUNTARY EARLY RETIREMENT/ SEVERANCE UPDATE 47 - 48**
- Submit report by the Assessor & Electoral Registration Officer regarding voluntary retirements and severances.
- 9. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS 49 - 104**
- Submit report by the Treasurer seeking approval of revised versions of the Joint Board's Standing Orders and Financial Regulations.
- 10. PROCUREMENT 105 - 128**
- Submit report by the Assessor & Electoral Registration Officer seeking the approval and implementation of a new Procurement Policy.
- 11. REVIEW OF SUPPORT SERVICES AGREEMENT 129 - 158**
- Submit report by the Treasurer seeking approval of a revised Support Services Agreement.
- 12. MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2016 159 - 218**
- Submit report by the Treasurer presenting the Management Commentary and Annual Accounts for the year ending 31 March 2016.
- 13. AUDIT SCOTLAND'S ANNUAL AUDIT REPORT TO MEMBERS AND THE CONTROLLER OF AUDIT 219 - 246**
- Submit report by the Treasurer advising of Audit Scotland's report on the audit of the Joint Board's accounts for 2015/16.
- 14. REVENUE & CAPITAL BUDGETARY CONTROL REPORT TO 31 DECEMBER 2016 (PERIOD 9) 247 - 254**
- Submit report by the Treasurer on the progress of the revenue budget 2016/17 and the 2016/17 capital programme.

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15. REVENUE ESTIMATES 2017/18 255 - 262

Submit report by the Treasurer seeking approval of the draft revenue estimates for 2017/18 and the level of constituent contribution.

16. CAPITAL ESTIMATES 2017/18 263 - 266

Submit report by the Treasurer seeking approval of the Draft Capital Estimates for 2017/18.

17. RENEWAL/RE-TENDERING OF THE BOARD'S INSURANCE CONTRACTS 267 - 268

Submit report by the Assessor & Electoral Registration Officer seeking authority to re-tender the Board's Insurance Contracts.

18. AUDIT SCOTLAND'S ANNUAL AUDIT PLAN 2016/17 269 – 282

Submit report by the Treasurer presenting Audit Scotland's Annual Audit Plan for the audit of financial year 2016/17 to the Board for information.

19. DATE OF FUTURE MEETING

It is suggested that the meeting of the Valuation Joint Board be held in the Council Offices, Garshake Road, Dumbarton on Friday, 23 June 2017.

For information on the above agenda please contact Committee Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737210 e-mail: committee.admin@west-dunbarton.gov.uk

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in Victoria Halls, Sinclair Street, Helensburgh on Friday, 17 June 2016 at 11.00 a.m.

Present: Councillors Donald MacMillan, John McAlpine and Gary Mulveny, Argyll & Bute Council; Councillors Jim Gibbons and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Brown and Kath Ryall, West Dunbartonshire Council.

Attending: David Thomson, Assessor & Electoral Registration Officer; Robert Nicol, Depute Assessor & Electoral Registration Officer; June Nelson-Hamilton, Principal Administration Officer; Joanne Thomson, Finance Officer and Nuala Quinn-Ross, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Gordon Blair and Richard Trail, Argyll & Bute Council; Councillors John Jamieson and Manjinder Shergill, East Dunbartonshire Council and Councillors Jonathan McColl, Tommy Rainey and Hazel Sorrell, West Dunbartonshire Council.

Councillor Jim Brown in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETINGS

(a) Dunbartonshire and Argyll & Bute Valuation Joint Board

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 22 January 2016 were submitted and approved as a correct record.

(b) Dunbartonshire and Argyll & Bute Valuation Joint Board Property Sub-Committee

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board Property Sub-Committee held on 26 April 2016 were submitted and approved as a correct record.

STANDING ORDERS

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

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

- (1) to approve the changes to the Joint Board's Standing Orders; and
- (2) that the Joint Board be notified of all tenders approved under delegated authority.

ELECTORAL REGISTRATION

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

After discussion and having heard the Assessor & Electoral Registration Officer and Principal Administration Officer in further explanation of the report and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the grant funding received at 3.3 of the report;
- (2) to acknowledge the effort of staff in recent months; and
- (3) otherwise to note the contents of the report.

NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS

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

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

- (1) to note the progress made in relation to the disposal of Non-Domestic Rates appeals;
- (2) to note the progress made in relation to carrying out the 2017 Non-Domestic Rates Revaluation;
- (3) to note the progress made in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists; and

- (4) to note the progress made in relation to the disposal of Council Tax appeals.

BEST VALUE - PERFORMANCE REPORTING AND PLANNING

A report was submitted 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.

The Joint Board agreed:-

- (1) to note the performance in relation to the Valuation Roll and Council Tax List KPIs for 2015/16;
- (2) to approve the KPI targets for 2016/17; and
- (3) to note the new Performance Standards set by the Electoral Commission and that the Valuation Joint Board will take such steps as are necessary to comply.

BEST VALUE – SERVICE PLANNING

A report was submitted 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.

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

- (1) to approve the April 2016 update to the 2014-17 Service Plan, as detailed within Appendix 1 to the report; and
- (2) to approve the Annual Service Calendar for 2016/17, as detailed within Appendix 2 to the report.

BEST VALUE – AUDIT UPDATE

A report was submitted 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.

The Joint Board agreed:-

- (1) to note the contents of the Internal Audit of Governance Structures and Procedures;
- (2) to approve the contents of the Action Plan, detailed within Appendix 1 to the report; and
- (3) to note the content of the 2015/16 External Audit Plan and the sources of assurance which are already in place to mitigate the potential risks identified.

BEST VALUE – RISK MANAGEMENT UPDATE

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

After discussion and having heard the Assessor & Electoral Registration Officer in further explanation of the report and in answer to Members' questions, the Joint Board agreed to approve the Risk Register, including the actions for 2016, as detailed within Appendix 1 of the report.

BEST VALUE – CUSTOMER SERVICE UPDATE

A report was submitted 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.

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

- (1) to note the positive results from the Customer Satisfaction Survey; and
- (2) to note the results from, and the actions taken in respect of, the Complaints Procedure.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
PROPERTY AT 235 DUMBARTON ROAD, CLYDEBANK**

A report was submitted 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.

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

- (1) to note the revised, in-house, approach to the letting of the part of the premises formerly occupied by West Dunbartonshire Council;
- (2) to note the progress in respect of the purchase of the part of 235 Dumbarton Road, Clydebank which is owned by the Scottish Children's Reporter Administration;
- (3) to ratify the decision of the Property Sub-Committee to purchase the part of 235 Dumbarton Road, Clydebank at the price of £25,000; and
- (4) to note the ongoing efforts to investigate shared or alternative accommodation for the Valuation Joint Board.

CODE OF CORPORATE GOVERNANCE

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

After discussion and having heard the Assessor & Electoral Registration Officer in further explanation of the report and in answer to Members' questions, the Joint Board agreed to approve the revised Code of Corporate Governance, as detailed within Appendix 1 to the report.

RECORDS MANAGEMENT PLAN

A report was submitted by the Depute Assessor & Electoral Registration Officer to the Valuation Joint Board:-

- (1) 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.

After discussion and having heard the Assessor & Electoral Registration Officer and the Depute Assessor & Electoral Registration Officer in further explanation of the report and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the Records Management Plan; and
- (2) to note the Keeper's Assessment Report.

RE-USE OF PUBLIC SECTOR INFORMATION

A report was submitted 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.

Having heard the Assessor & Electoral Registration Officer in further explanation of the report, the Joint Board agreed to approve the Procedures and Asset List relating to the Re-use of Public Sector Information, as detailed within Appendix 1 to the report.

DRAFT MANAGEMENT COMMENTARY & ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2016

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

Having heard the Finance Officer in further explanation of the report and in answer to Members' questions, the Joint Board agreed to note the Draft Management Commentary and Annual Accounts for the year to 31 March 2016.

FINANCIAL PROJECTIONS 2016/17 TO 2018/19 – UPDATE

A report was submitted 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.

After discussion and having heard the Assessor & Electoral Registration Officer and the Finance Manager in further explanation of the report and in answer to Members' questions, the Joint Board agreed:-

- (1) that the Assessor undertake an exercise to identify employees who may be interested in Voluntary Early Retirement/Voluntary Severance on similar terms to West Dunbartonshire Council; and
- (2) to note that an update on any efficiencies (actioned) or efficiencies/spend to save opportunities (requiring Joint Board approval) would be brought to the Joint Board at its next meeting.

DATE OF FUTURE MEETINGS

The following dates, times and venues were agreed for future meetings:-

- (1) Finance Sub-Committee Wednesday, 28 September 2016 at 11.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton.
- (2) Valuation Joint Board Friday, 25 November 2016 at 11.00 a.m. in Council Chambers, Southbank Marina, Kirkintilloch.

The meeting closed at 12.26 p.m.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
FINANCE SUB-COMMITTEE**

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board Finance Sub-Committee held in the Council Chambers, Clydebank Town Hall, Clydebank on Wednesday, 28 September 2016 at 11.00 a.m.

Present: Councillor Jim Brown, West Dunbartonshire Council and Councillor Vaughan Moody, East Dunbartonshire Council.

Attending: David Thomson, Assessor & Electoral Registration Officer; Robert Nicol, Depute Assessor & Electoral Registration Officer; Stephen West, Treasurer; Gillian McNeilly, Finance Manager; Joanne Thomson, Accountant and Nuala Quinn-Ross, Committee Officer.

Also

Attending: Mr Peter Lindsay, Senior Audit Manager and Mr Blyth Deans, Senior Auditor, Audit Scotland.

Apology: An apology for absence was intimated on behalf of Councillor Gordon Blair, Argyll & Bute Council.

Councillor Jim Brown in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

**MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS –
YEAR ENDING 31 MARCH 2016**

A report was submitted by the Treasurer to the Valuation Joint Board presenting the post audit Management Commentary and Annual Accounts for the year ending 31 March 2016.

Having heard the Assessor & Electoral Registration Officer in answer to Members' questions, the Sub-Committee agreed:-

- (1) the post-audit annual report and final accounts for the year ending 31 March 2016; and

- (2) that the fully audited report and accounts be reported to the full Board at a later date.

AUDIT SCOTLAND'S ANNUAL AUDIT REPORT TO MEMBERS AND THE CONTROLLER OF AUDIT

A report was submitted by the Treasurer to the Valuation Joint Board advising of Audit Scotland's Annual Audit Report to Members and the Controller of Audit 2015/16.

Having heard Mr Lindsay, Senior Audit Manager in answer to Members' questions, the Sub-Committee agreed:-

- (1) to note the contents of the report from the Board's external auditors; and
- (2) to note the issues raised within the Auditor's Report.

The meeting closed at 11.09 a.m.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Non-Domestic Rating and Council Tax Valuation Progress

1.0 Purpose

- 1.1 To advise members of the Joint Board of progress in relation to the Assessor's Non-Domestic Rating (NDR) Valuation function.
- 1.2 In particular, to advise members of the progress in relation to carrying out the 2017 Non-domestic Rating Revaluation.
- 1.3 To advise members of the Joint Board of progress in relation to the Assessor's Council Tax Valuation function.

2.0 Background

- 2.1 The Assessor is required to carry out a general Revaluation of all Non-domestic properties normally every five years. The next Non-Domestic Revaluation takes effect from 1st April 2017, based on a valuation date of 1st April 2015
- 2.2 At the start of 2016/17, 26 appeals which were made against values in the 2005 Valuation Roll remained outstanding. These had been referred to the Lands Tribunal for hearing.
- 2.3 At the start of the financial year, 31 Revaluation and 123 running roll appeals from the 2010 Revaluation cycle were outstanding.
- 2.4 The Assessor is required to maintain the Valuation Roll for his area by amending it to reflect a number of circumstances including physical changes to properties. Any such change to the Valuation Roll may be appealed by relevant parties.
- 2.5 The Assessor is required to maintain the Council Tax Valuation List for his area by amending it to reflect new, altered and demolished properties. Additionally he must dispose of any proposals which are made against any entry in the Council Tax Lists.

3.0 Current Position

3.1 Non-Domestic Rating Valuation

3.1.1 Revaluation 2017

The principal area of activity in relation to the non-domestic rating function since the last report to the Joint Board has been in efforts to complete the 2017 Revaluation.

It was reported to the June Joint Board meeting that 8,003 subjects had been revalued. Between then and 30 September the remainder of subjects in the valuations roll, with the exception of Fishing Rights, were valued for the purpose of the Revaluation and these draft values were provided to the Scottish Government for planning purposes via the Scottish Assessors' web portal. The completion of this task represents a huge effort by the valuation staff who have been hindered during this revaluation progress by the lack of engagement by ratepayers and various delays in decisions at national level.

	No. of Subjects	Total Rateable Value
Current Valuation Roll	13,770	331,088,423
2017 Draft Revaluation Roll	13,618	366,102,087

These values represent first pass, draft, values which will be subject to further refinement up until the Revaluation Roll is 'made up' on 15th March 2017

In the meantime the draft values were published on the Assessors' portal (www.saa.gov.uk) in mid-December 2016.

Revaluation Notices will be issued to all Owners, Tenants and Occupiers in March prior to the values becoming effective on 1 April 2017.

Although the total proposed value shows a 10.6% increase on the current valuation roll, the effects have been very significantly different across the various property sectors and in different geographical areas.

Significant efforts are now being put into the preparation and information gathering that will be required to enter 'Shooting Rights' into the Valuation Roll with effect from 1 April 2017 in line with the requirements of Part 6 of the Land Reform (Scotland) Act 2016.

3.1.2 Revaluation 2005

The majority of the outstanding appeals relate to entries for Mobile Telecommunication Networks. Despite various efforts to engage with the relevant agents, and a request to the Lands Tribunal to move these forward, all 26 appeals remain outstanding.

3.1.2 Revaluation 2010

At the start of 2016/17, 40 Revaluation appeals were outstanding all of which have been referred to the Lands Tribunal. One appeal for a major MOD subject has been settled during the year to date leaving 39 outstanding.

3.1.3 2010 'Running Roll' Appeals

The year started with 123 running roll appeals outstanding. In the period to December a further 57 appeals were submitted and 70 appeals were disposed of leaving 110 outstanding. 7 existing appeals have been referred to the Lands Tribunal and 3 appeals which were listed at Lands Tribunal were resolved, leaving 59 appeals outstanding at the Lands Tribunal.

3.1.4 Maintenance of the Valuation Roll

In the period from April to December 2016, 298 subjects have been added to the Valuation Roll, 177 have been deleted and 155 have had values changes to reflect alterations.

3.2 Council Tax Valuation

3.2.1 Maintenance of the Council Tax Valuation Lists

In the period from April to December 2016, 746 new dwellings were added to the Council Tax Lists for the area. In the same period 363 houses were deleted.

3.2.2 Council Tax Proposals and Appeals

142 proposals and appeals were outstanding April 2016 and in the period to the end of December 198 were submitted. During that same period, 208 were disposed of, leaving 132 outstanding.

4.0 **Recommendations**

4.1 Members are asked to note:-

- (a) progress in relation to the disposal of Non-Domestic Rates appeals,
- (b) the progress in relation to carrying out the 2017 NDR Revaluation
- (c) progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists,
- (d) progress in relation to the disposal of Council Tax appeals,

Person to contact:

David Thomson (Assessor and ERO)

Tel: 0141 562 1260

E-mail: david.thomson@dab-vjb.gov.uk

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24th February 2017

Subject: Electoral Registration Progress

1.0 Purpose

To provide the members of the Joint Board with an update of the current position in relation to Electoral Registration.

2.0 Background

The report provided to the Joint Board at the last meeting on 17th June 2016 referred to the monthly register updates, the March 2016 door-knock to follow up non-returns of Invitations to Register (ITRs), IER Funding 2015/16, the 2016 Fresh Signature exercise for Absent Voters, the Oban North and Lorn By-Elections, the Scottish Parliament Election, the Preparation for the 2016 Canvass, the Fifth Review Of Local Government Electoral Arrangements, and the European Union Referendum.

3.0 Current Position

3.1 Register Updates/Rolling Registration

The revised Register published on 1st December 2015 was updated on a monthly basis between 5th January and 1st September. During this period there were 17,047 additions and 14,696 deletions from the register.

3.2 Where the ERO believes that a person is not entitled to be registered he must check for two sources of evidence before deleting the elector or carry out a registration 'Review', which can lead to the elector being removed from the register. 8,571 Reviews were carried out between 5th January and 1st September 2016.

3.3 The 2016 Annual Canvass

3.3.1 This is the second full household canvass since the transition to IER began on 19th September 2014. The canvass proceeded as follows:-

- Household Enquiry Forms (HEFs) were sent to all households on 1st July.
- Invitations to Register forms (ITRs) were sent to potential electors whose names had been added to returned HEFs.
- Where the name of an existing elector was crossed off on a returned HEF, this was used as a prompt to check that person's entitlement to remain registered.
- Both HEF and ITR reminders were issued where no response was made to the original issue and a door-to-door canvass followed thereafter (see 3.3.3 below).

3.3.2 We offered telephone, internet and short message service/text reply for the 2016 canvass and the internet option was made available again for households to report "changes" as well as "no changes".

The number of households who used these services is shown in the table below.

Total No. Households	No. Returned By Phone	No. Returned By Text (SMS)	No. Returned By Internet
139,330	13,925	7,748	18,809

The total electronic return represents 28.97% of our total HEF return and is the highest return we have had using these methods.

- 3.3.3 Where relevant, a door-to-door canvass was carried out for non-responders. We employed 60 temporary canvassers but were unable to recruit canvassers for some islands and rural areas. The number of visits on the islands range from 4 to 236 non-responding households and we covered this, at significant expense, by using our permanent staff staying on the islands for up to 4 and 5 days at a time.

The final HEF return for 2016 was **80.80%** compared to the 2015 return of **74.96%**.

- 3.3.4 We requested a list of students from the education department of each council and issued ITRs to all students who would be 16 or older by 30th November 2017. We have issued posters and leaflets to schools and colleges to encourage young people to register to vote.

4.0 European Union Referendum – 23rd June 2016

The actual day of the referendum passed without any significant problems or complaints regarding the electoral register.

However, there was a Public Services Network (PSN) failure in West Dunbartonshire due to a cable being cut near the Erskine Bridge which affected our ability to download electoral registration applications and verifications from the Department of Work and Pensions (DWP). The connection was lost from early lunchtime on 31st May until late evening on 3rd June, severely impacting on our ability to process applications from potential electors ahead of the then statutory deadline of midnight on 7th June. We activated our business continuity plan in partnership with our Electoral Management System (EMS) supplier (Halarose) and The Cabinet Office (CO) and this enabled us to get the verification and application files. This process involved the Board's IT section in conjunction with the Cabinet Office Individual Registration Support Centre. In addition we were in regular contact with WDC IT section who gave regular updates on progress with identifying and resolving the fault.

The Government's voter registration website experienced technical problems from 10.15pm on Tuesday 7 June and these were not resolved until around the time of the deadline for registering to vote in the referendum at midnight. This led to the Government deciding to extend the deadline for registration until midnight on Thursday 9 June. This created some practical challenges and in particular impacted on our existing work plans for the referendum. The public awareness message regarding the extension of the voter registration deadline also resulted in many duplicate applications being received which added to our workload. We implemented extra checks on the polling station registers to ensure that the change to the deadline had not resulted in erroneous entries on the registers.

5.0 Fifth Review Of Local Government Electoral Arrangements

The Council ward boundaries across Scotland were agreed in September, following Ministers' decisions on recommendations from the Local Government Boundary Commission for Scotland. The changes for East and West Dunbartonshire Council areas were implemented for the publication of the revised Register of Electors on 1st December.

6.0 Fresh Signatures for Absent Voters

The law requires EROs to send a notice in writing to every absent voter (postal, proxy and postal proxy voters) whose signature on the personal identifiers record is more than five years old:

- requiring them to provide a fresh signature if they wish to remain an absent voter, and
- informing them of the date on which they would cease to be entitled to vote by post or by proxy in the event of a failure or refusal to provide a fresh signature (i.e. six weeks from the date of sending the notice)

We wrote to 2,293 absent voters on 3rd February 2017.

7.0 Community Council Elections

Community Council by-elections took place as follows:-

26th October 2016 – Bearsden West

10th November 2016 - Helensburgh

8.0 IER Funding 2016/17

The CO initially confirmed financial assistance of £80,975.00 for 2016/17 to help cover the additional costs associated with IER. A further payment of £12,785.60 was awarded in June to help support us with the cost of registration in the light of the registration deadline extension for the European Union Referendum. We will not be submitting a Justification Led Bid for further IER funding for the 2016/17 year. The improved HEF return rates, a revised approach to our door-to-door canvass, the combination of application acknowledgements with notices of addition and the increased use of e-mailed letters and notices have allowed us to reduce our electoral costs significantly. As a result, the two tranches of grant funding already received have met our in-year 'additional' IER costs.

9.0 Council Elections

Local Government elections will take place on 4th May 2017. Several planning meetings have already taken place with Returning Officers and more are planned in the period leading up to the poll.

10.0 Recommendation

Members are asked to:-

- (a) note the content of this report and
- (b) note the grant funding position at **8.0** above

Person to contact:

June Nelson-Hamilton (Principal Administration Officer)

Tel: 0141 562 1262

E-Mail: june.nelson@wdc.gcsx.gov.uk

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Property

1.0 Purpose of Report

- 1.1 To advise the Valuation Joint Board on matters regarding its ancillary office and file storage facility at Argyll & Bute Council's office premises in Witchburn Road, Campbeltown.
- 1.2 To seek Joint Board approval of proposals to delegate authority to the Property Sub-Committee to enter into a new occupation agreement at new premises within Campbeltown.

2.0 Background

- 2.1 Following the establishment of the Valuation Joint Board a Registered Occupation Rights Agreement was established between Argyll & Bute Council (ABC) and the Valuation Joint Board in respect of the part of the office building at Witchburn Road, Campbeltown which had been used for some time by the Assessor & ERO as subsidiary office and file storage.

3.0 Main issues

- 3.1 In recent months Argyll & Bute Council have been undergoing a property rationalisation programme within Campbeltown which has resulted in the Council relocating several of its sites to Kintyre House, a modern office development at Kintyre Park, Campbeltown. The Joint Board's property requirements were not considered as part of the rationalisation programme.
- 3.2 The above rationalisation resulted in the offices at Witchburn Road being deemed surplus to requirement and, as a result, closure of these offices has been planned for some.
- 3.3 In recognition of the Occupation Agreement referred to at 2.1 above, Argyll & Bute Council committed to finding alternative accommodation for the Joint Board to occupy.
- 3.4 In October 2016, and with the closure of the Witchburn Road offices scheduled for December 2016, Argyll & Bute Council informally offered the Joint Board accommodation within the Old Quay Pier Building in Campbeltown.

- 3.5 The Assessor has confirmed to ABC that the Old Quay Pier Building is likely to be suitable for the Board's purposes and has requested that discussions be commenced in order to agree terms of occupation and property management arrangements.
- 3.6 To date, and despite the fact that Witchburn Road is now, to all intents and purposes, no longer used by ABC, the Assessor has been unable to make any progress with respect to gaining occupation or agreeing terms.
- 3.7 The property at Witchburn Road has been partly boarded up, is no longer alarmed and is falling immediately into disrepair, which when taken all together cause Joint Board staff operational issues and security concerns when accessing and using the building.

4.0 Next Steps

- 4.1 The Assessor will continue to liaise with officials within ABC to try to secure occupation of the Old Quay Pier Building on terms which are acceptable to the Joint Board.
- 4.2 Formal terms of occupation will require to be agreed with ABC and, possibly, registered with Registers of Scotland

5.0 Recommendations

- 5.1 Members are asked to approve:
- (a) That the Assessor & ERO continues to try to secure occupation of the Old Quay Pier Building, or a similarly acceptable property, on terms that are acceptable to the Joint Board, and
 - (b) That the authority to enter into a formal occupation agreement is delegated to the Board's Property Sub-Committee.

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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Personnel: Bereavement Leave and Enhanced Leave Schemes

1.0 Purpose of Report

- 1.1 To seek Joint Board approval of new Bereavement Leave and Enhanced Leave Schemes for application within the Valuation Joint Board.

2.0 Background

- 2.1 The Valuation Joint Board generally aligns its Personnel and Human Resource Policies with those of West Dunbartonshire Council (WDC).
- 2.2 The Valuation Joint Board is committed to facilitating and promoting flexible arrangements to support employees in balancing their work and family life and other instances when they require time off from work. A number of arrangements are currently in place to promote flexibility within the workplace. In addition most employees have the benefit of Flexi Time, the purpose of which is to allow employees to vary their working times to accommodate family/domestic circumstances.
- 2.2 Driven by the above West Dunbartonshire Council developed and implemented new schemes for Bereavement Leave, Enhanced Leave and Special Leave. The WDC Special leave Scheme is currently under further review and therefore it was not considered appropriate to adopt it at this time.
- 2.3 Bereavement Leave and Enhanced Leave Schemes have now been drafted to meet the needs of employees and the service requirements of the Assessor & ERO. These arrangements support employees in dealing with bereavements and also provide employees with the ability to increase their annual leave entitlements, allowing them greater flexibility to balance work and family life commitments.
- 2.4 These schemes are attached at Appendix 1 and 2 for members' consideration.

3.0 Main Issues

Bereavement Leave

- 3.1 The Valuation Joint Board recognises the sensitive and often very distressing nature of bereavement. This aspect of leave is designed to provide guidance and a compassionate response to employees at the time of bereavement. The Bereavement Scheme complements provisions within the existing Special Leave

arrangements for employees to attend funerals and/or make arrangements. Bereavement leave will allow employees up to two weeks leave to support them deal with the bereavement of a close family member in addition to current provisions.

- 3.2 The Bereavement Leave Scheme was introduced in West Dunbartonshire Council, initially, on a pilot basis to assess the operational impact. Following an analysis of the benefit to employees and the impact on attendance levels, it was made permanent in December 2016.

Enhanced Leave

- 3.3 The Enhanced Leave Scheme allows employees the opportunity to supplement their existing annual leave entitlement through buying or banking leave. The Valuation Joint Board recognises the growing demands placed on employees to try to achieve a work-life balance and by allowing flexibility in working arrangements can assist with accommodating individual circumstances in line with the needs of the service.
- 3.4 The scheme allows employees to bank and/or buy annual leave. The difference between 'banking' and 'buying' leave is as follows:
- Banking Leave – an employee sacrifices a fixed amount of their annual leave and banks this over a set period of time, to be used at an agreed later date.
 - Buying Leave – an employee purchases additional annual leave to increase their 'in-year' leave entitlement.

4.0 Equalities Impact Assessment (EIA)

- 4.1 During the Schemes' development and implementation in WDC an Equality Impact Assessment was carried out and no negative impact to any protected characteristic was found. Indeed, the Schemes aim to support those with caring responsibilities to manage their work/life balance more flexibly.

5.0 Consultation

- 5.1 The development and implementation of the Schemes in WDC were discussed with Trade Unions over a number of meetings and a number of changes were made to the various leave arrangements as part of that process. As the Valuation Joint Board Schemes are largely in line with those applied in WDC, no further consultation was deemed necessary.

6.0 Recommendations

- 6.1 Members are asked to approve:

(a) The Bereavement Leave and Enhanced Leave Schemes.

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Appendices

Appendix 1: Bereavement Leave Scheme

Appendix 2: Enhanced Leave Scheme



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

BEREAVEMENT LEAVE SCHEME

February 2017

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Quick Reference - Associated Documents and Version Control

Title	Bereavement Leave Scheme
Associated Terms and Conditions	Contents in relation to flexible leave arrangements including those associated with bereavement recommended by ACAS
Lead Officer	David Thomson
Updates	1
Supersedes Version	New Scheme
Driver for change	Improved flexibility to support staff during times of bereavement – reduction in associated sickness absence.
Review Date	The scheme will be reviewed in line with any related new or amendments to legislation as required.

Version Control

Version	Originator	Summary of Changes	Date
0.1d	David Thomson	New Draft Policy	December 2016
0.2d	David Thomson	Management Team Approval	January 2017
0.3d	David Thomson	Created stand-alone Policy	07 February 2017
1.0	David Thomson	Joint Board Approval	24 February 2017

BEREAVEMENT LEAVE

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1. INTRODUCTION / BACKGROUND

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board (“The Joint Board”) recognises the sensitive and often very distressing nature of bereavement. This scheme is designed to provide guidance and a compassionate response to employees at this time of bereavement.
- 1.2 The Joint Board recognises the implications of, and its responsibilities under, the Equality Act 2010 and this scheme enhances the support and assistance available to employees coping with bereavement.
- 1.3 The following leave provisions should provide our employees with coping strategies to help with bereavement. They aim to encourage managers and employees to have open and honest discussions and a flexible approach should be considered to support the employee to balance work and cope with their grief.
- 1.4 This scheme will complement the provisions of the special leave scheme.

2. KEY FACTS AND TERMS

- 2.1 Bereavement leave is paid leave that allows an employee time off to deal with their personal distress when a close member of their family dies.
- 2.2 This scheme is aimed to support employees who experience the death of a close relative (normally husband/wife or partner, parents, step-parents, children, dependants or sibling).
- 2.3 Leave with pay, up to a maximum of two weeks (pro-rated for part time employees), will be granted where the death is of a close relative (see above). Where an employee is unable to return to work following a period of bereavement leave, they should discuss with their manager taking any further period of absence as annual leave, flexi leave or unpaid leave.

3. GUIDANCE ON THE RELATED PROCEDURE

- 3.1 If an employee wishes to request Bereavement Leave, they should speak to their line manager as soon as practicably possible to discuss their request. Bereavement leave will **normally** be granted.
- 3.2 Employees should request leave in advance of taking any days from their line manager and **after, or if they are likely to** exhaust the provisions of the Special Leave Scheme.
- 3.3 An employee with concerns about the grieving process impacting on their work performance should discuss this in confidence with their line manager, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties. The Joint

Board may refer the employee to Occupational Health for guidance in some circumstances.

4. SUPPORTING BEREAVED EMPLOYEES

4.1 In the early days of an employee's bereavement, it is good practice for a manager to:

- Offer their condolences.
- Ensure the bereaved employee knows they are not expected to work on the day the death takes place and it is accepted that they may need some time off work.
- Begin a dialogue with the employee, asking how they would like to stay in contact. Is phone or email preferred? Are there particular times to avoid? Managers should take into account that in the first few days, the employee may not wish to speak to anyone.
- Ask how much information they wish their co-workers to have about the death. Remember that this information is private under data protection legislation, and stick strictly to the facts.
- Consider what action needs to be taken if the death is reported in the media, particularly if the press contact the workplace or approach co-workers for interview.
- Ask if the employee wishes to be contacted by colleagues.
- Be conscious of cultural diversity and the impact this may have on, for example, days taken to allow the employee to fulfil religious or cultural expectations such as mourning rituals.
- Be open to revising and reviewing the situation with the employee. Above all, keep the dialogue open.

4.2 A conversation about when the employee anticipates returning to work may not be appropriate in the first days of bereavement. However, it is important to start a dialogue which will allow an open discussion around how the employee is coping, the availability and terms of this Bereavement Leave Scheme, when they might be ready to return to work, and any adjustments that might help with this (e.g. a phased return).

4.3 The Joint Board recognises that returning to work **after** a period of bereavement is difficult. Employees may discuss with their line manager the following support services, which may be of some assistance (several are provided through our partnership with West Dunbartonshire Council (WDC)):

- Time for Talking Counselling Service
- Occupational Health
- Trades Union Representative
- WDC Human Resources
- MacMillan Cancer Support Team
- Money advice service
- WDC Employee Carers Support Network

- Carers of West Dunbartonshire
- Breathing Space
- CRUSE Bereavement Care Scotland

- 4.4** Special or significant days, such as the inquest, anniversary of the death, or the birthday of the person who died, can also be particularly difficult times for bereaved employees. Sensitivity around these times, particularly when considering requests for specific annual leave requests, will help employees to manage their grief.
- 4.5** Bereavement will frequently lead to changes in the personal and financial circumstances of the bereaved employee. An employee who loses their partner, for example, may become responsible for raising their children as a single parent. An employee whose sibling dies may take on caring responsibilities for an elderly parent. Any death which affects children or vulnerable adults may mean they need increased support from the people who care for them.
- 4.6** Managers should be mindful of the family unit of the bereaved employee, and appreciate that in many cases a flexible approach, such as offering flexible working, is most likely to support and retain the employee as they negotiate new or increased caring responsibilities.
- 4.7** For parents, the loss of a child will be devastating and managers should recognise that in this instance a longer term change in working hours may be required, for example, reduced hours or flexible working.
- 4.8** In instances where the employee may require advice or guidance on financial or benefit matters, a referral to welfare and money advice service, via WDC, may be appropriate with the permission of the employee. Alternatively the Citizens Advice Bureau may be able to help.

5. WHEN YOUR COLLEAGUE IS COPING WITH BEREAVEMENT

- 5.1** Bereavement can raise a wide range of practical, social, emotional and spiritual needs. Some people will benefit from peer support and others will prefer time alone.
- 5.2** Grief does not have predicted stages and phases. Everyone reacts differently to bereavement, and this should be understood and respected by both the employer and employees.
- 5.3** In some situations a death can have an impact on a number of employees or across the whole workforce, for example, where a co-worker has died. The principles of flexibility and empathy outlined above still very much apply but there may be an increased impact on the Joint Board and the way this is dealt with can have long lasting implications on the relations between the employer, the workforce and the wider community.

- 5.4 The employer should contact the family to offer condolences, and agree a point of contact for any questions they may have, for example, about pay or pension arrangements.

6. APPENDICES

- 6.1 Appendix 1 - ACAS Good Practice Guide to Managing Bereavement in the Workplace
Frequently asked questions
- 6.2 Appendix 2 - Contact Information



Appendix 1

ACAS Good Practice Guide to Managing Bereavement in the Workplace

Frequently asked questions

- Q. My employee has told me that their relative has been diagnosed with a life-limiting illness. What should I do?
- A. As with bereavement, everyone will respond differently to a diagnosis of a life-limiting illness (sometimes called a 'terminal' illness). The impact on the employee, and on their practical and financial concerns, can be similar to bereavement, and should not be underestimated. In addition to employees' right to 'reasonable' time off to deal with emergency situations, it is good practice for employers to open a dialogue and take a compassionate and flexible approach. This means holding regular reviews with the employee to check how they are coping, and facilitating time off when needed through flexible working, annual leave, disability leave or carers leave. Where the employee needs to take leave, they should be offered a choice between using annual leave and unpaid leave. Employees who take leave to care for someone who is dying are still likely to need support after the death.

For more information on this see Carers Leave Scheme, Cancer Support Policy or contact your Human Resources Team.

- Q. Should employees be given paid bereavement leave?
- A. It is good practice to offer employees some paid leave after a bereavement, this is set out within this scheme. The physical and emotional impact of grief may mean that some bereaved employees need additional time away from work to cope with their grief, make practical arrangements, or to support a bereaved child. In cases where the employee feels they need time away from work it is good practice to offer flexible or part time working, or a period of unpaid leave.
- Q. In the year after bereavement my employee has reached a trigger through the Attendance Management Policy. Should I use discretion?
- A. It is essential that each case be considered individually and any use of discretion should be discussed with the Assessor or Depute and WDC's HR&OD prior to making the decision.
- Q. Could it be considered discrimination if I don't allow a bereaved employee time off to attend a funeral?

A. Funeral requirements vary across cultures, and some communities may require that these are carried out promptly. Refusing to allow an employee to attend religious rites after a death could be considered indirect religious discrimination. It is good practise to accommodate requests to attend funeral rites wherever possible. For further advice contact your Human Resources team.

Q. One of my team has been bereaved. What should I say to the rest of the team?

A. Bereavement is a personal issue and employees have the right to keep this confidential under data protection legislation. Good practice would be to speak with your employee and ask them what they would like their colleagues to be told. If you can't contact the employee, then say as little as possible to the team. It may be appropriate to explain their absence by referring to 'personal reasons' or at most 'bereavement'. The employee can decide how much they want their colleagues to know at a later point.

If a bereaved employee is worried about how they will be treated by colleagues on their return to work, ask them what would help, and offer to share this with the wider team. For example, some employees may ask that no one mentions the bereavement, but instead keeps things focused on work matters. Others will appreciate gestures of empathy and support.

Q. If I give my employee time off for their bereavement, does it mean I'll have to give all my employees the same allowance?

A. It is good practice to follow the Joint Board's Bereavement Scheme which clearly outlines what all employees are entitled to. However, every instance of bereavement is different, and there may be exceptional circumstances in different cases. Each bereavement event should be considered on a case by case basis. If in doubt, speak to WDC's Human Resources.

Q. Where can I get advice or training about what to say, or arrange support for my employee?

A. Time for Talking offer a 24 hour helpline for advice, information and support for employees and their immediate family members. The telephone number is 0800 970 3980. You can also contact WDC's Human Resources Team on 01389 737373.

Appendix 2

Contact Information

- *Time for Talking Counselling Service*
0800 970 3980
24 dedicated helpline for employees and their families
For more information visit the WDC HR&OD knowledge portal on the intranet.
- *The Joint BoardMacMillan Carer Support services*
01389 608128.
For more information visit the WDC intranet.
- *MacMillan Breathing Space*
Telephone Breathing Space 0800 83 85 87
A first point of contact for anyone who is struggling to cope emotionally with cancer or just needs to talk about how they are feeling.
For more information visit the WDC intranet.
- *Money Advice and Welfare Advice Section*
Money advice and support can be obtained from the WDC's Money Advice and Welfare Advice section on 0800 980 9070.
For more information visit the WDC intranet.
- Citizens Advice Bureau
Provide independent advice.
For more information visit the WDC intranet or call Clydebank office on 0141 435 7590 or Alexandria office on 01389 752727.
- CRUSE Bereavement Care
Cruse Bereavement Care exists to promote the wellbeing of bereaved people and to enable anyone bereaved by death to understand their grief and cope with their loss. The organisation provides counselling and support. For more information visit the intranet or call 0845 600 2227.



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

ENHANCED LEAVE SCHEME

February 2017

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Quick Reference - Associated Documents and Version Control

Title	Enhanced Leave Scheme
Associated Terms and Conditions	Contents in relation to flexible leave arrangements
Lead Officer	David Thomson
Updates	1
Supersedes Version	New Policy
Driver for change	Improved flexibility to support staff to balance work and home commitments – reduction in associated sickness absence.
Review Date	The scheme will be reviewed in line with any related new or amendments to legislation as required.

Version Control

Version	Originator	Summary of Changes	Date
0.1d	David Thomson	New Draft Policy	December 2016
0.2d	David Thomson	Management Team Approval	January 2017
0.3d	David Thomson	Created stand-alone Policy	7 February 2017
1.0	David Thomson	Joint Board Approval	24 February 2017

ENHANCED LEAVE

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1. INTRODUCTION

As part of Dunbartonshire and Argyll & Bute Valuation Joint Board's (The Joint Board) Flexible Working policies, this scheme allows employees the opportunity to supplement their existing annual leave entitlement. The Joint Board recognises the growing demands placed on employees to try and achieve a work-life balance and, by allowing flexibility in working arrangements, can assist with accommodating individual circumstances in line with the needs of the service.

2. WHAT IS ENHANCED LEAVE?

The scheme allows employees to bank and/or buy annual leave.

2.1 Banking Leave

Banking Leave – an employee sacrifices a fixed amount of their annual leave and banks this over a set period of time, to be used at an agreed later date. When banking annual leave, the amount sacrificed each year should not reduce that year's entitlement to less than the minimum set by the Working Time Directive (28 days for full time employees and pro-rata equivalent for part time employee). For example, employees on an annual leave entitlement of 20 days will have a maximum of 4 days they can bank, with 12 public holidays maintaining the statutory 28 days total leave.

2.2 Buying Leave

Buying Leave – an employee purchases additional days of annual leave to increase their leave entitlement. Many employees, especially those on basic annual leave entitlement, will choose to enhance their existing entitlement by buying and using them throughout the leave year.

2.3 Combination of buying and banking leave

Subject to the needs of the service, employees may have the option to bank and buy annual leave over a fixed period of time. Appendix 1 details the number of days that can be bought and banked depending on an employee's annual leave entitlement.

3. CONDITIONS FOR PARTICIPATION IN THE SCHEME

Employees have the option to use their bought leave to supplement their existing annual leave entitlement or to use their banked leave to take an extended period of leave.

The general criteria for being able to apply for additional leave or extended periods of leave include the following:-

3.1 Service Requirements

All approvals for additional leave under the terms of the scheme are subject to the needs of the service and will be considered by the line manager within 14 days of receiving the request.

On receiving a request the manager should consider the following:-

- How much leave has the employee asked to buy.
- How much leave has the employee asked to bank
- Does the employee wish to take a period of extended leave
- When does the employee wish to take the leave, is it for a specific reason or over the period of the leave year
- What other leave requests have been submitted
- Can the service requirements still be maintained if the leave is agreed, if not what is the justification for this
- The number of periods of extended leave already taken by the employee, agreed or refused and the reasons for this.
- Attendance Levels

3.2 Conditions for banking and buying and leave

Banking Leave

When banking annual leave, the amount applied for each year should not reduce that year's entitlement to less than the minimum set by the Working Time Directive. For full time employees that is 28 days. For part time employees a pro-rate equivalent would apply.

A maximum of 5 days annual leave can be banked in any one leave year.

Applications to bank leave should generally be made between the start of the leave year on 1st April and 30th June. After this date the banking of leave will only be granted where service provision can be assured. Applications will not be accepted in March of any year. The application and authorisation of requests to bank leave are treated individually and will only be valid for a year. A further application to bank leave must be made each year the scheme is in operation.

A record of the employee's banked leave must be kept. The booking of banked additional annual leave will be subject to normal annual leave arrangements and in accordance with any local protocols.

Buying Leave

A maximum of 5 days additional annual leave entitlement can be purchased in any one leave year. Applications to buy leave can be made at any time during the

leave year (1st April – 31st March) up to 31st December after which the employee cannot apply to buy further leave until the commencement of the next leave year on 1st April. The employees leave record must be updated to reflect that leave has been bought.

Employees must take bought leave in the leave year purchased. The application and authorisation by line manager of requests to buy leave are treated individually and will only be valid for a year. Purchased leave must be taken before the employee's normal annual leave entitlement is used. A further application to buy leave must be made each year the scheme is in operation. The booking of bought additional annual leave will be subject to normal annual leave arrangements and in accordance with any local protocols.

Contractual Changes

If an employee increases or reduces their contractual hours during the leave year their leave application will be reviewed and the amount to be deducted from salary re-calculated.

Withdrawal from Scheme

The option to withdraw from the scheme can be actioned by the employee or their manager. Any employee or manager wishing to withdraw from the arrangement must give reasonable notice of any withdrawal. Where a withdrawal from the scheme is implemented the employee salary deductions will continue in respect of any purchased leave already taken. Employees leaving the Joint Board will be reimbursed if the salary deductions on leaving amount to more than the leave taken. Payments will be recovered prior to leaving if the value of the salary deductions is less than the value of the leave taken.

Term Time Employees

Term time employees with fixed work requirements are restricted in the days they can take annual leave, and are excluded from banking leave but have the option to buy. Buying leave allows the employee to plan leave out with fixed holiday periods, subject to the service requirements listed in Section 3.1.

3.1 Application to Buy Leave - Adjustment to Pay

Employees should note that, by completing and submitting the application form for additional annual leave, the form will also act as their consent to the applicable salary adjustment if the leave is approved. It is the employee's responsibility to ascertain how much the deduction from their salary will be before making the application to buy leave.

WDC's Pay and Remuneration team will make deductions directly from an employees' salary, in accordance with their pay cycle for that leave year and confirm the amount of

the monthly deductions in writing prior to commencement of the first payment. The cost of leave purchased can be spread over periods of 12 months, 6 months or paid in full.

3.3 Eligibility

Employees on maternity leave are able to participate fully in the scheme.

4. EXTENDED PERIOD OF LEAVE

Employees must have five years' service by the date they propose to take the leave period. The maximum period of extended leave whether bought, banked or unpaid special leave is for six months.

5. MOVING TO AN ALTERNATIVE POST (INTERNALLY)

Where an employee applies for an alternative post, the employee and the line manager must discuss prior to appointment, the on-going arrangements of those participating in the scheme and intending to take an extended period of leave. The appointing manager must use the criteria outlined to help them decide whether the employee's arrangement can be honoured or not.

6. APPEALS PROCEDURE

The employee will have the right to appeal any decision taken by their Manager to a **Nominated Senior Officer within 10 working days of the date on which notice of the decision is given.** Appeals must be in writing stating the reason for appeal. The employee will be notified within 5 days of the date on which the Appeal form was received advising of the arrangements for the Appeal Hearing. The Hearing will be heard by a Nominated Senior Officer. The employee has the right to be accompanied by their Trades Union representative or colleague to this meeting. The employee will be notified in writing of the decision within 5 working days of the date of the concluded Appeal Hearing.

As Nominated Senior Officers have delegated responsibility for staffing there is no further right of appeal in relation to the application for enhanced leave. Should there be any concerns relating to the procedure to request enhanced leave these may be raised through the normal grievance procedure.

7. APPENDICES

Appendix 1 - The number of days that can be bought and banked (per year)

APPENDIX 1

The maximum amount of banked and bought leave (per year) based on an employee's current annual leave entitlement – pro rata equivalent for part time employees.

Current Annual Leave Entitlement	Public Holiday Entitlement	Maximum number of days which can be banked	Maximum number of days which can be bought	Maximum Amount of enhanced leave per year
20 days	12 days	4 days	5 days	9 days
21 days	12 days	5 days	5 days	10 days
22 days	12 days	6 days	5 days	11 days
23 days	12 days	7 days	5 days	12 days
24 days	12 days	8 days	5 days	13 days
25 days	12 days	9 days	5 days	14 days
26 days	12 days	10 days	5 days	15 days
27 days	12 days	11 days	5 days	16 days
28 days	12 days	12 days	5 days	17 days
29 days	12 days	13 days	5 days	18 days
30 days	12 days	14 days	5 days	19 days

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Personnel: Voluntary Early Retirement/Severance Update

1.0 Purpose of Report

- 1.1 To advise members of progress in relation to the on-going 'sweep' of Joint Board employees for Voluntary Retirements and Severance.

2.0 Background

- 2.1 At its meeting in June 2016, and in recognition of the funding gaps being projected in the Board's indicative budgets for the years 2016/17 to 2018/19, the Joint Board agreed that the Assessor should undertake an exercise to identify employees who may be interested in Voluntary Early Retirement/Severance (VER/S) on similar terms to those prevailing in West Dunbartonshire Council.

3.0 Progress

- 3.1 In June the process was commenced through the provision of presentations to staff on the scale of the budget gaps and the need to address these through reductions in the staffing costs. Expressions of interest in VER/S were invited.
- 3.2 By the closing date for initial expressions of interest, 12 members of staff had come forward.
- 3.3 Working in liaison with HR&OD in West Dunbartonshire Council and, through them, with the Strathclyde Pension Scheme, confirmation of the costs of VER/S to the Joint Board were obtained and indications of entitlement were provided to the 12 interested parties. Also in liaison with HR&OD, a procedure for implementing the changes was agreed.
- 3.4 Following a meeting with the relevant union, Unison, a 3 week formal consultation with staff on the proposals to reduce staffing levels was commenced on 24 October.
- 3.5 In parallel with 3.4 above, confirmation of continued interest in the scheme was sought from the interested parties, at which stage three members of staff confirmed no further interest at this time.
- 3.6 Based on ensuring that the operational requirements of the Assessor & ERO continue to be met, and in consideration of the efficiencies derived from each retiral/severance, four employees have been identified for voluntary early retirement or severance.

3.7 The cost of releasing the staff so identified is estimated at £139,281 which will be incurred during the 2016/17 financial year.

3.8 Projected salary and on-cost savings arising from the above are estimated as follows:-

Year	2017/18	2018/19	2019/20
Net Savings	£137,376	£138,715	£140,070

3.9 The above figures have been included in the Budgetary Control (2016/17) and Revenue Estimates (2017/18 to 2019/20) reports which are presented, separately, for Board approval today.

4.0 Next Steps

4.1 Senior managers of the Board will continue to be supported by WDC's HR&OD team in implementing the revised staff structures and effecting the planned early retirements and severances.

4.2 The Board's Management Team will appraise the effects of the changes and manage the re-arrangement of workloads on an on-going basis to ensure delivery of the Assessor and ERO's statutory duties within the estimated budgets presented.

5.0 Recommendations

5.1 Members are asked to note:

- (a) The progress in relation to implementing the voluntary early retirement and severance scheme.
- (b) The annual savings derived from the above proposals.

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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 24 February 2017

Subject: Review of Standing Orders and Financial Regulations

1.0 Purpose of Report

- 1.1 To seek Joint Board approval of revised versions of the Joint Board's Standing Orders and Financial Regulations.

2.0 Background

- 2.1 In April 2016 an internal audit of the Valuation Joint Board's Governance Structure and Procedures identified that there were differences between the procurement procedures of the Joint Board's and those of West Dunbartonshire Council (WDC).
- 2.2 In particular, the Audit Action Plan recommended implementation of a Procurement Policy which is aligned with WDC and which takes account of external regulations.
- 2.3 Following discussion with procurement officers within WDC it became apparent that, following updated Scottish Government and European Union legislation and guidance that WDC had updated its Standing Orders and Financial Regulations and that the Joint Board also required to update its equivalent documents.

3.0 Progress

- 3.1 All Procurement with an expected value in excess of £50,000 will be carried out in partnership with the procurement team at WDC and in accordance with the Procurement Reform (Scotland) Act 2014 and the Directives of the European Union.
- 3.2 The changes in the Standing Orders brought all procurement thresholds into line at £50,000 (previously some were at £25,000) and made various changes at 16.4 to allow for 'Quick Quotes' and remove the need for a list of contractors to be used for tendering purposes, which is no longer considered best practice.
- 3.3 The changes to the Financial Regulations relate only to Section P in relation to Procurement regulations, these changes are significant and bring the Financial Regulations into line with best practice recognising the updated Scottish and European procurement rules referred to above.
- 3.4 A separate report to the Joint Board on details of a Procurement Policy and Contracts List has been drafted for all contracts in line with the updated documents.

4.0 Next Steps

- 4.1 On approval by the Joint Board, the Standing Orders and Financial Regulations contained in Appendices 1 and 2 respectively will be implemented and applied consistently by the officers of the Joint Board.

5.0 Recommendations

- 5.1 Members are asked to approve:
- (a) The Updated Standing Orders; and
 - (b) The Updated Financial Regulations.

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Appendices

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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

STANDING ORDERS (as proposed February 2017)

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

STANDING ORDERS

1.0 CONSTITUTION AND APPOINTMENT OF MEMBERS

- 1.1 The Board shall have a total of 16 members. Argyll and Bute Council and West Dunbartonshire Council shall each appoint 5 members. East Dunbartonshire Council shall appoint 6 members.
- 1.2 The constituent authorities of the Board may at any time by unanimous agreement alter the total number of members of the Board or the number of members to be appointed by any constituent authority, provided that the numbers of members to be appointed by the constituent authorities shall remain, as near as possible, in the same proportion as that specified in Standing Order 1.1.
- 1.3 The Members of the Board shall be appointed at the first Meeting of each constituent authority after each ordinary election.
- 1.4 A constituent authority may appoint persons as substitute members to attend Meetings of the Board, or any of its Sub-Committees, in the absence of any members appointed to the Board by that authority.
- 1.5 Any person appointed as a member, or a substitute member, of the Board must be a Councillor for the area of the constituent authority making the appointment.
- 1.6 The Board may appoint from its membership such Sub-Committees as it may from time to time consider necessary or desirable and may refer to any such Sub-Committee such matters as the Board may from time to time specify.

2.0 DURATION AND TERMINATION OF MEMBERSHIP

- 2.1 Subject to Standing Orders 2.2 to 2.4, any person appointed by a constituent authority as a member of the Board shall hold office until the first Meeting of that authority held after the next ordinary election following the date of his/her appointment.
- 2.2 If, prior to the next ordinary election following the date of his/her appointment, a member of the Board ceases to be a Councillor for the area of the constituent authority which appointed him/her, he/she shall immediately cease to be a member of the Board.
- 2.3 A member of the Board may resign his/her membership at any time by written intimation to that effect to the Clerk to the Board and the constituent authority which appointed him/her.

- 2.4 A constituent authority may at any time terminate the membership of any person appointed by it as a member of the Board.

3.0 CONVENORS AND DEPUTE CONVENERS

- 3.1 The Board shall appoint from its membership a Convener and Depute Convener, but the Convener and Depute Convener shall not, at any time, be members of the same constituent authority.
- 3.2 The Convener and Depute Convener of the Board shall each hold office until the date of the next ordinary election following the date of his/her appointment, or the date of his/her ceasing to be a member of the Board, whichever is earlier.
- 3.3 The Convener, or in his absence the Depute Convener, shall preside at all Meetings of the Board. Where both the Convener and the Depute Convener are absent from any Meeting the members present shall appoint a Convener for that Meeting.
- 3.4 In the event of an equality of votes at a Meeting, the Convener of that Meeting shall, subject to Standing Order 3.5, have a casting vote as well as a deliberative vote.
- 3.5 Where there is an equality of votes at a Meeting and the matter which is the subject of the vote relates to the appointment of a member of the Board to any particular office or Sub-Committee of the Board, the decision shall be by lot.

4.0 MEETINGS

- 4.1 The Board shall hold such Meetings as it shall consider necessary for the disposal of its business at such place or places as it may from time to time fix.
- 4.2 The Clerk to the Board shall send copies of the Minutes of all its Meetings to each of its constituent authorities for their information.
- 4.3 The quorum of the Board shall be 4 members provided that, except as hereinafter specified, there shall be at least one member present from each constituent authority. A Meeting of the Board shall be adjourned if any constituent authority is not represented, and if any constituent authority remains unrepresented at the reconvened Meeting, that Meeting may proceed without further adjournment.
- 4.4 If, during or at the scheduled time of commencement of any Meeting of the Board, or of any Sub-Committee, the Convener shall find that there are fewer than a quorum of members present, he/she shall, after a lapse of 10 minutes, cause the roll to be called and, if a quorum

be not then present, the meeting shall be terminated or not take place respectively.

5.0 CALLING OF MEETINGS

- 5.1 Except in the case of urgency all Meetings of the Board shall be called by circular containing the Agenda of the Meeting issued by the Clerk to the Board not less than 3 clear working days before the date of the Meeting.

6.0 ORDER OF MEETING

- 6.1 The order of business of the Board at all ordinary Meetings shall proceed (unless otherwise directed by the Convener who may, at his/her discretion, alter the order of business at any stage) in the following order:-

- (a) Approval and/or amendment of Minutes of Sub-Committees and Board Meetings unless reported for information only.
- (b) Business, expressly required by statute to be done at the Meeting.
- (c) Business (if any) remaining from the last Meeting.
- (d) Any correspondence, communications or other business specially brought forward by direction of the Convener.
- (e) Motions, of which requisite notice in writing has been given in the order in which they have been lodged.
- (f) Questions of which notice in writing has been given.

- 6.2 At all ordinary, special and statutory Meetings of the Board, no business other than that on the Agenda shall be discussed or adopted in terms of Section 50B of the Local Government (Scotland) Act 1973 (hereinafter referred to as the 1973 Act) except where by reason of special circumstances which shall be specified in the Minutes, the Convener is of the opinion that the item should be considered at the Meeting as a matter of urgency.

- 6.3 No member shall be entitled to propose a motion other than one arising directly out of a matter regularly before the Meeting, unless notice of such motion has been given at a previous ordinary Meeting or has been received by the Assessor in writing at least seven clear days before the date of such Meeting. Such notice of motion shall be entered in a book and kept in his/her office, which book shall be open to inspection by every member of the Board. In the absence of a

member who has given notice of a motion, any member may move the motion.

7.0 QUESTIONS

- 7.1 Any member may put a question to the Convener of the Board or any Convener of a Sub-Committee at any Meeting of the Board concerning any relevant and competent business arising upon the Agenda. Any member may also put a question to the Convener of the Board or any Convener of a Sub-Committee at any Meeting of the Board concerning any relevant and competent business not arising upon the Agenda, provided he/she shall have given notice in writing to the Assessor which notice must be received by the Assessor at least seven clear days prior to the date of such Meeting. No discussion shall be allowed on the questions so put.
- 7.2 When a question of order is raised at a Board or Sub-Committee Meeting, no member other than the member who raised the question of order shall speak to that question, except with the permission of the Convener. The decision of the Convener on a question of order shall be final. After a question of order is decided, the member who was addressing the Meeting at the time when it was raised shall be entitled to proceed with the discussion giving effect to the Convener's ruling.

8.0 ADMISSION OF PRESS AND PUBLIC

- 8.1 Subject to the extent of the accommodation available and subject to the terms of Sections 50A and 50E of the 1973 Act, Meetings of the Board and Meetings of any Sub-Committee of the Board shall be open to the public. The Assessor shall be responsible for giving public notice of the time and place of each Meeting of the Board by posting it within the Board's offices not less than three working days before the date of each Meeting and in the case of Meetings of Sub-Committees held at premises other than the offices of the Board, such public notice may be posted at the premises where the Meeting is to be held.

9.0 POWERS AND DUTIES OF CONVENER

- 9.1 The Convenor shall, amongst other things,
- (a) Preserve order and ensure that every member of the Board shall have a fair hearing.
 - (b) Decide all matters of order, competency and relevancy.
 - (c) Decide between two or more members of the Board wishing to speak by calling on the member who has first caught his/her eye.

- (d) Ensure that due and sufficient opportunity is given to members of the Board who wish to speak to express their views on any subject under discussion.
 - (e) If requested by any member, ask the mover of a motion, or an amendment, to state its terms.
 - (f) Maintain order and where any member of the public causes disorderly conduct or other misbehaviour, order the exclusion of any such person.
 - (g) Determine all matters of procedure for which no provision is made within these Standing Orders.
- 9.2 The decision of the Convener on all matters within his/her jurisdiction shall be final and shall not be open to question or discussion.
- 9.3 Deference shall at all times be paid to the authority of the Convener. He/she shall be heard without interruption.

10.0 ADJOURNMENT

- 10.1 In the event of disorder arising at any Meeting of the Board, the Convener may adjourn the Meeting to a time he/she may then fix, or in his/her absence the Depute Convener of the Board may afterwards fix, and the quitting of the Chair by the Convener, or in his/her absence the Depute Convener of the Board, shall be the signal that the Meeting is adjourned.
- 10.2 The Board may, at any of their Meetings, adjourn the same to such time as they may then fix, failing which as the Convener, or in his/her absence the Depute Convener of the Board, may thereafter fix.
- 10.3 A motion for adjournment of the Meeting may be made at any time (not being in the course of a speech) and shall have precedence over all other motions. It shall be moved and seconded without discussion and shall forthwith be put to the Meeting.
- 10.4 When an adjourned Meeting is resumed, the proceedings shall (subject to the discretion conferred on the Convener under Standing Order 6.1) be commenced at the point at which they were broken off at the adjournment.

11.0 ORDER OF DEBATE

- 11.1 The mover of a motion or amendment shall not speak for more than ten

minutes, except with the consent of the Board. Each succeeding speaker shall not speak for more than five minutes and shall speak once only in the same discussion. When the mover of a motion or amendment has spoken for nine minutes, or any subsequent speaker for four minutes, the Convener shall draw his/her attention to the fact and the member concerned shall be obliged to finalise speaking when the allotted time is reached otherwise the Convener shall direct the member to cease speaking.

- 11.2 Every member of the Board who speaks at any Meeting of the Board shall address the Chair and shall direct his/her speech:-
- (a) To the matter before the Meeting by proposing, seconding or supporting the motion or any amendment relative thereto, or
 - (b) To a point of order.
- 11.3 No member shall speak supporting the motion or any amendment until the same shall have been seconded.
- 11.4 Subject to the right of the mover of a motion, and of the mover of an amendment, to reply, no member shall speak more than once on the same question at any Meeting of the Board, except on a point of order, or, with the permission of the Convener, in explanation, or to clear up a misunderstanding in regard to some material part of his/her speech, in which case he/she shall introduce no new matter.
- 11.5 A member when seconding a motion or amendment, if he/she then declares his/her intention to do so, may reserve his/her speech until a later period in the debate but must exercise this right prior to any right of reply as provided for in Standing Order 11.6.
- 11.6 The mover of an amendment and thereafter of an original motion shall have a right of reply for a period of not more than five minutes, but he/she shall introduce no new matter and, after he/she has commenced his/her reply, no other member shall speak on the question, except as provided in Standing Order 11.4. On these movers having replied, the discussion shall be held closed, and the question shall thereupon be put by the Convener.
- 11.7 Amendments must be relevant to the motions to which they relate and no member shall be at liberty to move or second more than one amendment to any motion.
- 11.8 It shall be competent for any member who has not already spoken in a debate, at any time during the debate, to move the closure of such debate, and on such motion being seconded, the vote shall be taken, and if a majority of the members present vote for the motion, then the debate shall be closed and subject to the right of the mover of the

motion and of the amendment(s) to reply, a vote immediately taken on the subject of the debate.

- 11.9 Any member may indicate his/her desire to ask a question or offer information after a speech by another member and it shall be in the option of the member to whom the question would be directed or information be offered to decline to accept the question or offer of information.
- 11.10 When a motion is under debate, no other motion or amendment shall be moved except in the following circumstances:-
- (a) To close the debate in terms of Standing Order 11.8.
 - (b) To suspend a member in terms of Standing Order 13.1, or
 - (c) To adjourn the debate in terms of Standing Order 10.3.

12.0 MOTIONS AND AMENDMENTS

- 12.1 It shall be competent for any member of the Board at an ordinary Meeting of the Board to move:-
- (a) A motion arising out of the business regularly before the Meeting, or
 - (b) A motion of which the requisite notice has been given and which appears on the programme of business.
- 12.2 No motion to alter or rescind a resolution of the Board shall be competent within six months from the date of the adoption of that resolution.
- 12.3 Motions and amendments made but not seconded shall not be discussed or recorded in the Minutes.
- 12.4 A motion or amendment once moved and seconded shall not be altered or withdrawn unless with the consent of the Meeting.

13.0 SUSPENSION OF MEMBERS

- 13.1 In the event of any member of the Board disregarding the order or authority of the Convener at any Meeting, or being guilty of obstructive or offensive conduct at any Meeting, and the Convener calling the attention of the Meeting to the same, the Board may, on the motion of any member, duly seconded and supported by the vote of a majority of the members present and voting, suspend such member so

offending for the remainder of the sitting. No debate shall be allowed on such a motion. The Convener may be entitled to call for such assistance as he/she deems necessary to enforce a decision to suspend taken in terms of this Standing Order.

14.0 VOTING

- 14.1 All business of the Board shall be decided by a majority vote of those members present and voting except in the case of a motion for the suspension of Standing Orders where a two thirds majority is required, or in the case of a properly intimated motion for dismissal of the Assessor where a two-thirds majority is also required.
- 14.2 Where a motion and one amendment only are before the Meeting these shall be voted on together, but if there are more amendments than one, the amendment last proposed shall be put against the immediately preceding and the amendment then carried against the next preceding and on until there remains only one amendment, between which and the original motion the vote shall be taken. Where an amendment is simply “the previous question” or other form of negation, that amendment shall be treated as an ordinary amendment, provided that where it is one or two or more amendments the vote on it shall be taken as soon as the discussion is completed and before the vote, if any, on the remaining amendment or amendments is taken.
- 14.3 Where a member has moved an amendment and fails to find a seconder that member shall be entitled to have his/her dissent recorded.
- 14.4 After the convener has announced the question on which the vote is to be taken, no member shall be permitted to offer an opinion, ask a question or otherwise interrupt the proceedings, nor shall any member be entitled to have his/her vote recorded after he/she has once declined to vote.
- 14.5 The vote shall be taken by show of hands except where the Board agrees that voting will be by way of Roll Call or Secret Ballot or where on a matter involving potential illegality or breach of any code it is necessary that a Roll Call Vote be held.

15.0 SUSPENSION OF STANDING ORDERS

- 15.1 Any one or more of the Standing Orders in the case of emergency or upon a motion may be suspended at any Meeting so far as regards any business at such Meeting provided that two thirds of the members of the Board present and voting shall so decide.

16.0 CONTRACTS

- 16.1 These Standing Orders apply to all contracts for the supply of goods or materials or for the execution of works or for the provision of services. Where such contracts are regulated by any legislation or any Directive of the European Community and there is a conflict between the terms of that legislation or that Directive and the terms of these Standing Orders, the terms of the legislation or Directive shall prevail.
- 16.2 No Tender shall be invited or contract entered into unless the estimated expenditure has been previously approved by the Board.
- 16.3 The supply of goods or materials, the execution of works and the provision of services shall be regulated by Standing Order 16.4, as qualified by Standing Order 16.11, except where there is an emergency involving danger to life or property or where the estimated expenditure is less than £50,000.00. In either of those cases the Assessor may authorise the expenditure immediately.
- 16.4 Subject to the provisions identified within the relevant section of the Board's Financial Regulations, the following are the methods by which the Board may invite Tenders:-
- (a) Ad Hoc or Open Tenders

At least fourteen days public notice shall be given in at least one local newspaper and, if considered desirable, in any specialist journals stating the nature and purpose of the contract, inviting Tenders for its execution and stating the last date when Tenders will be accepted.
 - (b) "Quick Quotes"

Suppliers who are able and willing to fulfil a requirement shall be pre-selected and invited to quote.
 - (c) Serial Tenders

Where a contract is for the supply of goods or materials requiring delivery from time to time during a specified period the Assessor may authorise the expenditure immediately provided that the total amount for the specified period is less than £50,000.00.
 - (d) Single Tenders

Subject to prior approval by the Board a Tender may be invited from a single or nominated contractor or the Board may negotiate with such a contractor where the seeking of such a

Tender or where such negotiation is considered desirable and in the best interests of the Board.

16.5 Cancellation

Every contract shall contain a clause entitling the Board to terminate the contract and to recover from the contractor the amount of any loss resulting from such termination if the contractor or his/her representative (whether with or without the knowledge of the contractor) shall have practised collusion in tendering for the contract or any other contract with the Board or shall have employed any corrupt or illegal practices either in the obtaining or execution of the contract or any other contract with the Board.

16.6 Assignment

Except where otherwise provided in the contract a contractor shall not assign or sub-let a contract or any part thereof without the prior written consent of the Board.

16.7 Liquidated Damages

All contracts which are estimated to exceed £30,000.00 in value or amount, and which are for the supply of goods or materials or for the execution of works or for the provision of services and which are to be implemented by the contractor by a specific date or a series of dates shall provide for liquidated damages.

16.8 Performance Bonds or Guarantees

Where a contract is estimated to exceed £250,000.00 in value or amount and is for the supply of goods or materials or for the execution of works or for the provision of services and is to be implemented by the contractor by a specific date or series of dates the Board shall require and take a Bond or Guarantee of sufficient security for the due performance of the contract.

16.9 Preparation of Contract Documentation

All contract documentation shall be prepared by the Assessor or on his behalf by the lead constituent authority.

16.10 Tendering Procedures

- (a) The Board shall not be obliged to accept the lowest satisfactory or any other tender.
- (b) All Tenders in excess of £50,000.00 shall be subject to checking

by the Assessor who shall thereafter prepare and submit to the Board a written report in respect of all Tenders received and containing a specific recommendation as to the acceptance or otherwise for each Tender and the reasons therefor.

- (c) Between the closing date and time for the receipt of Tenders and the date on which a decision is taken regarding acceptance thereof, the Assessor may instruct members of his staff or consultants to contact any Tenderer to clarify or validate the terms of the Tender but not otherwise for any reason. A full written record shall be kept of all such contracts and shall be retained with the original Tender together with written confirmation from the Tenderer of any changes.

16.11 Exceptions to Tender Requirements

Tenders shall not be required in the following situations:-

- (a) Where the estimated expenditure is less than £50,000.00. (Estimated expenditure means the total expenditure incurred over the duration of the contract including all finance and other charges. Officers who are authorised to enter into contracts below £50,000.00 shall comply with the Board's Financial Regulations, and shall also comply with these contract Standing Orders in all other respects).
- (b) Where goods or materials are proprietary articles or are sold only at a fixed price and no reasonable satisfactory alternative is available, or where services are available only at a fixed cost.
- (c) Where the contract constitutes an extension of an existing contract provided that the extension is approved by the Board.
- (d) Where the contract is certified by the Assessor to be required so urgently as not to permit the invitation of Tenders, subject to a full report being submitted to the next Meeting of the Board.
- (e) Where the contract consists of repairs to or the supply of parts for existing proprietary plant or machinery.
- (f) Where Tenders have been invited on behalf of any consortium of which the Board is a member, in accordance with any method adopted by that body.

16.12 Submission and Opening of Tenders

- (a) No Tender shall be considered unless contained in a plain envelope which shall be securely sealed and shall bear an approved label, provided by the Board, or on his behalf by the lead constituent authority, which shall bear the work "Tender" followed by the subject matter to which the

Tender relates. The Tenderer shall not put on the envelope any distinguishing mark which might identify the sender. Such envelope shall be addressed impersonally to the Assessor or the lead authority in whose secure custody it shall remain until the time appointed for the opening of Tenders. On receipt each Tender shall be date stamped and the time of receipt recorded thereon.

- (b) The Assessor, or the lead authority, when inviting Tenders shall compile a record sheet showing the name of the contract, the names of those invited to Tender, and the closing time and date for submission.
- (c) Tenders shall be opened at one time by the appropriate Convener or any other nominee who shall be a member of the Board and by the Assessor or his nominee. Each Tender shall be initialled by the attending member and the record sheet shall be signed by the attending member and witnessed after recording thereon the date and time of opening. Each page of every Tender shall be stamped by the Assessor or his nominee including any Tenders submitted in the format of a Schedule of Rates.
- (d) The Assessor or his nominee shall ensure that a register is maintained to record the issue, receipt and amount of all Tenders.
- (e) All successful Tenders shall be accepted in writing by the Assessor or his nominee.
- (f) Any Tender submitted after the specified time or not complying with Standing Order 16.12 (a) shall not be considered and shall be returned promptly to the Tenderer by the Assessor or his nominee.

17.0 SUB-COMMITTEES

- 17.1 The foregoing Standing Orders shall as far as these are applicable be the Rules and Regulations for the proceedings of Sub-Committees and the term Convener shall be understood to include the Convener of any Sub-Committee but only in relation to such Sub-Committees.
- 17.2 The voting at a Sub-Committee shall be as required at a meeting of the Board.
- 17.3 Minutes of Meetings of Sub-Committees which have been adopted by the Board shall be submitted to the next Meeting of each appropriate Sub-Committee for signature by the Convener of that Meeting.

- 17.4 When any matter is remitted to a Sub-Committee with powers the resolution of such Sub-Committee with regard to it may be carried out without waiting for the approval of the Board but it shall be reported for information to the next Meeting of the Board.

18.0 DISABILITY OF MEMBERS – CONTRACTS ETC.

- 18.1 A member shall be excluded from a Meeting of the Board or of any Sub-Committee appointed by the Board while there is under consideration any contract, proposed contract or other matter in which such member has a pecuniary interest within the meaning of the 1973 Act.

19.0 ASSESSOR

- 19.1 Any reference to Assessor in the foregoing Standing Orders shall be deemed to include a reference to Depute Assessor.

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15. Advertising and Publicity for Contracts
16. Lists
17. Procedures: Restricted Procedure – Two Stage
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19. Procedures: Negotiated
20. Procedures: Competitive Procedure with Negotiation, the Competitive Dialogue Procedure & Innovation Partnerships
21. E-procurement
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26. Pecuniary Interest of Members or Officers

Q. COMPLIANCE OF MEMBERS AND OFFICERS

1. Members Code
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3. Other Regulations
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R. OBSERVANCE OF FINANCIAL REGULATIONS

1. Responsibility of Assessor
2. Breach of Regulations

S. REVIEW OF FINANCIAL REGULATIONS

1. Review of Financial Regulations
2. Variation and Revocation

Dunbartonshire and Argyll and Bute Valuation Joint Board
Financial Regulations

A. FINANCIAL ADMINISTRATION

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| 1. Responsibility of the Board | The Board is responsible for directing and monitoring the administration of its financial affairs. |
| 2. Responsibility of Treasurer | The Treasurer shall be responsible, under the general direction of the Board, for the proper administration of the Board's financial affairs. |
| 3. Treasurer as Adviser | As the Board's financial adviser, the Treasurer shall report to the Board with respect to the level of resources proposed to be utilised in each financial year and shall keep the Board informed with respect to its finances and financial performance. |
| 4. Assessor Responsible for Resources | The Assessor is responsible for the security, custody and control of all resources including plant, buildings, materials, cash and stores, etc. appertaining to the Board |
| 5. Assessor to Consult Treasurer | The Assessor, with respect to any matter within his/her purview which is liable to materially affect the finances of the Board, shall consult with the Treasurer before any provisional or other commitment is incurred or before reporting thereon to the Board. The question of materiality will be the subject of guidance from the Treasurer. Such guidance will form part of these regulations. Matters covered by approved budgets are excluded from this requirement. |
| 6. Best Value | <p>In securing best value, the Board shall maintain an appropriate balance among:</p> <ul style="list-style-type: none">• The statutory duties of the Assessor and Electoral Registration Officer (AERO)• The quality of its performance of its functions;• The cost to the Board of that performance; and• The cost to persons of any service provided by it for them on a wholly or partly rechargeable basis. |

In maintaining that balance, the Board shall have regard to:

- Efficiency;
- Effectiveness;
- Economy; and
- The need to meet the equal opportunity requirements

The Board shall discharge its duties under this section in a way which contributes to the achievement of sustainable development.

B. ESTIMATES

1. Form of Estimates Subject to the direction of the Board, the detailed form of capital and revenue estimates shall be determined by the Treasurer in accordance with normal professional practice.
2. Preparation of Estimates It shall be the duty of the Treasurer to prepare annual estimates on revenue and capital account relating to the functions of the Board, and for this purpose the Assessor shall furnish the Treasurer each year, at dates to be determined by the Treasurer, with all necessary information regarding the requirements of the Board.
3. Determination Process After preparation, the estimates shall be submitted to the Board for detailed consideration within the guidelines laid down by the Board.

After consideration by the Board, the estimates (after adjustment if appropriate), shall be approved. The Board shall thereafter determine the amount to be requisitioned from each constituent Council.
4. Estimates Timetable The timetable for the process of Estimates shall be in accordance with that determined by the Board.
5. Long Term Capital Programme A capital programme shall be prepared annually by the Assessor in conjunction with the Treasurer for submission to the Board for approval. Thereafter the Board shall consider the capital programme, revise it if appropriate, and approve it as revised.

The Board shall thereafter determine the amount to be requisitioned from each constituent Council.
6. Authority to Proceed with Capital Projects The inclusion of a project in the capital programme does not, of itself, authorise expenditure and the provisions in Standing Orders as to the place of contracts and Board approval shall apply.
7. Updates to Capital Programmes Should any slippage or other unforeseen factor arise such as would materially alter assumptions underlying the programme or the likely spend under any heading, where approval is required prior to the next appropriate Board meeting, then the Assessor, after consultation with and agreement of, the Treasurer and the Board's Convenor, will amend the programme accordingly. Any such amendment will be reported to the next appropriate Board meeting as part of the usual Budgetary Control Reporting regime.

C. CONTROL OF EXPENDITURE

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| 1. Need for Budgetary Provision | No expenditure shall be incurred unless included in the annual estimates or covered by a supplementary estimate approved by the Board after the submission of a report thereon or where funded by additional external grant. |
| 2. Virement | Transfer of approved estimates from one head of expenditure to another will be subject to the approval of the Treasurer and, if considered to affect materially the approved budget, the Board. |
| 3. Overspendings | Where it appears that the amount of any head of estimate of approved expenditure may be significantly exceeded or the amount of any head of approved income may fall significantly short of that estimated, it shall be the duty of the Assessor, after consultation with the Treasurer, to inform the Board of the estimated amount of the deviation, the reasons for the deviation and the options for addressing it. |
| 4. Report on Capital and Revenue Schemes | No capital work outwith the Capital Programme, (unless agreed by the Assessor as relatively minor and of an urgent nature), and no major revenue project (even although included in the annual estimates) shall be commenced unless it has been the subject of a report to the Board by the Assessor. Where expenditure on a capital or revenue scheme is significantly greater than the budget amount, it must be reported to the Board. |
| 5. Need for Board Consent to Expenditure | Except for the procurement of 'print and mail' services for the annual electoral canvass, for which delegated authority is granted to the AERO, no expenditure on the purchase of equipment or services of a value in excess of £50,000 for each proposal will be made without the prior consent of the Board even although provision has been made in the Capital Programme or Annual Revenue Estimates. For this purpose each proposal is defined as including separate but associated pieces of equipment or services. Expenditure up to this limit may be incurred by the Assessor if generally provided for in the Capital Programme or Revenue Estimates. |
| 6. Capital Funding | Subject to 4 and 5 above, no Capital expenditure will be incurred unless the Assessor has ensured it is contained within the Capital Programme, and is covered by the appropriate resources. |
| 7. Responsibility for Budgetary Control | <p>(i) Treasurer:
It shall be the responsibility of the Treasurer to furnish the Assessor at regular intervals (normally monthly), with a comparative statement showing the estimated revenue income and expenditure of the Board and the payments and receipts actually made to that date.</p> <p>(ii) Assessor:
It shall be the responsibility of the Assessor to ensure that the items in the annual estimates are not overspent and that the expenditure of the Board conforms to the requirements of the financial regulations. The Treasurer and Assessor shall submit to the Board, on a regular basis, a statement comparing expenditure and income with budget.</p> |

D. CONTROL OF INCOME

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| 1. Determination and Alteration of Charges | The rate of charge for goods or services supplied by the Board shall be determined by the Board and shall not be altered without the approval of the Board, unless an alteration is required arising from a change in legislation (e.g. a fiscal taxation change, such as VAT) or covered the delegate the power/responsibility to the Assessor. |
| 2. Accounting Arrangements | It shall be the duty of the Treasurer to make adequate financial and accounting arrangement to ensure the proper recording of all monies due to the Board, and the proper collection, custody, control and disposal of all cash of the Board. |
| 3. Notification of Income to Treasurer | Particulars of all charges to be made for work done, services rendered or goods supplied by the Board, and of all other amounts due to the Board, shall be promptly notified to the Treasurer in a form approved by him/her and all accounts for income to the Board shall be rendered by or under arrangements approved by the Treasurer. |
| 4. Write-Offs | Individual sums due to the Board and exceeding £500 (excluding VAT) shall not be written-off except after consideration by the Board. Sums up to £500 which are due, may be written off on the authority of the Treasurer, in consultation with the Assessor, if he/she is satisfied that they cannot reasonably be recovered. |
| 5. Treatment of Monies Collected | All monies received on behalf of the Board shall be deposited with the Treasurer or the Board's Bankers in accordance with arrangements made by him/her. No deduction may be made from such money, other than if the Treasurer specifically authorises it. |
| 6. Forms, Books and Tickets | All official forms, books and tickets for the disbursement and collection of monies shall be in a form approved by the Treasurer. |
| 7. Personal Cheques | Personal cheques shall not be cashed out of the money held on behalf of the Board. |
| 8. Transfers of Money | All transfers of official money from one member of staff to another will be evidenced in the records of the Board by the signature of the receiving officers. |
| 9. Government Grants | The Treasurer will be advised of all relevant information necessary for him/her to make application for all Government grants due to the Board. |

E. BANKING, CONTROL OF CHEQUES, BORROWING, INVESTMENT AND TRUST FUNDS

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| 1. Arrangement with Bankers | All banking arrangements shall be made by the Treasurer through West Dunbartonshire Council as the Lead Authority. |
| 2. Payments into Bank | All monies received shall be paid into the Council's bank account daily or at such other intervals as may be arranged by the Treasurer. |
| 3. Cheque Control | If required, all cheques, including National Giro Payment forms shall be ordered and controlled on behalf of the Board by the Treasurer, through the Council, and shall bear the facsimile signature of the Treasurer, or be signed by him/her or other officer authorised by him/her to do so. |
| 4. Aggregation of Fund Balances | All money (other than miscellaneous balances such as imprest accounts and deposit receipts) in the hands of the Board shall be aggregated for the purposes of treasury management and shall be under the control of the Treasurer. |
| 5. Delegation to Treasurer | All executive decisions on borrowing, investment or financing shall be delegated to the Treasurer, or through him/her to his/her staff, who shall be required to act in accordance with CIPFA's 'Code for Treasury Management in Local Authorities' and West Dunbartonshire Council's Treasury Policy Statement. |
| 6. Investments | All investments of money under its control shall be made in the name of the Board or in the names of nominees approved by the Board. |
| 7. Borrowing | All borrowing shall be effected in the name of the Board. |

F. STORES, INVENTORIES AND COSTINGS

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| 1. Costing Systems and Stores | Arrangements made by the Assessor for costing systems and stock and stores control shall be subject to the approval of the Treasurer and shall, at least annually, be subject to review by the Assessor. |
| 2. Custody of Stores and Stocktaking | The care and custody of stores and equipment shall be the responsibility of the Assessor who will ensure that stocktaking is carried out at regular intervals as agreed with the Treasurer. |
| 3. Write-Offs or Surpluses of Stores | No entries will be made, in the records, to write-off stores deficiencies or to bring surpluses into charge unless authorised by the Treasurer who may refer such adjustments to the Board. The Treasurer may issue guidance from time to time on this subject and such guidance will form part of these regulations. |
| 4. Disposal of Surplus Plant, Etc. | Subject to prior consultation with the Treasurer, all surplus plant, equipment, furnishings, materials, etc., of a significant value to be disposed of by the Assessor, shall be advertised for sale by sealed offer unless in special circumstances approved by the Board. |
| 5. Inventories | Inventories shall be maintained by the Assessor and therein shall be recorded an adequate description of furniture, fittings and equipment, plant and machinery, save that the extent to which the property of the Board shall be so recorded and the form in which the inventories shall be kept is to be determined by the Treasurer. |
| 6. Stock Levels | Stocks and stores held shall not be in excess of normal requirements except in special circumstances with the approval of the Board. |

G. ORDER BOOKS AND PAYMENT OF ACCOUNTS

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| 1. Official Orders | All goods supplied to or work executed for the Board shall be ordered or confirmed in writing by means of an official order or requisition. Such requisitions or orders will be signed only by officers authorised by the Assessor. Such signatories shall be reviewed on a regular basis by him/her. |
| 2. Exemption from Official Orders | Official Orders or requisitions will not be required for supplies of public utility services, periodical payments or petty cash purchases. |
| 3. Central Purchasing and Standardisation | Each order or requisition shall conform with any directions of the Board with respect to central purchasing and the standardisation of supplies and materials. |
| 4. Check on Goods and Services | It shall be the duty of the Assessor to ensure that all goods and services received are as ordered in respect of value, quantity and quality. |
| 5. Certification by Assessor | <p>The Assessor shall arrange to certify that all payment vouchers comply with the following:-</p> <ul style="list-style-type: none">• The work, goods or services to which the account relates have been received, carried out, examined and approved and are in accordance with the order.• The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.• The expenditure has been properly incurred, is within the relevant estimate provision and the provision of standing orders as to limits of expenditure authority have been observed.• Appropriate entries have been made in inventories, stores records or stock books as required; and• The appropriate expenditure code numbers are entered on the document for payment. <p>Having so certified the voucher the Assessor, or other authorised officer agreed by the Treasurer, shall pass it to the Treasurer for payment.</p> |
| 6. Authorised Signatories | The Treasurer will compile a list of authorised signatories for this purpose and specimen signatures will be required from the persons concerned. |
| 7. Duplicate Invoices, Etc. | Payment will not be made on duplicate or photocopy invoices unless the Assessor certifies in writing that the amounts have not been previously paid. |
| 8. Corporate Services (Finance) Checks | The Treasurer shall supplement the Board checks on payment of accounts as he/she considers necessary. |

9. Amendments to Payments Vouchers Any amendments made to payments vouchers shall be made in ink and initialled by the officers making them, stating briefly the reasons where this is not self-evident.
11. Electronic Procurement The above requirements apply equally to orders and payments made through e-procurement system (such as 'We-buy') and through purchasing cards. The Assessor shall ensure that all staff using electronic systems operate in accordance with the relevant authorisation levels and thresholds embedded within the systems

H. ACCOUNTING

1. Accounting Procedures and Records

All accounting procedures and records of the Board and its officers shall be determined by the Treasurer and all accounts and accounting records of the Board shall be compiled by the Treasurer or under his/her direction.
2. Internal Checks

The following principles shall be observed in the allocation of duties:-

 - The provision of information regarding sums due to or from the Board and the process of calculating, checking and recording these sums, shall be separated as completely as possible from the duty of collecting, disbursing, or authorising payment of such sums.
 - Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.
3. Year End Accounting Returns

The Assessor shall, annually at dates to be specified by the Treasurer, submit to him/her:-

 - Inventories of stocks, stores and plant in hand as at the year end.
 - Inventories of equipment and furnishings in hand as at the appropriate date.
 - Details of sums due to or by the Board and remaining unpaid at the year end.
 - Any other information necessary to close the Board's accounts at the year end.
4. Year End Final Accounts

The Assessor shall take all such steps as reasonable to comply with deadlines defined by the Treasurer for the completion of the year end Final Accounts.

I. INTERNAL AUDIT

1. Continuous Internal Audit A continuous internal audit, under the independent control and direction of the Treasurer, shall be undertaken.
2. Authority of Audit The Treasurer or his/her authorised representatives shall have authority to:-
- Enter at all reasonable times any Board premises or land;
 - Have access to all records, documents and correspondence relating to financial and other transactions of the Board;
 - Require and receive such explanations as are necessary concerning any matter under examination; and
 - Require any employee of the Board to produce cash, stores, or any other Board property under his/her control.
3. Contract Audit The Treasurer, or his/her authorised representatives, subject to the consent of the Assessor, shall have authority to engage the services of professional persons from appropriate West Dunbartonshire Council departments to assist in the examination of contracts under review or investigation by Internal Audit, and such assistance shall be given promptly.
4. Business Irregularities No investigatory work is to be undertaken by any officer of the Board without express approval of:
- The Treasurer for allegations relating to financial matters (or in his absence the Council's Audit & Risk Manager);
 - The Assessor for all other allegations
- The Assessor will make arrangements to ensure that, where it is suspected or identified that business irregularities have or may have occurred, the matter will be reported immediately to him/her or the senior officer nominated by him/her in order that an investigation can be considered. Examples of such irregularities are:
- Misappropriation or embezzlement of monies, materials, etc placed in an employee's charge;
 - Intentional distortion of records for any fraudulent purposes; and
 - Misuse of the Boards ICT infrastructure, including information.
- Anonymous allegations and all categories identified within the Boards Policy in relation to the Board's Whistleblowing Policy
- Such irregularities shall be dealt with in accordance with the Board's Business Irregularity Procedures.

J. CASH IMPRESTS

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| 1. Provision of Imprest | The Treasurer shall provide such imprest accounts as he/she considers appropriate for the Assessor as may be needed for the purposes of defraying petty cash and other expenses. |
| 2. Bank Accounts for Imprest Holders | The Treasurer shall open bank accounts (via West Dunbartonshire Council's Bankers) where it is considered appropriate and in no circumstances shall the imprest holder overdraw the account. It shall be a standing instruction to the Council's bankers that an imprest holder's account shall not be overdrawn. Bank accounts will not be opened or amended by any officer other than the Treasurer or his/her nominated deputies. |
| 3. Exclusion of Income Collected | No income received on behalf of the Board may be paid into an imprest account but must be banked or paid to the Board as provided in these regulations. Any bank interest earned on imprest accounts will be remitted separately and immediately to the Treasurer and will not be left in the imprest bank balance. |
| 4. Limit on Expenditure | Payments shall be limited to minor items of expenditure and to such other items as the Treasurer may approve. Payments shall be supported by a receipted voucher to the extent that the Treasurer may require. |
| 5. Statement of Account | An officer responsible for an imprest account shall, if so requested, give to the Treasurer a certificate as to the state of his/her imprest account. |
| 6. Termination as Imprest Holder | On leaving the employment of the Board, or otherwise ceasing to be entitled to hold an imprest advance, an officer shall account to the Treasurer for the amount advanced to him/her. |
| 7. Insurance Cover | The Treasurer will ensure that insurance cover is obtained for all cash imprests and the officers responsible for these. |

K. CLAIMS FOR EXPENSES AND ALLOWANCES

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| 1. Arrangements for Claims | The Strategic Lead - People and Transformation (of West Dunbartonshire Council, as lead authority), in consultation with the Treasurer shall be responsible for making arrangements for the administration and regulation of claims for expenses and allowances to employees of the Board. |
| 2. Submission of Claims | All claims for payment of travelling allowances, subsistence allowances, car allowances and incidental expenses shall be submitted, duly certified, in a form approved by the Strategic Lead - People and Transformation (of West Dunbartonshire Council) to him/her at regular intervals as agreed. Such payments will not be made out of imprest accounts without the express authority of the Treasurer. All such expenses shall as far as practicable be paid through approved payroll processes. |
| 4. Payment of Claims | Payments of claims for expenses and allowances will be made by the Treasurer upon receipt of the required information duly completed. All claims for a financial year are to be submitted within one month of 31st March. |
| 5. Certification of Claims | The certification by or on behalf of the Assessor shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenditure properly and necessarily incurred and that the allowances are properly payable by the Board. |

L. SALARIES, WAGES AND PENSIONS

1. Arrangements for Payments
The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Board shall be made by the Strategic Lead – People and Transformation of West Dunbartonshire Council or under arrangements approved and controlled by him/her.
2. Application of National Agreements
The Strategic Lead - People and Transformation of West Dunbartonshire Council shall be responsible for the application of all appropriate wages and salary agreements to all employees of the Board.
3. Notification
The Strategic Lead - People and Transformation of West Dunbartonshire Council shall be notified as soon as possible, and in an agreed form, of all matters affecting the payment of such emoluments and in particular:-
 - Appointments, resignations, dismissals, suspensions, secondments and transfers.
 - Absences from duty for sickness or other reasons, apart from approved leave.
 - Changes in remuneration, pay awards and agreements of general application.
 - Information necessary to maintain records of service for superannuation, income tax and national insurance.
4. Appointments
Appointments of all employees shall be made in accordance with the regulations of the Board and the approved establishments, grades and rates of pay.
5. Form and Certification of Records
Time records or other pay documents shall be in a form prescribed or approved by the Strategic Lead - People and Transformation of West Dunbartonshire Council and shall be certified by or on behalf of the Assessor. The names of officers authorised to sign such records shall be sent to the Strategic Lead - People and Transformation of West Dunbartonshire Council by the Assessor together with specimen signatures.

M. SECURITY

1. Responsibility for Security
The Assessor is responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash etc., under his/her control. He/she shall consult the Treasurer in any case where security is thought to be defective or where it is considered that special security arrangements may be needed. Regular review of such security arrangements shall be carried out by the Assessor.
2. Limits to Cash Holdings
Maximum limits for cash holdings shall be agreed with the Treasurer and shall not be exceeded without his/her express permission.
3. Safe Keys
Keys to safes and similar receptacles are to be securely held by those responsible for them at all times. The loss of any such keys must be reported immediately to the Treasurer. A register of all such keyholders will be kept by the Board.
4. Computer Security
The Assessor is responsible for maintaining proper security and privacy as regards information held in the computer installations or for their use. The AERO is responsible for all information held by The Board or under his/her statutory power.
5. Pre-printed/Pre-signed Cheques etc.
The Treasurer shall be responsible for ensuring that secure arrangements exist for pre-printed/pre-signed cheques, stock certificates, etc.

N. INSURANCE

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| 1. Treasurer -
Responsible for Insurance | Subject to the general supervision of the Board, the Treasurer will effect and maintain adequate insurance cover for all aspects of the Board's activities. He/she will also negotiate insurance claims, in consultation with the Assessor where necessary. |
| 2. Notification of Risks | The Assessor will give prompt notification to the Treasurer of all new and increased risks, properties, or vehicles or of any deletions affecting his department. |
| 3. Notification of Claims | The Assessor will immediately notify the Treasurer in writing of any loss, liability or damage or any event likely to lead to a claim. |
| 4. Fidelity Guarantee Insurance | All appropriate employees of the Board will be covered by fidelity guarantee insurance. |
| 5. Review of Insurance Cover | The Treasurer will periodically review all insurances in consultation with the Assessor as appropriate. |

O. CAPITAL AND REVENUE FUNDS AND RESERVES

1. Policy for Administration The Board shall determine the Policy on the administration of these funds – including all reserves held.
2. Board Consideration The Board, at the consideration of the budget, shall take into account the allocation of resources and the Policy on such funds

P. PROCUREMENT - CONTRACTS FOR SUPPLIES, WORKS AND SERVICES (the Procurement Financial Regulations)

1. Application of these Procurement Financial Regulations

Except where an explicit decision by a meeting of the Board or a Committee having delegated authority for the matter in question exists, these Procurement Financial Regulations will apply subject to the undernoted further Caveats.

Where strict application of these Procurement Financial Regulations would be likely to place the Board in conflict with any applicable law, the Procurement Financial Regulations will be read with the omission of any offending provision and in the manner which best protects the Board's interests.

For the avoidance of doubt, no failure to comply with these Procurement Financial Regulations will have any negative bearing on the vires of any action or the validity of any Contract following on such action where the action would otherwise be within the Board's powers and the Contract would otherwise be valid.

2. Standing Orders

These Procurement Financial Regulations shall be read in conjunction with and subject to the provisions of the Standing Orders relating to Officers Delegated Powers and to Procurement, Contracts and Tendering respectively. No provision in these Procurement Financial Regulations will be taken to extend or limit the vires of the Board to act in a manner which conflicts with the natural meaning of the Standing Orders. All Officers of the Board are required to adhere to their terms.

In the event of any conflict between these Procurement Financial Regulations and Standing Orders, the provisions of the Standing Orders will have precedence. However, this provision will not have the effect of removing the requirement to comply with the Procurement Financial Regulations simply on the basis of that permissive provision of the Standing Orders does not specify any qualification or condition on its application. Where these Procurement Financial Regulations contain provisions which qualify or place conditions on any permission granted in any Standing Order, officers shall have regard to such permission as so qualified or made conditional.

3. Pre-requisites for Procurement

For all contracts having an estimated value of more than £50,000, no procurement activity will commence unless and until each of the following conditions have been met:-

1. Sufficient budgetary provision exists (Capital, Revenue or both) in terms of the Standing Orders and these Financial Regulations;

2. Express Board, or other relevant authority has been granted in accordance with Standing Orders or the Board's Scheme of Delegation; and
3. A Contract Strategy, in a format approved by the WDC Corporate Procurement Manager, has been agreed.

4. Value of Contracts

In estimating the value of a contract for the purposes of these Procurement Financial Regulations, the following factors must be accounted for:

1. The Capital cost of the acquisition of any assets, Revenue lump sums and one off payments e.g. for acquisition of licenses.
2. Training to be undertaken as a direct result of the Supplies, Works or Services acquired under the contract.
3. Support services by or through the supplier on an ongoing basis for the duration of the contract or, where the period of required support is indefinite, for a period of 48 Months.
4. Third party supplies of Supplies, Works or Services, associated with, or necessary to support the contract and its deliverables.
5. Annual recurring maintenance or license costs associated with the contract and its deliverables.
6. The value of any Works Concession or Service Concession to the Valuation Joint Board

If any officer has doubt as to the appropriateness of the inclusion of any cost, the WDC Corporate Procurement Manager must be consulted.

In every schedule of rates contract, following discussion with the WDC Corporate Procurement Manager, the Assessor & ERO shall fix an indicative total value for the contract prior to invitations to tender being issued.

If there is any doubt about the anticipated duration of the continuing supply, the estimate shall be based on a period of 48 months-.

5. Disaggregation

It is not permitted to deliberately divide any procurement exercise or divide into two or more contracts if the intention in doing so is to avoid the application of any financial thresholds in these Procurement Financial Regulations, Standing Orders, domestic law or the EU Procurement Rules.

6. Contracts Governed by these Procurement Financial Regulations

In these Procurement Financial Regulations, the word "Contract" will apply to any arrangement for provision of Supplies, Works or Services to the Board including in so far as relevant, any framework arrangement; either solely or along with others, either written or unwritten by which, legally enforceable rights and responsibilities are created for

the parties to the arrangement.

For the avoidance of doubt, individual arrangements where the primary purpose is the supply of funding, either by or to the Board, e.g. loans, bonds, securities, grants (other than where the Board receives Supplies, Works or Services) or other financial instruments, will not be a contract for the purposes of these Procurement Financial Regulations, notwithstanding that some strictly limited and ancillary provision of Supplies, Works or Services may also be involved.

Further, subject to the provisions of national legislation and case law, no arrangement will be classed as a contract for the purposes of these Procurement Financial Regulations, where the Board:

1. solely or predominantly sells or acquires land or rights in land;
2. provides Supplies, Works or Services for third parties;
3. performs the functions of or delivers services to another public body in accordance with The Local Authorities (Goods & Services)Act 1970;
4. receives services from another public body in accordance with The Local Authorities (Goods & Services) Act) 197;
5. performs for or receives services from (a) an arms length organisation whether wholly or partly owned by the Board or (b) a wholly owned subsidiary or group company of the Board, provided the arrangement is compliant with European Law.

Notwithstanding that an arrangement may not be classed as a contract for the purposes of these Procurement Financial Regulations under this Section P, the wider Financial Regulations will still apply to the arrangement.

7. Specific Exemptions to These Procurement Financial Regulations

Notwithstanding that they may otherwise fail to be viewed as Supplies, Works or Services to the Board, there shall be exempted from the scope of these Procurement Financial Regulations any arrangement:

1. where the Board seeks or receives legal advice, assistance or an opinion from Junior or Senior Counsel, or a Professor of Law;
2. where the Board disposes of surplus or scrap materials and equipment previously used by the Board, except where such disposal is, or is part of, a Contract for which the Board pays (in cash or kind) a sum exceeding £50,000;

8. Application of and Departure from the Requirements of Financial

These Procurement Financial Regulations will apply to all Contracts for Supplies, Works and Services save in the following circumstances:

Regulations

a) Where a proviso within the Standing Orders, or the Officers Scheme of Delegation expressly permits or requires the Assessor & ERO or other Officer of the Board to act in a manner which may not be in accordance with these Financial Regulations, but that only to the extent that such express permission or requirement requires, and subject to such subsequent reporting as such provision may require;

b) Where the departure is expressly agreed by a meeting of Board, or other appropriate Committee, in advance of such departure;

c) Where in the express and written opinion of i) the Treasurer, or ii) the WDC Strategic Lead - Regulatory Services, the application of the Procurement Financial Regulations would be such as to impose a financial or legal penalty upon the Board such that it would be perverse to strictly apply these Procurement Financial Regulations;

d) Where the strict application of these Procurement Financial Regulations would place the Board in conflict or mean non-compliance with the provisions of any funding arrangement, where such funding, i) makes a substantial contribution to any Contract for Supplies, Works and Services, and ii) there is no opportunity to renegotiate the terms of any such funding within a timescale which permits the drawdown of the funds or the performance of the Contract in accordance with its aims;

e) Where the Board is entitled, as a member of a consortium, or is otherwise permitted to utilise a framework arrangement which is compliant with domestic and European law, the rules and procedures of such consortium or framework arrangement will, where in conflict with these Procurement Financial Regulations, have precedence, save insofar as these Procurement Financial Regulations relate to internal procedures only or insofar as they are a direct translation of any Standing Order or aspect of the Scheme of Delegation.

With the exception of those provided for within the Standing Orders and Scheme of Delegation, and those determined by the Board or appropriate Committee such provisos will only be exercised after consultation with the WDC Corporate Procurement Manager and will be reported to the first appropriate Board meeting where expenditure exceeds or is likely to exceed £50,000.

9. Sub £50,000 Contracts

For all contracts having a value below £50,000 for Supplies, Works or Services, the procuring officer shall be responsible, in consultation with the WDC CPU, for verifying whether

there is an existing contractual arrangement in place which should be utilised. Where there is no existing contractual arrangement, the procuring officer shall adhere to the following procedures:

- Below £1,999.99 (exc. VAT) - ensure best value is met; this may involve a quotation procedure;
- £2,000.00 - £9,999.99 (exc. VAT) - ensure best value is met; this may involve seeking a minimum of 3 written quotes or accessing an existing framework; and
- £10,000.00 to £49,999.99 (exc. VAT) - undertake a Quick Quote process, generally by inviting six firms (where possible) to participate from the relevant category of suppliers registered on: www.publiccontractsscotland.gov.uk

All sub £50,000 contracts shall be subject to the Board's Procurement Policy for contracts below £50,000

10. Minimum Contract Provisions

Except in circumstances where the WDC Corporate Procurement Manager and the Clerk to the Valuation Joint Board agree otherwise, every contract shall be:

- a) in the name of the Board;
- b) in probative writing;
- c) signed by an officer authorised by the Board to sign contracts;
- d) subject to the Laws of Scotland; and
- e) subject to the agreed exclusion or amendment of any such provisions in terms of Regulation P12 hereof, including all provisions required by the Standing Orders or Regulation P11 hereof.

11. Contract Documents

With the exception of the specification of the contract requirements, the Contract Documents in respect of all contracts shall be prepared by the Assessor & ERO in consultation with the WDC Corporate Procurement Manager and in relation to the Terms and Conditions of the contract, the Clerk to the Joint Board

The WDC Corporate Procurement Manager may also, after consultation with the Clerk to the Joint Board as aforesaid; make use of Contract Documents prepared by the Crown Commercial Service, Scotland Excel or the Scottish Procurement and Commercial Directorate amended as appropriate, where permitted by those bodies to do so. It is the WDC Corporate Procurement Manager's responsibility to ensure that the Contract Documents are suitable for the contract.

For repeat requirements and contracts which are agreed in advance to fall within particular categories, the WDC Corporate Procurement Manager may dispense with

consultation with the Clerk to the Joint Board, subject to their consulting in the event of any particularly onerous or unusual requirement arising during the course of any procurement, and subject to any agreed Terms and Conditions being reviewed annually with the Clerk to the Joint Board to ensure their continued relevance, accuracy and fitness for purpose.

12. Supplementary Procedures

The WDC Corporate Procurement Manager may, following consultation with the Assessor & ERO, and any other relevant officers, as determined by the subject matter, issue supplementary procedural notes (“Supplementary Procedures”) to be read in conjunction with these Procurement Financial Regulations, and complied with when a Contract for Supplies, Works and Services is being sought. These additional procedures will be notified to the Assessor & ERO who will ensure their distribution to, and compliance by, all relevant staff.

13. Compliance with the Procurement Reform Act and EU Procurement Rules

Where the estimated value of any contract is likely to equal or exceed the thresholds for the application of the Procurement Reform Act or the EU Procurement Rules, the WDC Corporate Procurement Manager taking advice from the Clerk to the Joint Board where appropriate, will determine whether the provisions of the Procurement Reform Act and the EU Procurement Rules apply and will ensure in such circumstances that the various requirements are followed.

14. Choice of EU Procurement Procedure

Where it is established that the EU Procurement Rules apply to any contract, the WDC Corporate Procurement Manager will following consultation with the Assessor & ERO, agree the appropriate procedure to be followed in terms of those Rules. Such procedure will be identified as part of the agreed Contract Strategy. The WDC Corporate Procurement Manager shall ensure that the contract is advertised, tendered, evaluated and awarded in compliance with those Rules.

15. Advertising and Publicity for Contracts

The Board is under a duty to ensure that in relation to each contract it intends to award, a degree of advertising as required by the law is undertaken which is sufficient to enable open competition and to meet the requirements of the principles of equal treatment, non-discrimination and transparency. Contracts that are subject to the EU Procurement Rules must comply with the provisions relating to advertising of contracts in these Rules. For all other contracts with an aggregated value in excess of £50,000, the following procedures shall apply:

- a) Board contracts shall be advertised using the Public Contracts Scotland portal by way of a Contract Notice.
- b) In addition to advertising on the Public Contracts Scotland portal, the Assessor & ERO, following consultation with the WDC Corporate Procurement Manager, may authorise the

advertisement of the contract in any other way such as in trade journals or newspapers.

16. Lists

The Board will not operate a list for the pre-selection of contractors to tender for Contracts having an aggregated value in excess of £50,000.

For the avoidance of doubt, the Board may retain records of recent contractor vetting or make use of tools such as the Scottish Government's Scottish Procurement and Commercial Directorate's e-Vendor Management tool in order to reduce the information that bidders require to provide each time they bid for a Board contract and to ensure that the tendering processes remain efficient and cost effective.

Use of such tools must be approved by the WDC Corporate Procurement Manager in consultation with the Clerk to the Joint Board and must not preclude any bidder from submitting more up to date information.

17. Procedures: Restricted Procedure – Two Stage

In accordance with the agreed Contract Strategy, the Assessor & ERO, as advised by the WDC Corporate Procurement Manager may approve the use of the Restricted procedure which shall be conducted in accordance with these Procurement Financial Regulations. In particular:

a) The WDC Corporate Procurement Manager, in consultation with the Assessor & ERO, will ensure that any Contract Notice and Documentation contain sufficient information to enable any potential bidder to determine whether they are interested in bidding for the contract; including i) the subject matter of the contract, ii) its duration, iii) reference to selection criteria, iv) estimated commencement date and where v) appropriate and available its estimated value. The notice must also confirm whether e-procurement is being used. The notice must also specify a date and time by which requests to be selected to tender must be received. This date and time must be no sooner than 10 working days from the date the notice is published and where the spend is likely to exceed the EU Thresholds, no less than those timescales prescribed by the EU Procurement Rules.

b) A pre-qualification questionnaire, in terms agreed between the WDC Corporate Procurement Manager and the Assessor & ERO, shall be issued by the WDC Corporate Procurement Manager to all potential contractors responding to the notice issued.

c) No contractor may be invited to tender unless they have successfully complied with the Board's technical, financial and health and safety checks and have met all other criteria to be invited to tender as set out in the pre-qualification

questionnaire issued.

d) A sufficient number of bidders must be invited to tender to ensure genuine competition, which should not, except with the express agreement of the Assessor & ERO and the WDC Corporate Procurement Manager, be fewer than five. Where fewer than five contractors express an interest, all those contractors meeting the minimum evaluation criteria, must be invited to tender.

e) The WDC Corporate Procurement Manager will be responsible for issuing Invitations to Tender and the Joint Board's behalf.

f) All invitations to Tender will include the final date and time for receipt of the tenders by the Council, on the Board's behalf. The Invitations to Tender must also include the criteria to be used in evaluating the tenders.

g) The WDC Corporate Procurement Manager, in consultation with the Assessor & ERO, will coordinate and respond to all tender correspondence, queries and clarifications throughout the Tender Process; including seeking input as required from the procuring department and other relevant areas of expertise within the Council.

h) The WDC Corporate Procurement Manager, in consultation with the Assessor & ERO, will consider and respond to any requests for extensions to the Tender period, having regard to the terms of any request and any input from the procuring department.

i) The WDC Corporate Procurement Manager together with Joint Board officers and other officers with relevant input e.g. the Clerk to the Joint Board; will evaluate the tenders, strictly in accordance with the established evaluation criteria.

j) In the event of any matter being unclear to those conducting the evaluation, the WDC Corporate Procurement Manager will arrange for clarification or verification of matters within any tender. In the event of such clarification or verification revealing a matter which may be common to one or more tenders, the WDC Corporate Procurement Manager may, following verification of such with those bidders as appear appropriate, determine that the impact of any such issue on the evaluation be applied to all those to which the matter applies.

k) On completion of the evaluation of bids and subject to the necessary consents having been obtained, the WDC Corporate Procurement Manager shall close the competitive stage of the tendering process.

l) Subject to authority to award the contract from the Board or the appropriate Committee having been obtained, the WDC Corporate Procurement Manager shall advise all unsuccessful bidders in writing of the outcome of the tender process and issue the Notice of Intention to Award letter to the most economically advantageous bidder. The Notice of Intention to Award letter shall confirm the Board's intention to formally award the contract subject to agreement of any outstanding matters not conclusively addressed in terms of the tender process. This may include any changes to terms and conditions or commercial terms deemed necessary to best deliver the purpose of the proposed contract. Changes which materially alter aspects of the contract such that the outcome of the tender process may have been different, will not be permitted.

m) Where the contract value exceeds the EU Procurement Thresholds, the WDC Corporate Procurement Manager will implement the Relevant Standstill Period, including issue of the Relevant Standstill letters to all bidders, in accordance with the requirements of the EU Procurement Rules.

n) Following conclusion of any outstanding matters with the most economically advantageous bidder and compliance with any Relevant Standstill Period, the Assessor & ERO may instruct the WDC Corporate Procurement Manager, the Clerk to the Joint Board or any other proper officer in terms of the Scheme of Delegation to enter into a binding contract.

o) The WDC Corporate Procurement Manager will ensure that all lawful, appropriate and necessary feedback is delivered to unsuccessful bidders.

18. Procedures:

Open Procedure – Single Stage

In accordance with the agreed Contract Strategy, the Assessor & ERO, in consultation with the WDC Corporate Procurement Manager, may approve the use of the single stage Open Procedure which shall be conducted in accordance with these Procurement Financial Regulations. In particular:

a) The WDC Corporate Procurement Manager will ensure that any Contract Notice and / or Contract Documentation will state the selection criteria, award criteria and weightings for the award of the contract and must contain sufficient information to enable any potential contractor to determine whether they are interested in bidding for the contract. This should include the subject matter of the contract, its duration, estimated commencement date and where appropriate its estimated value. The Contract Notice or Contract Documentation must also specify a date and time by which tenders must be received. This date and time must be no sooner than 10

working days from the date the notice is published and where the spend is likely to exceed the EU Procurement Thresholds, no less than those timescales prescribed by the EU Procurement Rules.

b) The WDC Corporate Procurement Manager shall include within the Contract Notice, a web link to the Public Contracts Scotland-Tenders portal from where the electronic Invitation to Tender can be immediately accessed or in exceptional circumstances e.g. where a tender is being invited under an existing multi-supplier Framework Agreement, will advise potential bidders of how Contract Documentation including an Invitation to Tender, can be obtained.

c) The WDC Corporate Procurement Manager will co-ordinate and respond to all tender correspondence, queries and clarifications throughout the Tender Process; including seeking input as required from the procuring department and other relevant areas of expertise within the Board.

d) The WDC Corporate Procurement Manager will consider and respond to any requests for extensions to the Tender period, having regard to the terms of any request and any input from the procuring department.

e) The WDC Corporate Procurement Manager together with the Assessor & ERO (or officers of the Board) and other officers with relevant input e.g. WDC Finance and Legal Services; will evaluate the tenders, strictly in accordance with the established evaluation criteria.

f) In the event of any matter being unclear to those conducting the evaluation, the WDC Corporate Procurement Manager will arrange for clarification or verification of matters within any tender. In the event of such clarification or verification revealing a matter which may be common to one or more tenders, the WDC Corporate Procurement Manager may, following verification of such with those bidders as appear appropriate, determine that the impact of any such issue on the evaluation be applied to all those to which the matter applies.

g) On completion of the evaluation of bids and subject to the necessary consents having been obtained, the WDC Corporate Procurement Manager shall close the competitive stage of the tendering process.

h) Subject to authority to award the contract from Board or the appropriate Committee having been obtained, the WDC Corporate Procurement Manager shall advise all unsuccessful bidders in writing of the outcome of the tender process and issue the Notice of Intention to Award letter to the most

economically advantageous bidder.

The Notice of Intention to Award letter shall confirm the Board's intention to formally award the contract subject to agreement of any outstanding matters not conclusively addressed in terms of the tender process.

This may include any changes to terms and conditions or commercial terms deemed necessary to best deliver the purpose of the proposed contract. Changes which materially alter aspects of the contract such that the outcome of the tender process may have been different, will not be permitted.

i) Where the contract value exceeds the EU Procurement Thresholds, the WDC Corporate Procurement Manager will implement the Relevant Standstill Period, including issue of the Relevant Standstill letters to all bidders, in accordance with the requirements of the EU Procurement Rules.

j) Following conclusion of any outstanding matters with the most economically advantageous bidder and compliance with any Relevant Standstill Period, the Assessor & ERO may instruct the WDC Corporate Procurement Manager, the Clerk to the Joint Board or any other proper officer in terms of the Scheme of Delegation to enter into a binding contract.

k) The WDC Corporate Procurement Manager will ensure that all lawful, appropriate and necessary feedback is delivered to unsuccessful bidders.

19. Procedures: Negotiated

In accordance with the agreed Contract Strategy, the Assessor & ERO, in consultation with the WDC Corporate Procurement Manager, may approve the use of Negotiated Procedure which shall be conducted in accordance with these Procurement Financial Regulations. In particular:

a) Where the EU Procurement Rules apply to a proposed contract, the Negotiated Procedure may only be used in strict compliance with the requirements of such EU Procurement Rules for the use of the Negotiated procedure either with or without the publication of a contract notice.

b) Where the value or any other aspect of the proposed contract excludes application of the European Procurement Rules, the only grounds on which the Negotiated Procedure (which in this context means direct negotiations with a single contractor without competition or without further competition, with a view to awarding a contract) may be used are:

- i) where the Joint Board is a member of a consortium, or is otherwise permitted to utilise a framework arrangement which permits the Negotiated Procedure;

- ii) where goods or materials are proprietary articles and or services specific to one provider, and following due and diligent research no reasonable satisfactory alternative goods or services have been located;
- iii) where the contract constitutes an extension of an existing contract, provided that the extension is approved by the Board, or the appropriate Committee or where the Board is otherwise contractually bound to proceed with a single supplier;
- iv) where the contract consists of repairs to or the supply of parts for existing proprietary plant or machinery and provided such repair or supply represents Best Value and is legally compliant;
- v) where following one of the other procedures referred to in these Procurement Financial Regulations, there has been no successful conclusion to the Tender exercise; and
- vi) where following consideration of all the factors applying to the contract, the WDC Corporate Procurement Manager, in consultation with Strategic Lead -Regulatory Services and such other officers as they deem appropriate, and with the consent of the AERO, determines that Negotiated Procedure is manifestly in the interests of the Board and compliant with Standing Orders and applicable law.

c) In all such cases where the Negotiated Procedure is being followed, the actual process adopted will ensure fairness and compliance with best practice and a full written record of all contacts, discussions and communications with prospective contractors shall be kept by the Corporate Procurement Manager, on behalf of the Joint Board.

Such negotiations will be conducted in a manner that ensures that the Board does not contract on terms that are materially less advantageous than would be the case were another available procedure adopted.

20. Procedures: Competitive Procedure with Negotiation, the Competitive Dialogue Procedure & Innovation Partnerships

The WDC Corporate Procurement Manager may, following consultation with the Assessor &ERO, choose to adopt the Competitive Procedure with Negotiation or the Competitive Dialogue Procedure or an Innovation Partnership where, in their view and in consultation with the Clerk to the Joint Board, the other procedures referenced herein will not be effective in facilitating the award of a contract. In considering the appropriate grounds and conditions for the use of either the Competitive Procedure with Negotiation or the Competitive Dialogue Procedure or an

innovation Partnership, the WDC Corporate Procurement Manager will consider amongst other matters:

- a) the available resources within and willingness of the Assessor & ERO to support such a process;
- b) the extent to which dialogue with bidders will assist in developing a specification, terms and overall solution best suited to meet the Board's needs;

Where the WDC Corporate Procurement Manager elects to use Competitive Procedure with Negotiation or the Competitive Dialogue Procedure or an Innovation Partnership for a below EU Procurement Threshold contract, the principles for such procedures as set out in the EU Procurement Rules shall be followed insofar as reasonable and practicable.

21. E-procurement

E-procurement shall generally be used for contracts let by the Board including mini competitions where permitted under framework agreements and negotiated procedures (offers), unless there are valid and substantial reasons for not doing so. In applying e-procurement the following processes and procedures will apply:

- a) Where e-procurement is to apply, no offer submitted will be considered unless it is received via the Board's approved e-procurement system; in the format requested and prior to the deadline for the receipt of offers as stated by the Board in the Contract Documents unless a valid and legally competent reason for not doing so e.g. defect in the system, has been highlighted by a bidder at or prior to the deadline for the receipt of tenders.
- b) The Assessor & ERO shall ensure that each offer is kept unopened in a single secure electronic mailbox that cannot be opened before the deadline for the receipt of tenders.
- c) The Assessor & ERO shall ensure that a record is maintained showing the time and date of receipt of all tenders.
- d) The Assessor & ERO may authorise the extension of the deadline for the receipt of tenders in the following circumstances:
 - (i) prior to any tender being received by the Board; or
 - (ii) where, following tenders being received but before the Board is able to open those tenders due to the functionality of the e-procurement system, a bidder notifies a material error in the documentation issued by the Board or the e-procurement system, or indicates to the Board any credible and reasonable ground it may have to challenge the Board were such an

extension not granted. In the circumstances in (ii) above, any bidder who has already submitted a tender shall be given the opportunity to re-submit their tender.

e) All tenders shall be opened immediately one after the other during one session; and the Assessor & ERO shall ensure that a record showing the particulars of each tender received and the date and time when those tenders were opened shall be kept.

22. Electronic Reverse Auctions

The WDC Corporate Procurement Manager may, in consultation with the Assessor & ERO, authorise the carrying out of an electronic reverse auction (e-auction) where they are satisfied that the likely benefit of such will outweigh the costs and that the e- auction is in accordance with the EU Procurement Rules: The following provisions will apply in the event of any e-auction:

a) An e- auction may only be carried out where the possibility of the use of an e-auction has been stated in the Contract Documents issued to bidders and, where the EU Procurement Rules apply, in the contract notice published in OJEU.

b) Before an e-auction can be authorised, a full initial evaluation of tenders must have been undertaken in accordance with the award criteria set and with the weighting fixed for them. All bidders who have submitted admissible tenders shall be invited simultaneously by electronic means to submit new prices and/or new values.

c) Throughout each phase of an e-auction the WDC Corporate Procurement Manager shall instantaneously communicate to all bidders involved, at least sufficient information to enable them to ascertain their relative rankings at any moment. The WDC Corporate Procurement Manager may also, at any time, announce the number of participants in that e-auction however at all times, the names of bidders will be kept anonymous.

Any e-auction will be subject to such additional procedural requirements as the WDC Corporate Procurement Manager in consultation with the Clerk to the Joint Board considers necessary.

23. Contract Register

The Assessor and ERO shall maintain a register of all contracts. For procurement of Supplies, Works or Services valued between £10,000 and £50,000 sufficient details will be collated as will permit the creation of a record of the contract within the Contracts Register.

24. Reports on Procurement Matters

No report will be submitted to Board seeking approval to award a contract for Supplies, Works or Services in excess of £50,000 unless the WDC Corporate Procurement Manager has

first been consulted and their comments noted in the report.

25. Payment Arrangements

All payment arrangements will be fully compliant with UK and sectoral legislation and will be fully documented in any contract documentation.

26. Pecuniary Interest of Members or Officers

Where a Member or officer involved in a contract has a pecuniary interest in that contract, he/she must declare that interest and abide by the provisions of the Ethical Standards in Public Life etc. (Scotland) Act 2000, the Councillor's Code of Conduct and any guidance made there-under and either the Council's or the Board's Code of Conduct for Employees as appropriate.

Q. COMPLIANCE OF MEMBERS AND OFFICERS

- | | |
|-------------------------|--|
| 1. Members Code | All Members shall observe and comply with the Councillors' Code of Conduct, issues by Scottish Ministers in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000 and any further guidance made hereunder. |
| 2. Officers Code | All officers shall observe and comply with the Board's Code of Conduct for Officials. |
| 3. Other Regulations | All members and officers will comply with the Board's Standing Orders in conjunction with these financial regulations. |
| 4. Scheme of Delegation | Officers shall only exercise such functions and powers as are delegated to them by the Board. |

R. OBSERVANCE OF FINANCIAL REGULATIONS

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|-------------------------------|---|
| 1. Responsibility of Assessor | It shall be the duty of the Assessor to ensure that these Regulations are made known to the appropriate persons within the Board and to ensure that they are adhered to. |
| 2. Breach of Regulations | Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Treasurer who will discuss the matter with the Assessor in order to determine the proper action to be taken. |

S. REVIEW OF FINANCIAL REGULATIONS

- | | |
|------------------------------------|--|
| 1. Review of Financial Regulations | The Treasurer shall review the Financial Regulations as circumstances demand and submit proposals for alterations to the Board for approval. |
| 2. Variation and Revocation | These Regulations may be varied or revoked by the Board in consultation with the Treasurer. |

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Procurement

1.0 Purpose of Report

- 1.1 To seek Joint Board approval of a new Procurement Policy for implementation within the Valuation Joint Board.
- 1.2 To seek Joint Board approval of a List of Contracts.
- 1.3 To advise members of progress in relation to implementing procurement processes which are aligned to those of West Dunbartonshire Council (WDC).

2.0 Background

- 2.1 In April 2016 an internal audit of the Valuation Joint Board's Governance Structure and Procedures identified that there were differences between the procurement procedures of the Joint Board's and those of West Dunbartonshire Council.
- 2.2 In particular, the Audit Action Plan recommended implementation of a Procurement Policy which is aligned with WDC and which takes account of external regulations.
- 2.3 A further recommendation was that the Joint Board maintained its own Contracts Register.

3.0 Progress

- 3.1 Several meetings have taken place with procurement officers in WDC to discuss Policy and align procedures.
- 3.2 All Procurement with an expected value in excess of £50,000 will be carried out in partnership with the procurement team at WDC and in accordance with the Procurement Reform (Scotland) Act 2014 and the Directives of the European Union.
- 3.3 A draft Procurement Policy has been drafted and is attached at Appendix 1 for Members' consideration.
- 3.4 A draft Contracts List has been drafted for all contracts with a value in excess of £10,000 and, in line with WDC policy, this will be published on the Joint Board's web site (www.dab-vjb.gov.uk). The Contracts List for publication is attached at Appendix 2 for Members' consideration.

- 3.5 A longer Contracts List for all existing contracts and similar agreements has been drafted and will be used for internal management purposes. This is attached at Appendix 3 for Members' information.
- 3.6 Senior officers of the Joint Board have enrolled in/subscribed to the Public Contracts Scotland web site and other established procurement frameworks.
- 3.7 The above review of procedures has highlighted a requirement to update the Joint Board's Standing Orders and Financial Regulations and revisions to these are presented under another agenda item for Members' approval.

4.0 Next Steps

- 4.1 On approval by the Joint Board, the Policy and Procedures contained in Appendix 1 will be implemented and applied consistently by the officers of the Joint Board.
- 4.2 The Joint Board's Procedures for the Ordering, Certification and Payment of Goods and Services will be updated to take account of the implementation of the above Policy.
- 4.3 The Contracts Lists will be reviewed and updated as contracts and their terms are renewed and/or revised.

5.0 Recommendations

- 5.1 Members are asked to approve:
 - (a) The Procurement Policy
 - (b) The Contracts List for contracts in excess of £10,000 for publication
- 5.2 Members are asked to note the extended Contracts List which will be used for internal management purposes.

Person to contact:
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Appendices

Appendix 1: Procurement Policy
Appendix 2: Contracts List (for Publication)
Appendix 3: Contracts List (for internal purposes)



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Procurement Policy

July 2016

Procurement Policy			
Review Cycle: Annual (and to account for changing internal and external factors)			
Version	Author	Approved	Date
0.3 draft	D Thomson	Management Team	July 2016
1.0	D Thomson	For Board approval	November 2016

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Dunbartonshire and Argyll & Bute Valuation Joint Board

Procurement Policy

1. Introduction

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board ('the Joint Board') is committed to Best Value and to complying with the statutory duties of the Assessor and ERO in an efficient manner. Efficient procurement will contribute to these goals.
- 1.2 Good procurement involves a number of key stages from identification of need through to the end of any contract. Thus it includes challenging service delivery options and considering the need to buy at all, as well as implementing efficient and effective procurement policies and, risk management and contract management procedures.
- 1.3 Good procurement will:-
- Result in savings which can be channelled into front line delivery.
 - Ensure compliance with legislation, including the Procurement Reform (Scotland) Act 2014, and Directives of the European Union.
 - Avoid financial losses and reputational damage.
 - Ensure that the Joint Board acts properly and purchases in a sustainable way.
 - Ensure and evidence integrity and accountability
 - Make the process transparent and consistent.
 - Ensure that consideration is given to small to medium enterprises and third sector bodies.
- 1.4 Procurement in the Joint Board is generally aligned with the policies of West Dunbartonshire Council (WDC) and its procedures and processes are supported by the procurement Team at WDC.
- 1.5 Although not exhaustive, this Policy provided procurers with a guide to procurement and includes key stages which will ensure a standard approach to procurement.

2. Associated Documents

- 2.1 This Policy is drafted in accordance with the following and should be read in conjunction with these documents:-
- DABVJB Standing Orders
 - DABVJB Financial Regulations
 - DABVJB Scheme of Delegated Powers
 - DABVJB Ordering, Certification and Payment of Goods & Services Authorised Procedures
 - WDC Corporate Procurement Guidance

3. Procurement Roles and Responsibilities

3.1 Purchases of up to £25,000

- 3.1.1 The Assessor & ERO and authorised members of the Management Team have authority to directly procure goods and services up to the value of £25,000.
- 3.1.2 For Guidance on the ordering and authorisation procedures to be adopted see the DABVJB Ordering, Certification and Payment of Goods & Services Authorised Procedures.
- 3.1.3 Notwithstanding the above, there are areas of expenditure where other restrictions apply and, where any purchaser is in any doubt, reference should be made to the Financial Regulations and Scheme of Delegated Powers.

3.2 Purchases of between £25,000 and £50,000

- 3.2.1 The Assessor & ERO has delegated authority for expenditure up to £50,000 but all purchases over £25,000 must be made in accordance with the Tender procedures contained in Standing Orders.
- 3.2.2 Such Tenders may be completed 'in-house' or by the Procurement Team at WDC. In either event, however, initial advice should be sought from the Procurement Team.

3.3 Purchases over £50,000

- 3.1.1 Purchases over £50,000 must comply with the Procurement Reform (Scotland) Act 2014 and with EU Procurement Regulations as contained in the Public Contracts (Scotland) Regulations 2015. Further, and in accordance with the procedures contained in Standing Orders, the Joint Board must formally approve all purchases of over £50,000.
- 3.1.2 Such tenders will therefore be led by WDC's Corporate Procurement Team with input from relevant officers of DABVJB.
- 3.1.3 Successful tenders will be decided upon by the Joint Board following submission of a report by the Assessor & ERO with details of tenders received and recommendations on award.

3.4 Roles and Responsibilities – General

- 3.4.1 Regardless of the procurement route identified above, no tender shall be invited or contract entered into unless the estimated expenditure has been previously approved by the Joint Board.
- 3.4.2 When considering the value of any purchase or procurement consideration must be given to the Rules of Aggregation – see section 6 later.

- 3.4.3 The restrictions on the Assessor & ERO's authority referred to above do not apply to the annual procurement of 'print and mail' services for the annual electoral canvass, but to ensure compliance with the Procurement Reform Act, the procedure will be carried out by, or under the direct guidance of, WDC's Procurement Team.

4. Procurement Routes and Framework Agreements

- 4.1 Where making a purchase or commencing an invitation to quote/tender, purchasers should check to see whether there is a contract or framework in place that would be suitable to meet the requirements of the purchase. This may extend to checking arrangements in place through WDC.
- 4.2 Where a supplier is being used for the first time, their details must be added to the WDC 'Aggresso' Debtors' system and/or 'We-Buy' system in accordance with the relevant guidance. New suppliers will normally be added to these systems by way of completion of an 'Achieve' Form on the WDC intranet.
- 4.3 For many items procured by the Joint Board, at any of the expected cost bands referred to at 3.1 to 3.3 above, the preferred method of procurement may be by way of an existing Framework Agreement or collaborative organisation, access to which is likely to be by way of WDC membership of these. These will most commonly be used for routine and/or recurring purchases.
- 4.4 Purchases should be made from Framework Agreements where the product or supplier meets the requirement and provides Best Value. Further information is provided below:-
- 4.4.1 **Scotland Excel** is the Centre of Procurement Expertise for the local government sector in Scotland. Scotland Excel develops and manages collaborative contracts for products and services where a strategic requirement is identified across the local government sector. Scotland Excel is a non-profit making organisation funded by participating local authority members.
- 4.4.2 **Scottish Procurement** develops and manages collaborative contracts for goods and services where a strategic requirement is identified across Scottish public sector organisations. It is part of the Scottish Government.
- 4.4.3 The **Crown Commercial Service** is the UK public sector portal providing a choice of over 500,000 products and services. The procurement arrangements established allow public sector organisations to access existing framework agreements. Procurers will be able to access framework rates, or use the Invitation to Quote (ITQ) facility or run a mini competition.

5. Planning Procurement (Non-Framework routes)

- 5.1 Where a procurement need has been identified and it has been established that this requirement cannot be met through an existing contract or framework,

then planning the procurement process will depend on the value, complexity, urgency and risk involved. Key elements of the planning process are included in the table below which is designed to assist the planning and specification stages of the process.

Planning – What you need	How to find this information
Historic spend information to determine the total spend of the requirement	<ul style="list-style-type: none"> • Previous payment information • Future/planned budget availability • Number of years required • See guidance on aggregation in section 6 below
Specify the requirement and identify the type i.e. goods, services or works	<ul style="list-style-type: none"> • Review the adequacy of historic requirements. • Consult stakeholders and/or service users on future requirements. • See Specification Template Brief at Appendix 2 and • Specification checklist at Appendix 3 provides prompts and suggested headings.
Sufficient, approved, budget	<ul style="list-style-type: none"> • Discussion with Assessor & ERO • Approval contained within Joint Board approved Budget estimates and 'Detailed Budget Breakdown' document
Approval to spend budget in required manner	<ul style="list-style-type: none"> • Discussion with Assessor & ERO • Approval contained within Joint Board approved Budget estimates and/or Board Minutes
Identify the feasibility, capability, maturity and capacity of the market to provide the required item/service.	<ul style="list-style-type: none"> • Through internal and/or external reports • Meetings with internal stakeholders • Research with suppliers, other public sector bodies, private sector etc • Desk based research via internet and trade directories etc.
Carry out a risk assessment to identify and analyse potential risks	<ul style="list-style-type: none"> • Project management guidelines

6. Rules of Aggregation

6.1 When considering a procurement requirement the estimated value of all the potential payments for that requirement must be aggregated to determine the total contract value, and therefore, what procurement route must be followed. This should include:

- Separate contracts for the same requirement.
- Any anticipated additional or variable spend for the requirement
- The total period of time for which the requirement will be needed

Table 1, below, shows how to calculate the estimated total contract value (for illustration purposes only).

	Goods & Services	Goods & Services
Initial/Single Payments	£10,000	£30,000
Estimated Annual Spend	£20,000	£50,000
Period of Contract/Req.	4 years	3 years
Total Recurring Spend	£80,000	£150,000
Aggregated Spend	£90,000	£180,000
Standing Order Threshold	£50,000	£164,176*
Procedure	Tender	EU Tender

*Note that the current EU procurement threshold for “**Works**” is £4,104,394.

7. Tender Thresholds

7.1 Appendix 1 provides a full breakdown of the applicable procurement thresholds and procurement routes that will normally be applied.

8. Guidance for Purchases up to £50,000

8.1 The Scottish Government has developed a standard route map named the Procurement Journey. This is intended to support all levels of procurement activity and to support procurers in the Scottish public sector. It facilitates best practice and consistency across the public sector. The Procurement Journey has 3 routes with ‘Route 1’ providing guidance on low value non repetitive spend with low risk. The guidance below describes Route 1.



8.2 The Procurement Journey

The procurement journey for low value, non-repetitive, purchases should include the following stages:-

- Prepare a Brief – which should detail the requirements, expected outputs, fees, timetables and selection and award criteria.
- Identify Suppliers – using various sources such as framework suppliers, internet searches, trade publications etc
- Invite Quotes – using the thresholds and timescales at Appendix 1.
- Prepare Quotation Documents – A template for preparing an Invitation to Quote (ITQ) is attached at Appendix 4. The ITQ should contain a copy of the Joint Board's Terms and Conditions.

- Advertise ITQs – where possible through the Public Contract Scotland Quick Quote facility. Approval to use this system must be obtained – seek further advice from WDC Procurement Team.
- Evaluate Quotes – An electronic version of an Evaluation Matrix is available on request from WDC Corporate Management Team. A record of quotes received must be retained for audit purposes.
- Award the Contract –The successful and unsuccessful bidders should both be notified. Award letters (see sample at Appendices 5 and 6) should be signed by an appropriately authorised person.
- Contract Management – The supplier's contract must be managed against the criteria specified in the evaluation. Appendix 7 provides some hints and tips to support the development of contract relationships with suppliers.

PROCUREMENT THRESHOLDS AND TIMESCALES

The table below applies to procurement of goods, services and works for the Joint Board, though variation from these options may be appropriate in certain circumstances at the discretion of the Assessor & ERO or the Depute Assessor & ERO

Value	Options for Procurement	Approach	Normal Advertising Procedure	Minimum Tender Timescales (days)
£2,000 or less	Access Existing Framework	In-house	n/a	n/a
	At the discretion of the Assessor or Depute Assessor - 2 quotes	In-house	n/a	n/a
£2,001-£10,000	Access Existing Framework	In-house	n/a	n/a
	At the discretion of the Assessor or Depute Assessor - 3 quotes	In-house	n/a	n/a
	Invitation to Quote (ITQ) - normally 3 quotes	In-house	PCS – Quick Quotes	14
£10,001-£50,000	Access Existing Framework	In-house	PCS – Quick Quotes	14
	Invitation to Quote (ITQ) - min 3 quotes	In-house	PCS – Quick Quotes	14
£50,001-£172,514	Formal Tender (Open or Restricted)	WDC Procurement Team	PCS Tender	14
> £164,176 (or £4,104,394 for 'Works')	Formal EU Tender (Open or Restricted)	WDC Procurement Team	PCS Tender / OJEU	Open 52 Restricted (PQQ -37) (ITT – 40)

The Procurement Brief

(to be completed and attached to the Invitation to Quote Document)

Note: This document should be tailored to the specific requirements of the particular purchase. The level of detail within the brief should adequately reflect the nature of the requirements. Some of the information may not be necessary and can be omitted. The Specification checklist at Appendix 3 provides some helpful prompts.

Introduction

The main aim and purpose of work should be indicated here. Include instructions for return of quotations; detail how the suppliers should structure their responses. The invitation needs to include both the Selection Criteria and Award Criteria (see below), however, the Selection Criteria require to be assessed before Award Criteria.

Background

The information provided here should be of sufficient length and detail to ensure the supplier has an understanding of why this work is being commissioned.

Objectives

a. Scope of Services

Briefly detail the project expectations and an outline method that could be adopted to achieve project outcome. This should be drafted in a manner that will encourage the supplier to incorporate their methodology to achieve the final deliverable.

b. Outputs and Milestones

Provide an outline project plan detailing timescale for the project including (where applicable):

- ☐ Scheduled meetings, include venue for meetings.
- ☐ What presentations and reports are required.
- ☐ Details of the format of any reports expected
- ☐ The volume of any goods required
- ☐ Timescales and any deadlines for deliveries
- ☐ Any applicable quality standards
- ☐ Outline final deliverables expected by the Joint Board within this project.

c. Fees and Costs

Rates and prices shall be deemed inclusive of all additional expenses howsoever incurred.

Selection and Award Criteria

The invitation needs to include both the Selection Criteria and Award Criteria.

Selection criteria are focused on “the bidder”, for example, financial status, health and safety record and the ability to meet quality requirements of the product or service. Award criteria are focused on “the bid”, for example, understanding of the specific project requirements, methodology and approach proposed, ability to meet volumes and delivery timescales and price. A clear distinction must be maintained between Selection Criteria and Award Criteria throughout the Invitation to Quote process. Selection Criteria require to be assessed before Award Criteria. If a bidder does not meet the selection criteria they should not be considered during the assessment of Award Criteria.

Selection Criteria

Suppliers should first be assessed on their capability. Selection Criteria should include any weightings for each area, or any minimum standards required. Criteria may include such areas as:

- ☐ Previous relevant experience
- ☐ Equal Opportunities
- ☐ Health and Safety
- ☐ Sustainability considerations as applicable

If the supplier(s) meet the thresholds identified they should then be assessed on the Award Criteria.

Award Criteria

The following areas may be considered for use, again to include any weightings.

- ☐ Understanding of this specific project requirements
- ☐ Methodology and approach proposed
- ☐ Specific expertise proposed for the service
- ☐ Delivery / Timescales proposed
- ☐ Price

All criteria must be relevant to the goods or services being provided.

Key Performance Indicators may be applied to the contract. These should realistically reflect the final outputs and milestones. Examples might include:

- ☐ Time targets
- ☐ Productivity indicators
- ☐ Quality of service
- ☐ Demand
- ☐ Availability

Additional information

Relevant additional information, as applicable to the project, may include, but is not restricted to;

- ☐ Details of EU funding or grants that apply to the project;
- ☐ **Key contact details;**
- ☐ Intellectual property rights which **are to be retained by DABVJB;**
- ☐ **Any sustainability issues that could impact on the contract;**
- ☐ Any health & safety issues that may impact on the contract.

Sustainability

Any relevant issues relating to sustainability should be included within the brief to ensure best practice is promoted and to minimise the impact on the environment.

PROCUREMENT BRIEF - SPECIFICATION CHECKLIST

Consideration should be given to the following when preparing a specification

Description	Y/N
Are previous (similar or related) specifications available?	
Are the requirements stated clearly, concisely, logically, unambiguously and contain the essential features or characteristics of the requirement?	
Do the specifications contain enough information for potential suppliers to design and cost the products or services they will offer?	
Are limits, tolerances or performance targets reasonable and reliable? Are they written in such a way that they define the criteria for acceptance of offered products or services as well as permitting them to be evaluated by examination, trial, test or documentation?	
Do specifications conform to relevant national, European or international standards and comply with any legal obligations?	
Do specifications provide equal opportunity for all potential suppliers to offer a product or service which satisfies the needs of the user and which may incorporate alternative technical solutions? Specifications must not contain features that directly or indirectly unlawfully discriminate in favour of, or against, any supplier, product or source.	
Is the specification presented in performance terms rather than a detailed design?	
Ensure that it does not over-specify requirements i.e. specify performance that is more than 'Fit for Purpose'?	
Does the specification take due account of the Joint Board's environmental, sustainability, social and other relevant policies?	
Have you considered the possibility of variety reduction and simplification?	
Does the performance of the contract require the contractor to hold licences, and does the specification reflect this?	
Are site specific requirements necessary?	

INVITATION TO QUOTE – TEMPLATE

Note - Supplier address information is not required if using QuickQuote

"Insert date"

Dear Supplier,

INVITATION TO QUOTE FOR "(Insert name of service/goods)"

QUOTE Ref: "(Insert quotation ref)"

You are invited by Dunbartonshire and Argyll & Bute Valuation Joint Board ("the Joint Board") to quote for the provision of goods/services detailed in the attached Brief documentation. Your quotation must be received by **"Insert time, day and date"**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The Joint Board may undertake not to consider quotations received after that time.

The Joint Board are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Eg Quality	X%
Eg Price	X%
Eg Technical Merit	X%

By providing us with a quotation you agree to be bound by the Joint Board's Terms and Conditions, which are enclosed with this Invitation to Quote and which will apply to any contract awarded to you after you have provided us with our quotation. *(Please discuss these with the WDC Procurement Team if you require guidance on how these fit with requirement)*

Enquiries and returns regarding this Invitation To Quote should be addressed to **"add our contact details here"**

Yours faithfully

"Add your name here"

"Job Title"

SUCCESSFUL ITQ AWARD LETTER

"Supplier contact name"

"Supplier name"

"Address 1"

"Address 2"

Town

County

Postcode

Dear "INSERT SUPPLIER NAME"

INVITATION TO QUOTE FOR: "add contract name here and contract reference number"

On behalf of Dunbartonshire and Argyll & Bute Valuation Joint Board ("The Joint Board"), I am pleased to accept your quotation for the above requirement. The documents listed below shall be deemed to form, and to be read and to be construed as part of, the Contract:

- ☐ This letter
- ☐ The Invitation to Quote (and Brief) Dated "**(insert date)**"
- ☐ Your response to the Invitation to Quote Dated "**(insert date)**"
- ☐ The Joint Board's Terms and Conditions of contract

The contract will commence on "**(insert date)**", and, per the above, the value of the contract, for the full life of the contract shall be **£"insert price"** exclusive of VAT. The contract completion date is "**(insert date)**".

Please confirm receipt of this contract award letter at the address below by return in order to act as an acknowledgement of receipt of this contract award letter.

Furthermore no action should be taken by your company at this time in respect of this contract until the official contract start date. The Joint Board accepts no responsibility or liability for any actions which you may take based on the information detailed in this letter. Any such actions and their financial consequences will be entirely at your own risk.

Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully

"Name"

"Job title"

Contd.

On behalf of **"INSERT SUPPLIER NAME"** I hereby accept and agree to the terms and conditions of contract as set out in this contract award letter.

Sign Name	
Print Name	
Job Title	
Authorised Signature on behalf of:	"Insert name and address of supplier"
Date	

UNSUCCESSFUL ITQ AWARD LETTER

"Supplier contact name"

"Supplier name"

"Address 1"

"Address 2"

Town

County

Postcode

Dear "INSERT SUPPLIER NAME"

INVITATION TO QUOTE FOR: "add contract name here and contract reference number"

On behalf of Dunbartonshire and Argyll & Bute Valuation Joint Board ("the Joint Board"), I would like to thank you for your quotation dated **"(insert date)"**. The evaluation of all the quotations received for this contract has been completed and on this occasion your quotation has not been successful.

The quotation submitted by **"insert successful supplier's name"** was successful and **"provide brief reasons why the supplier was unsuccessful"**.

On behalf of the Joint Board I would like to thank you again for the time and effort taken by **"insert supplier name"** when submitting this quotation.

Please do not hesitate to contact me directly should you have any questions about the content of this letter.

Yours faithfully

"Add name here"

"Add job title"

HINTS AND TIPS FOR GOOD PRACTICE IN CONTRACT MANAGEMENT

Ref	Hints and Tips
1	A written contract with a supplier is good practice. It gives clarity regarding your agreement with a supplier in terms of what you have asked for and what they will provide in terms of goods, services or works. The Specification Checklist at Appendix 3 can help you to consider what to include.
2	Terms and conditions should be clearly reference in written contracts.
3	The Invitation to Quote must establish clear start and end dates.
4	Rather than asking consultants for day rates, the specification should have clearly stated outputs and deadlines that suppliers can quote a prices and project plans for.
5	Contracts should be kept sufficiently short to deliver only those outputs specified in the Invitation to Quote and must not be extended to deliver other objectives.
6	Suppliers should be managed and appraised against the contract and must not be managed or appraised against any internal staff performance system.
7	Contracts must not make provision for any employee benefits such as paid leave or pensions etc.
8	All payments against a contract must be made as outlined in the Joint Board's Ordering, Certification and Payment of Goods & Services Authorised Procedures and through WDC's Finance Department after receipt of an invoice. Paragraph 2, in this guidance, provides you with information on how to ensure your supplier is registered with WDC's Finance systems for payment.
9	Contractors must provide their own equipment to do the job, including any required computer equipment. To ensure appropriate use of Joint Board resources, and that Contractors are not mistaken for Joint Board employees, they should not be given access to internal electronic systems, such as email, intranet etc.
10	It is appropriate to ensure that there is no implied obligation to provide work to any one supplier.
11	All contracts must be tendered in line with the Joint Board's Procurement requirements as outlined at Appendix 1.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**CONTRACTS REGISTER**

Prepared October 2016



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

This Contracts Register contains information on all contracts, and similar, held by DABVJB with a value of £10,000 pa or greater.

Date of Award	Description of Contract	Supplier Name	Estimated Value of Contract	Contract Start Date	Contract End Date	Max period of contract extension	Comments
Telephony and Communications - none							
ICT							
11/04/2016	Electoral Management System	Halarose	£16,913	01/04/2016	31/03/2017		
Property and Related - none							
Utilities							
N/A	Gas Supply	Total Gas & Power Ltd	£10,500	01/04/2016	01/04/2017		Rolling/Enduring. Via WDC
N/A	Electricity supply	EDF energy	£11,000	01/04/2016	01/04/2017		Rolling/Enduring. Via WDC
Insurances							
05/07/2016	General Insurances	Zurich Municipal	£11,575	01/08/2016	31/07/2017		
25/07/2016	Ill-Health Early Retirement Liability Insurance	Legal & General	£20,320	01/04/2016	31/03/2017		Enduring annually
Miscellaneous							
13/05/2016	Print and Mail services (canvass)	Critiqom	£93,046	01/06/2016	30/11/2016		
13/05/2016	Print and Mail services (other)	Critiqom	£11,147	01/06/2016	31/05/2017		
01/04/2016	Various Support Services	West Dunbartonshire Council	£130,667	01/04/2016	31/03/2017		As agreed by VJB at establishment of the Board

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**CONTRACTS REGISTER**

Prepared October 2016



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Date of Award	Description of Contract	Supplier Name	Estimated Value of Contract	Contract Start Date	Contract End Date	Max period of contract extension	Comments
Telephony and Communications							
01/06/2016	Telephone Line Rental (Clydebank)	Vodafone	£2,580	01/03/2015	01/03/2017		Plus call charges
24/04/2016	Telephone Line Rental (Campbeltown)	Vodafone	£1,628	01/03/2015	01/03/2017		Plus call charges
15/10/2017	Telephone Systems Maintenance (Clydebank)	Unify	£489	15/10/2016	14/10/2017		Annual Contract
07/08/2016	Telephone Systems Maintenance (Campbeltown)	BT	£313	07/08/2016	06/08/2017		Annual Contract
01/07/2016	Freephone (Clydebank)	Daisy Communications	£200	N/A	N/A		Rolling Contract Paid Monthly
01/07/2016	Freephone (Campbeltown)	Daisy Communications	£200	N/A	N/A		Rolling Contract Paid Monthly
Various	Broadband Line/Circuit Rentals (Campbeltown)	BT	£3,250	Various	Various		2 run from 12/11 and 1 from 02/07, 3 from June 2015 annually
	Private 10MB Fixed Line (Clydebank)	Update	£1,587				Provided via WDC/Update contract
01/07/2010	Mobile Telephony (for tracker devices)	Vodafone	£1,250	01/07/2010	N/A		Rolling Monthly Invoice
02/07/2012	Bureau Monitoring (for tracker devices)	Orbis Protect Ltd	£600	N/A	N/A		Rolling Monthly Invoice
N/A	Intruder Alarm Dedicated Line	Cable & Wireless	£170	N/A	N/A		Recharged by WDC every month
13/11/2016	Domain Name dab-vjb.gov.uk	brightsolid	£25	13/11/2016	12/11/2017		
ICT							
11/04/2016	Electoral Management System	Halarose	£16,913	01/04/2016	31/03/2017		
26/01/2016	Electoral Management System - back-up	Halarose	£5,792	27/04/2016	26/02/2017		
14/06/2016	Hera Electronic canvass return service	Halarose	£7,000	01/02/2017	01/05/2017		Variable cost dependent upon volumes of use.
21/10/2015	Tellus data mining licence & support	Halarose	£2,525	09/11/2016	08/11/2017		
12/05/2016	Time Recording System Maintenance	hfx Limited	£552.17	26/05/2016	25/05/2017		
11/09/2007	ESCROW Agreement	SES (via Halarose as agent)	£1,021	11/09/2016	10/09/2017		Recurring
01/06/2011	Software Licenses	Citrix	£650	01/06/2016	30/05/2017		Annual Contract
N/A	GIS Software	GGP	£1,678	01/04/2016	31/03/2017		Annual Contract
21/10/2015	Timesheet Professional Time Management support	Sareen Software Ltd	£100	31/10/2016	31/10/2017		
01/02/2016	Back Up Software	Symantec	£885	01/02/17	31/01/2018		For new servers purchased in Feb 2016 – Annual Cost.
Prior to 1996	Progress and Results Software Licence	Progress	£4,708	01/04/2016	01/04/2017		Annual Contract
Property and Related							
04/04/2016	Intruder Alarm (Clydebank - Unoccupied)	Pointer Limited	£287	28/04/2016	27/04/2017		Annual
01/05/2011	Intruder Alarm Maintenance (Clydebank)	Brookfield Alarms	£95	01/05/2016	01/05/2017		
01/05/2011	Intruder Alarm Monitoring (Clydebank)	Brookfield Alarms/Redcare Signalling	£270	01/05/2016	01/05/2017		
2012	Fire Alarm Maintenance (Clydebank)	Brookfield Alarms	£350	01/05/2016	01/05/2017		
Prior to 1996	Fire Alarm (Campbeltown)	Chubb Fire & Security Ltd	£186.76	01/04/2016	01/04/2017		
01/04/2016	Refuse Uplift (Clydebank)	West Dunbartonshire Council	£450	01/04/2016	01/04/2017		
01/04/2016	Refuse Uplift (Campbeltown)	Argyll & Bute Council	£450	01/04/2016	01/04/2017		
01/04/2016	Landscaping Services (Clydebank)	West Dunbartonshire Council	£1,900	01/04/2016	01/04/2017		
01/04/2016	Cleaning Services (Clydebank)	West Dunbartonshire Council	£9,300	01/04/2016	01/04/2017		
01/04/2016	Cleaning Services (Campbeltown)	Argyll & Bute Council	£8,500	01/04/2016	01/04/2017		
17/03/2016	Portable Appliance Testing (Clydebank)	Calbarrie	£299	10/03/2016	10/03/2017		Mark Docherty will be arranging our Pat Testing for sometime in March 2017
07/01/2016	Portable Appliance Testing (Campbeltown)	Calbarrie	£224.60	18/01/2017	17/01/2018		
04/02/2016	Emergency Light Testing	Alger Electrics	£204	29/08/2016	01/03/2017		Test was not carried out until 29/08/2016. Next one due March 2017
Utilities							
N/A	Gas Supply	Total Gas & Power Ltd	£10,500	01/04/2016	01/04/2017		Rolling/Enduring. Via WDC
N/A	Electricity supply	EDF energy	£11,000	01/04/2016	01/04/2017		Rolling/Enduring. Via WDC

2016	Water Supply	Anglian Water	£3,000	01/04/2016	01/04/2017		Arranged by WDC
Insurances							
05/07/2016	General Insurances	Zurich Municipal	£11,575	01/08/2016	31/07/2017		
05/07/2016	Travel insurance	Zurich Municipal	£100	01/08/2016	31/07/2017		
25/07/2016	Ill-Health Early Retirement Liability Insurance	Legal & General	£20,320	01/04/2016	31/03/2017		Enduring annually
Miscellaneous							
13/05/2016	Print and Mail services (canvass)	Critiqom	£93,046	01/12/2016	31/05/2017		
13/05/2016	Print and Mail services (other)	Critiqom	£11,147	01/06/2016	31/05/2017		
N/A	Feminine Hygiene Services	Healthcare Environmental Services Ltd	£49	30/09/2014	01/01/2017		Contract arranged by WDC - £12.30 per quarter - No Word from WDC Re Renewal
N/A	Enveloping Machine Lease	Twofold Ltd	£2,074	20/05/2016	19/05/2017		
01/11/2015	Multi-Functional Device Rental	Ricoh		01/11/2015	31/10/2016		WDC Tender Out - Waiting on Update
01/04/2016	Support Services	West Dunbartonshire Council	£130,667	01/04/2016	31/03/2017		
Jul-14	Scanner Maintenance	Fujitsu	N/A	2013	2018		3-yr maintenance rolled into purchase price.
10/02/2014	Letter Opener Lease (Inc maintenance)	Twofold Ltd	£1,728	02/06/2014	02/06/2020		
25/09/2015	Supply of Property Sales Data	Registers of Scotland	£665				Rolling/Enduring.
N/A	Language Translation Services	Language Line	£295	01/08/2016	01/08/2017		
07/11/2015	Supply of Bottled Drinking Water and maintenance	Eden springs	£900	01/01/2015	N/A		Rolling/Enduring. Eden Springs took over contract with WDC in January 2015.
N/A on demand	Outgoing Mail Delivery services	Royal Mail	Variable				Ongoing
N/A on demand	IncomingReply Mail Service	Royal Mail		01/04/2016	31/03/2017		
N/A on demand	Outgoing Mail Delivery services	Whistl	Variable				Ongoing
N/A on demand	Provision of Professional Volume (Armour) Updates	Sweets & Maxwell/Thomson Reuters	£1,485	01/01/2017	01/01/2018		

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board - 24 February 2017

Subject: Review of Support Services Agreement**1. Purpose**

- 1.1** The purpose of this report is to present Members with a revised version of the Support Services Agreement between the Joint Board and West Dunbartonshire Council.

2. Background

- 2.1** The Valuation Joint Board is provided with a range of support services, including Information and Communications Technology, Human Resources & Organisational Development, and Finance, by West Dunbartonshire Council.
- 2.2** In September 2013, Audit Scotland recommended implementing a Support Services Agreement covering the provision and management of these services.
- 2.3** In November 2013 the Joint Board approved a Support Services Agreement which was effective for a period of 3 years.

3. Main Issues

- 3.1** In light of the requirement to renew the above, a review was recently initiated and input was made by the Assessor, the Treasurer and each of the support service areas within the Council.
- 3.2** The revised draft Support Service Agreement is appended to this report for Members' consideration.
- 3.3** The table of contents within the appended draft document summarises the areas covered within the agreement. The schedule at the end of the document describes in detail the support services provided, what is covered within those support services and direct contact details of Council liaison officers.

4. Recommendation

- 4.1** Members are asked to consider and approve the revised Support Service Agreement. Once agreed, the Support Service Agreement will be signed appropriately.

David Thomson
Assessor & ERO
Date: November 2017

Person(s) to Contact: David C Thomson
Assessor & ERO
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Appendix: Support Services Agreement (2017)

SUPPORT SERVICES AGREEMENT

between

WEST DUNBARTONSHIRE COUNCIL

and

**DUNBARTONSHIRE AND ARGYLL
& BUTE VALUATION JOINT BOARD**

2016

Regarding the provision of corporate support services by
West Dunbartonshire Council to
Dunbartonshire and Argyll & Bute Valuation Joint Board

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SUPPORT SERVICES AGREEMENT

between

- (1) WEST DUNBARTONSHIRE COUNCIL, a local authority constituted in terms of the Local Government Act 1973 and Local Government etc. (Scotland) Act 1994 (who and whose successors are hereinafter referred to as the "Council"); and
- (2) DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD, is an independent authority which was established by The Valuation Joint Boards (Scotland) Order 1995 (who and whose successors are hereinafter referred to as the "Board")

WHEREAS:-

- (A) The Council and the Board have entered into an agreement (the "Support Services Agreement").
- (B) The Council has resolved to provide Support Services to the Board and the Board has agreed to accept the Services on the terms and conditions of this Agreement.
- (C) The parties wish to record in this Agreement the terms and conditions upon which the Council will provide the Services to the Board.

NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:-

1. DEFINITIONS AND INTERPRETATION

- 1.1. Terms defined in the Services Agreement (unless otherwise defined below) shall have the same meaning in this Agreement and, unless the context requires otherwise, the following words shall have the following meanings:-

"ADR Notice" shall have the meaning given to it in Clause 14.4;

"Agreement" means this agreement and the Schedule;

"Business Day" means any day which is not a Saturday, Sunday nor a bank holiday in Scotland;

"Confidential Information" means information, the disclosure of which would constitute an actionable breach of confidence, which has either been designated as confidential by any party hereto in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including commercially sensitive information, information which if released would prejudice the effective conduct of public affairs, information which if released may result in a tangible risk to personal safety or a breach of criminal law or interdict, information which relates to the business, affairs, properties, assets, trading practices, developments, trade secrets, intellectual property rights, know-how, personnel, contractors and advisers of any party and all personal data and sensitive personal data within the meaning of the DPA;

"Council Nominee" means Angela Wilson, the Council's Strategic Director - Transformation & Public Service Reform or such other person as may be appointed by the Council to be its Strategic Director - Transformation & Public Service Reform or such other person as nominated by the Council to be the Council Nominee and intimated to the Board as such;

"Data Controller" has the meaning set out in the DPA;

"Dispute" shall have the meaning given to it in Clause 14.1;

“Dispute Notice” shall have the meaning given to it in Clause 14.2;

“DPA” means the Data Protection Act 1998, as amended and supplemented from time to time;

“Environmental Information” has the meaning given under section 2(1) of the Environmental Information Regulations;

“Environmental Information Regulations” means the Environmental Information (Scotland) Regulations 2004;

“FOI Act” means the Freedom of Information (Scotland) Act 2002, and any subordinate legislation made under that Act from time to time, together with any guidance and/or codes of practice issued by the Scottish Information Commissioner from time to time in relation to such legislation;

“Force Majeure” means any cause affecting the performance by a party of its obligations arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control including fire, flood or any disaster or an industrial dispute affecting a third party for which a substitute third party is not reasonably available. Any act, event, omission, happening or non-happening will only be considered Force Majeure if it is not attributable to the wilful act, neglect or failure to take reasonable precautions of the affected party, its agents or employees;

“Initial Period” means a period of three years commencing on the Commencement Date;

“Other Services” means the services provided by the Council to the Board, which are not included in the Schedule or financially provided for in the Support Service Payment.

“Personal Data” shall have the same meaning as set out in the DPA;

“Processing” has the meaning set out in the DPA, and “Process” shall be construed accordingly;

“Relevant Employees” means those employees whose contracts of employment transfer with effect from the Service Transfer Date to the Board or a replacement services provider by virtue of the application of TUPE Regulations;

“Relevant Transfer” means a relevant transfer for the purposes of TUPE Regulations.

“Review Group” means a review group consisting of the Council Nominee and the Board Nominee;

“Request for Information” shall have the meaning set out in the FOI Act or any apparent request for information under the FOI Act or the Environmental Information Regulations, and Information shall be construed accordingly;

“Schedule” means the schedule annexed to and forming part of this Agreement;

“Services” means the services to be provided by the Council to the Board, as set out in the Schedule;

“Service Charges” means the charges payable by the Board to the Council in respect of the provision of services as set out in the Schedule by the Council to the Board;

"TUPE Regulations" means the Transfer of Undertakings (Protection of Employment) Regulations 2006; and

"Board Nominee" means David Thomson, the Board's Assessor and Electoral Registration Officer or such other person as may be appointed by the Board as its Assessor and Electoral Registration Officer or such other person as may be nominated by the Board to be the Board's Nominee and intimated to the Council as such.

1.2. In this Agreement unless the contrary intention appears:

1.2.1 each gender includes all genders;

1.2.2 words in the singular includes the plural and vice versa;

1.2.3 any reference to a Clause shall be to a clause of this Agreement and any reference to the Schedule shall be to the schedule annexed to this Agreement;

1.2.4 references to any statute or statutory provision include a reference to:

- any subordinate legislation made pursuant to that statute or statutory provision in force prior to the date of commencement of this Agreement; and
- that statute or statutory provision as amended, extended, consolidated and/or re-enacted from time to time except to the extent that any such amendment, extension, consolidation and/or re-enactment made after the date of commencement of this Agreement would increase the liability of any party under this Agreement;

1.2.5 references to a person include individuals, bodies corporate, unincorporated associations, partnerships (including, without limitation, limited partnerships and limited liability partnerships), joint ventures and boards and references to any of the same include the others;

1.2.6 the Schedule forms an integral part of this Agreement and references to this Agreement include the Schedule;

1.2.7 the headings to the Clauses are for convenience only and do not affect the construction or interpretation of this Agreement; and

1.2.8 references to books, documents, records or other information mean books, documents, records or other information in any form including, without limitation, paper, electronically stored data and digital and magnetic media.

2. PURPOSE OF AGREEMENT

2.1 The purpose of this Agreement is to provide a framework for the provision of the Support Services by the Council to the Board.

3. SERVICE PROVISION

3.1 The Council shall:

3.1.1 perform the Support Services to a standard reasonably to be expected of an organisation with experience in providing services of a similar type to the Services;

3.1.2 provide the Support Services in accordance with the terms of this Agreement, and in particular the provisions of the Schedule;

3.1.3 ensure the performance of the Support Services to at least the levels agreed between the parties, which shall in the case of certain Services be measured by way of the key performance indicators which shall be developed between the parties from time to time; and

3.1.4 maintain appropriate records relevant to the provision of the Support Services and make these available as requested by the Board.

3.2 The Board shall:

3.2.1 pay the Service Charges to the Council for services provided per the Schedule to the Board by the Council, in accordance with Clause 10;

3.2.2 provide all reasonable assistance required by the Council to enable the Council to provide the Support Services and such access to the Properties, working space, normal office amenities and systems of the Board at such times, as may be required by the Council.

4. SERVICE CHANGES

4.1 The nature of the delivery of the Support Services may evolve over time to suit the changing needs of both parties and as improvements to the Services are made.

4.2 Any significant variations to the delivery of the Support Services shall be agreed in advance by the Review Group.

4.3 The Board shall provide the Council with written notice if it no longer requires the Council to provide any of the Services. The Council shall cease to provide such Service(s) twelve weeks after the date of receipt of such notice from the Board and shall, if required by the Board, cooperate fully with the Board to ensure an orderly migration of the Service(s) to the Board or a third party.

4.4 Should the Council cease to provide the Support Services in terms of Clause 4.3 of this Agreement or otherwise it is envisaged that the identity of the provider of the Services may change resulting in a transfer of the Services in whole or in part ("Subsequent Transfer"). If a Subsequent Transfer is a Relevant Transfer then the Board or a replacement services provider will inherit liabilities in respect of the Relevant Employees with effect from the relevant Service Transfer Date. The parties shall, from the date of provision of the written notice of termination of the Services or otherwise comply with the procedure set out in the 'Employment Exit Provisions' at Clause 13 of the Services Agreement and with the Section 52 Guidance, and, provided there is a Relevant Transfer, with the TUPE Regulations.

5. AGREEMENT DURATION

5.1 This Agreement shall commence immediately following approval of the Board and, subject to the right of earlier termination by either party under Clause 9, this Agreement shall remain in force for the Initial Period.

5.2 Thereafter, subject to Clause 9, this Agreement shall automatically renew for successive periods of one year, unless and until terminated by either party giving not less than six months prior written notice period as outlined in Clause 9 below.

6. SERVICE MONITORING AND REVIEW

6.1 The Review Group will monitor and, if necessary, review the arrangements relative to this Agreement to ensure that the Services provided meet expectations and shall meet annually to do this.

7. DAY-TO-DAY RELATIONSHIPS

- 7.1 The parties will establish a relationship between key team members to deal with the day-to-day matters that may arise under this Agreement. This will be handled in a proactive and inclusive manner to ensure that the required levels of Services are at least maintained. Any issues arising from this day-to-day contact that cannot be resolved amicably will be referred to the Review Group by either party to seek final resolution of the matter.
- 7.2 The Council will ensure that the Board is kept aware and informed of any new or amended Council policies and standards that may have an impact on the Services.

8. BREACH OF THIS AGREEMENT

- 8.1 Without prejudice to Clause 9.1, if either party, acting reasonably, considers that the other is in breach of this Agreement it shall be entitled to serve notice detailing the breach in question. On receipt of said notice the receiving party undertakes to respond within ten (10) Business Days with the prime aim being to remedy the breach in question within this timescale. A breach of this Agreement includes the following:
 - 8.1.1 failure by the Council to provide the Services to the agreed standard;
 - 8.1.2 failure by the Council to provide the Services substantially in accordance with the Schedule;
 - 8.1.3 failure by the Council to meet substantially all of the agreed key performance indicators over a period of six months;
 - 8.1.4 failure by the Board to make payment of any part of the Service Charges when payment is due;
 - 8.1.5 failure by the Board to provide all reasonable assistance required by the Council to allow it to perform its duties; and
 - 8.1.6 material failure by either party to meet any of the obligations owed by them to the other in terms of Clauses 11, 12 or 13.
- 8.2 If there is no response to the notice within ten (10) Business Days or, if in the reasonable opinion of the sender of the notice, the response is inadequate, then the sender of the notice may convene a meeting of the Review Group in order to review the position.

9. TERMINATION OF AGREEMENT

- 9.1 If either party commits a breach of any material provision of this Agreement which (i) is not capable of remedy or (ii) is capable of remedy and that breach has not been remedied within twenty-eight (28) Business Days of service on the other party of a notice specifying the breach requiring it to be remedied, the other party shall be entitled to terminate or seek to vary this Agreement by serving written notice giving details of how and when such a variation or termination is to be effected.
- 9.2 In the event that a Force Majeure situation continues for a period of three months or more, then either party may terminate this Agreement by giving twenty eight (28) days' notice in writing to the other party.
- 9.3 Either party may terminate this Agreement if as a result of any Act of Parliament, Order, Regulation, Statutory Instrument or other legislation that party is required to discontinue the performance of this Agreement in whole or in part.

- 9.4 The termination of this Agreement, howsoever arising, shall be without prejudice to the accrued rights and liabilities of the parties, nor shall it affect the coming into force or continuance in force of any provision of this Agreement which is expressly or by necessary implication intended to come into or continue in force on or after such termination.
- 9.5 This Agreement shall automatically terminate on the termination or expiry of the Support Services Agreement.

10. PAYMENT

- 10.1 Provided that they do not comprise Other Services, the Board shall be charged by the Council for the provision of Support Services to it by the Council. For Other Services these shall be charged as according to normal billing processes for the service being provided to the Board.
- 10.2 The Service Charges shall be paid annually in arrears and will be determined and agreed between the parties as and when appropriate.
- 10.3 The Services Charges will be as advised by the Council for the provision of such services during the Financial Year. The Service Charges will be reviewed on an annual basis.
- 10.4 The Council shall submit invoices, in arrears, to the Board which shall be payable within 30 days of receipt.

11. DATA SECURITY

- 11.1 Both parties will ensure procedures are in place to respect the confidentiality of the information provided both in paper and electronic format.
- 11.2 The Board and the Council each acknowledge and agree that for the purposes of the DPA, in respect of any Personal Data, that both parties are Data Controllers.
- 11.3 In terms of the Records Management regime the Council will securely hold and properly dispose of any information/documents pertaining to the Board, in line with the Council's own Records Management Policy/plan. In addition the Board will securely hold and properly dispose of any information/documents pertaining to the Council, in line with the Board's own Records Management Policy/plan.
- 11.4 On termination of this Agreement for whatever reason, or upon written request at any time, the Board shall cease to use or Process any Personal Data received from or on behalf of the Council under this Agreement and shall return those Personal Data to the Council together with copies of those Personal Data in its possession or control. In addition the Council shall cease to use or Process any Personal Data received from or on behalf of the Board under this Agreement and shall return those Personal Data to the Board together with copies of those Personal Data in its possession or control.

12. DISCLOSURE OF INFORMATION

- 12.1 Subject to Clauses 12.2 and 12.3, the parties hereto each undertake to each other that they themselves will not at any time use or divulge or communicate to any person (other than to officers, employees or professional advisers of any party whose province it is to know the same) any Confidential Information concerning the financial position, contractual arrangements, or other affairs of the other party disclosed by one party to another and relating to the subject matter of this Agreement and they shall use all reasonable endeavours to prevent the use, publication or disclosure of any such Confidential Information concerning such matters.

- 12.2 The provisions of Clause 12.1 shall not apply:
- 12.2.1 in relation to any disclosure which is, in the reasonable opinion of the disclosing party and having duly considered any relevant request for disclosure, required by law including but not limited to disclosure for the purpose of compliance with the FOI Act and/or the Environmental Information Regulations;
 - 12.2.2 in relation to any disclosure required by the law of any relevant jurisdiction, any judicial proceedings or any governmental or regulatory body to which the disclosing party submits;
 - 12.2.3 in relation to any information which is in the public domain or has been received from a third party having the right to disclose the same;
 - 12.2.4 in relation to any disclosure which is necessary to enable a party to enforce its rights or defend its position in relation to any action or claim brought against it under this Agreement, and only to the extent that such disclosure is necessary;
 - 12.2.5 in relation to any use of information by either party to the extent that such use is required to enable that party to carry on its business properly and efficiently; or
 - 12.2.6 in relation to any information which the disclosing party was in possession of before being provided such information from the party to which it relates, provided the disclosing party can reasonably demonstrate that it already possessed such information; and
- provided that the party proposing to disclose the information will first (except in the case of disclosure in terms of Clause 13.2.4) notify the other party of its intention and will take on board all reasonable requests of the other party and act reasonably to limit the possible adverse impact of the disclosure on the other party;
- 12.3 each party acknowledges that the other party is subject to the requirements of the FOI Act and/or the Environmental Information Regulations and each party shall provide all necessary assistance and co-operation as reasonably requested by the other party (at its own expense) to enable the other party to comply with the requirements of the FOI Act and/or the Environmental Information Regulations.
 - 12.4 Where a party receives a Request for Information in relation to Information which it is holding on behalf of the other party and not for its own purpose, it shall:
 - 12.4.1 notify the party making that request that it does not hold the information and advise such party of the party who holds the information;
 - 12.4.2 ensure that the notification referred to in Clause 12.4.1 complies with the requirements of Section 19 of the FOI Act (as that section may be amended or modified from time to time) and/or Section 4 of the Environmental Information Regulations (as that section may be amended or modified from time to time); and
 - 12.4.3 notify the party on whose behalf the information sought by the Request for Information is held, that the Request for Information was made and has been refused.
 - 12.5 Where a party receives a Request for Information, and that Information is held on its behalf by the other party to this Agreement, the former party shall as soon as practicable after receipt and in any event within five Business Days, or such longer period as may be reasonably necessary given the scope of the request and the obligation to respond within a set timescale of receiving the Request for Information, provide that other party with a copy of the Request for Information.
 - 12.6 Each party shall be responsible for determining at its absolute discretion:
 - 12.6.1 whether any Information is exempt from disclosure under the FOI Act and/or the Environmental Information Regulations; and

12.6.2 the information to be disclosed in response to a Request for Information.

12.7 Each party acknowledges that any lists or documents provided by it outlining Confidential Information are of indicative value only and that any of the other party may nevertheless be obliged to disclose Confidential Information in accordance with this Clause.

12.8 Subject to Clause 12.5, each party may, acting in accordance with the FOI Act or the Environmental Information Regulations, disclose Information or Environmental Information without consulting with the other party.

13. ASSIGNATION

Neither party shall be entitled to assign or transfer its rights and/or obligations under this Agreement (in whole or in part) without the prior written consent of the other party

14. DISPUTE RESOLUTION PROCEDURE

14.1 If a dispute arises out of or in connection with this Agreement (a "Dispute") then, except as expressly otherwise provided in this Agreement, the parties shall follow the procedure set out in this Clause 14.

14.2 Either party shall give to the other notice in writing of the dispute (the "Dispute Notice"), setting out its nature and reasonable particulars with the relevant supporting documentation. On service of the Dispute Notice, the Council Nominee and the Board Nominee shall seek in good faith to resolve the dispute.

14.3 If the Council Nominee and the Board Nominee are unable to resolve the dispute within twenty Business Days of service of the Dispute Notice then the dispute shall be referred for resolution between the Board Nominee and the Chief Executive of the Council who shall attempt in good faith to resolve the dispute.

14.4 If the Chief Executive of the Council and the Board Nominee are unable to resolve the dispute with twenty Business Days of it being referred to them, then the matter may, if agreed by the parties, be referred to a mediator for mediation in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator shall be nominated by CEDR Solve or another mutually agreed mediation organisation. To initiate the mediation, a party must serve notice in writing ("ADR notice") to the other party requesting mediation. A copy of the ADR notice should be sent to CEDR Solve. The mediation will start not later than 60 days after the date of the ADR notice. Unless otherwise agreed by the parties, the place of mediation shall be nominated by the mediator. If any matter arising out of or in connection with this Agreement is referred to mediation the Council shall remain responsible for the provision of the Services throughout the period of mediation.

14.5. The fees of the mediator and the cost of mediation shall be borne equally by the parties.

14.6. No party may commence any court proceedings in relation to any dispute arising out of this agreement until 30 days after the appointment of a mediator, provided that the right to issue proceedings is not prejudiced by a delay.

15. FORCE MAJEURE

15.1 Provided it complies with its obligations under this Clause 15, a party shall not in any circumstances be liable to the other party for any loss of any kind whatsoever whether directly or indirectly caused to or incurred by the other party

which is due to Force Majeure.

15.2 If a party becomes aware of circumstances of Force Majeure which give rise to or which are likely to give rise to failure or delay in the performance of its obligations hereunder it shall:

15.2.1 forthwith notify the other party by the most expeditious method then available informing the other of the period which it is estimated that such failure or delay shall continue; and

15.2.2 shall use all reasonable endeavours to continue to perform, or resume performance of, its obligations hereunder for the duration of such Force Majeure event.

16. NOTICES

16.1 Any notice required to be given under this Agreement shall be in writing signed by (or by some person duly authorised by) the party giving it and may be served by delivering it personally to the address of the relevant party set out in Clause 16.3 or by sending it by e-mail to the either the Board or Council nominee's official e-mail account, or by pre-paid recorded delivery to the address of the relevant party set out in Clause 16.3.

16.2 Any notice so served shall be deemed to have been received:

16.2.1 if delivered personally, at the time of delivery;

16.2.2 in the case of a notice sent by pre-paid recorded delivery, forty-eight hours after the date of posting;

16.2.3 in the case of a notice sent by e-mail, if the notice was sent during the business hours of the addressee then on the day of transmission, and otherwise on the next following Business Day.

For the purposes of this Clause, "business hours" means the hours of 9.00am to 4.45pm.

16.3 Any notice required to be given under this Agreement shall be sent to the following:

- in the case of the Council:

Strategic Director: Angela Wilson

Address: Garshake Road, Dumbarton, G82 3PU

E-mail address: am.wilson@west-dunbarton.gov.uk:

- in the case of the Board:

Assessor and Electoral Registration Officer: David Thomson

Address: 235 Dumbarton Road, Clydebank G81 4XJ

E-mail address: assessor@dab-vjb.gov.uk

or to such other address or e-mail address as is notified in writing from time to time by the Council or the Board (as the case may be) to the other party to this Agreement.

17. VARIATION AND WAIVER

- 17.1 No variation of this Agreement shall be effective unless made in writing and signed by or on behalf of each of the parties by a duly authorised officer.
- 17.2 Any waiver of any right under this Agreement is only effective if it is in writing and signed by the waiving or consenting party and it applies only in the circumstances for which it is given and shall not prevent the party who has given the waiver or consent from subsequently relying on the provision it has waived.
- 17.3 No failure to exercise or delay in exercising any right or remedy provided under this agreement or by law constitutes a waiver of such right or remedy or shall prevent any future exercise in whole or in part thereof.
- 17.4 No single or partial exercise of any right or remedy under this Agreement shall preclude or restrict the further exercise of any such right or remedy.
- 17.5 Unless specifically provided otherwise, rights arising under this Agreement are cumulative and do not exclude rights provided by law.

18. COSTS

- 18.1 Save as expressly provided otherwise in relation to any matter in this Agreement, the parties shall pay their own costs and expenses in relation to the preparation, execution and carrying into effect of this Agreement.

18.1 SEVERABILITY

- 18.1 If at any time any provision of this Agreement is or becomes invalid or illegal in any respect, such provision shall be deemed to be severed from this Agreement but the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

19. NO PARTNERSHIP OR AGENCY

- 19.1 Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, nor authorise any party to make or enter into any commitments for or on behalf of any other party.

20. ENTIRE AGREEMENT

- 20.1 This Agreement and all agreements entered, or to be entered into, pursuant to the terms of this Agreement or entered into between the Council and the Board in writing and expressly referring to this Agreement:-
 - 20.1.1 together constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement; and
 - 20.1.2 (in relation to such subject matter) supersede all prior discussions, understandings and agreements between the parties and their agents (or any of them) and all prior representations and expressions of opinion by any party (or its agent) to any other party (or its agent).
- 20.2 Each of the parties acknowledges that it is not relying on any statements, warranties or representations given or made by any of them in relation to the subject matter hereof, save those expressly set out in this Agreement and other documents referred to above, and that it shall have no rights or remedies with respect to such subject matter otherwise than under this Agreement (and the documents executed at the same time as it or referred to in it) save to the extent that they arise out of the fraud or fraudulent misrepresentation of any party.

THIS IS THE SCHEDULE REFERRED TO
IN THE FOREGOING SUPPORT
SERVICES AGREEMENT BETWEEN WEST
DUNBARTONSHIRE COUNCIL AND
DUNBARTONSHIRE AND ARGYLL & BUTE
VALUATION JOINT BOARD

SCHEDULE

1. SERVICES PROVIDED

1.1 PUBLIC RELATIONS AND MARKETING

The Council's corporate communication's team will support the delivery of the Board's communications requirements by co-ordinating media enquires relating to the Board and, when required, by proactively promoting the Board and its services in local and national media. Communications will be delivered by working closely with the Board and management.

In particular, the corporate communications team will:

- 1.1.1 deal with media enquiries and requests for comments in collaboration with the Board;
- 1.1.2 deal with media interview requests, if required
- 1.1.3 guidance with web content and social media activities
- 1.1.4 prepare media releases, if required;
- 1.1.5 provide crisis media management in an emergency situation affecting both parties during working hours or on a goodwill basis out-of-hours;
- 1.1.6 undertake communications planning, if required;
- 1.1.7 provide marketing advice; and
- 1.1.8 provide a graphic design service as required.

1.2 LEGAL SERVICES

- 1.2.1 The Council shall provide the legal services marked against the Council in the table below. Certain legal services shall be provided by external advisors to the Board as noted in the table below.

Service	Council	External
Contract enforcement (third parties)	√	
Company law and Corporate Governance		√
Charity Law		√
Acquisition and disposal of Assets	√	
Tax Law		√
Litigation	√	√
Employment Law	√	√
Disputes and or renegotiation with WDC		√
Advice to support Non-Domestic Rating and Council Tax Valuation functions		√
Lodging of Caveats	√	

- 1.2.2 Debt recovery may be undertaken by external agents with the agreement of the Council's legal services.
- 1.2.3 Tax law may be undertaken by external agents after consultation with the Council's finance and legal services.
- 1.2.4 Litigation may be undertaken by external agents with agreement of the Council's legal services depending on nature of each case. Litigation will generally be undertaken by insurers agents where covered under Insurance policies.
- 1.2.5 Employment Law may be undertaken by external agents with the agreement of the Council's legal services depending on nature of each case. Where the issue involves matters common to terms and conditions of employment the Board and the Council, the Council's legal services will co-ordinate and oversee the conduct of all such matters.

1.3 COMMITTEE SERVICES

- 1.3.1 Preparation of agendas and collation of Board Reports;
- 1.3.2 Issuing of notices of meetings in time for such meetings as per the Board's Standing Orders;
- 1.3.3 Production and issuing minutes from meetings;
- 1.3.4 General correspondence with members etc.

1.4 FREEDOM OF INFORMATION ADMINISTRATION

- 1.4.1 Freedom of Information advice and guidance will be provided by the Council to the Board on an as required basis and from the appropriate officers.
- 1.4.2 Advice and guidance in relation to the Environmental Information (Scotland) Regulations 2014 will be provided by the Council.

PEOPLE AND TECHNOLOGY

Comprising Human Resources, Organisational Development and Information Technology Services as follows at sections 1.5 and 2.

1.5. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

1.5.1 Statement of Intent

This is the service description for the human resources and organisational development service ("HR and OD").

1.5.2 Principles

In the spirit of collaboration, the parties will work to develop an environment of cooperation using the following partnership principles:

- Be accountable – to the joint responsibilities set out below;
- Collaborate and co-operate – establish and adhere to the governance structure to ensure that service activities are delivered and actions taken on a joint basis;
- Be open – communicate openly about major concerns, issues or opportunities relating to the services provided;
- Work collaboratively to identify business improvements, eliminate inefficiencies and reduce the cost of service provision;
- Adopt a positive outlook – demonstrate a positive, "can do" attitude, looking at ways to improve services; and
- Focus on customer service and continuous improvement.

1.5.3 Obligations

The Council will deliver the Service within agreed standards and in accordance with its policies and the corporate requirements and commitments of the Board.

1.5.4 Description of the Service

Utilising a strategic model of HR delivery, the Council provides HR and OD services through an integrated approach to resource planning and development, provision of centralised HR expertise, HR business partnering, HR and Payroll transactional services, employee relations and case management.

The key features of the services are:

- Managing the day-to-day delivery of all transactional HR and pay enquiries and information through 'HR Connect', the HR service centre;
- Provision of HR business partnering;
- Assistance and advice in development of HR strategy and policy;
- Workforce planning, at both Strategic Lead and Organisational level;
- Provision of a comprehensive wellbeing and attendance management function;
- Provision of a resourcing and employment contract service;
- Management of a framework for job evaluation and grading of posts;
- Providing case management support on all routine and complex employment issues including performance improvement, grievance, discipline, and attendance;
- Management and ongoing development of the integrated Workforce Management and Payroll system on which the Board's key personnel information resides and is maintained;
- Employment equalities;
- Management of a payroll function including pensions administration;
- Development of a corporate approach to performance management and appraisal;
- Supporting organisational change and change management; and
- Leadership, management development and corporate development programmes, including e-learning.

1.5.5 Service Availability / Hours of Support

Service Availability	Hours of Support
Telephone: 01389 737373 Email: HRconnect@west-dunbarton.gov.uk Information available via the Intranet: HR and OD Knowledge Portal	HR Connect: 08:00 – 17:00 Mon – Thu 08:00 – 16:00 Fri Support Areas: 08:45 – 16:45 Mon-Thu 08:45 – 15:55 Fri

1.5.6 Key Service Areas

As part of the development of this Service the following five key service areas will be reviewed on an annual basis in line with changing business needs and the Board's service priorities.

1.5.6.1 Recruitment

The team will deliver a professional high quality service covering all aspects of recruitment & selection to support the Board's needs and provide the Board's managers with innovative and responsive recruitment outcomes. HR services will:

- Advertise vacancies on "My Job Scotland" and support the recruitment process;
- Provide assistance with writing job profiles to ensure the role can be appropriately evaluated;
- Provide access to the recruitment portal to allow managers to short list candidates;

- Ensure details of all successful candidates are progressed via the service centre and that all employment checks are carried out;
- Progress applications in a timely manner;
- Use VJB logos and letterheads on all correspondence etc; and
- Provide the Board with relevant equalities information and data in relation to recruitment and promotion.

The Board will, via the agreed methodology:

- Provide HR with completed and authorised recruitment forms;
- Provide HR with concise role profiles that have been previously evaluated (if new post);
- Provide HR with essential criteria and/or applicant questions so as to limit the number of unsuitable applicants;
- Access the recruitment portal to short list candidates and update as appropriate; and
- Progress applications in a timely manner.

1.5.6.2 Case Management

The team will deliver a professional high quality service covering all aspects of HR case management including conduct and capability. In addition the employee relations function will work with the Board and Trades Unions to improve the employee relations climate and work towards a partnership approach. HR services will:

- Provide a professional advice and guidance service on a suite of policies including; discipline, grievance, attendance management and performance management policies.
- Develop information guidance and template letters to assist the Board to navigate the different policy requirements.
- Provide high quality support and training to managers on all areas of employee relations case work covering discipline; grievance; absence management; poor performance; employment legislation and policy and conditions of service advice etc
- Provide the Board with advice and guidance to work in partnership with Trade Union representatives.
- Assist the Board to find solutions to resolve employee relations issues.
- Provide regular updates on individual case management progression including discipline, grievance and absence.

The Board will, via the agreed methodology:

- Seek HR case management support and advice with regard to employee relations issues and policy application;
- seek to work collaboratively with Trade Union representatives and strive to achieve mutual beneficial solutions; and
- ensure they fulfill responsibilities by ensuring that they maintain concise notes of case management issues and ensure that agreed actions are followed through and communicated to employees. Enhance their skills and knowledge by attending relevant employee relations and case management training or briefing sessions

1.5.6.3 Payroll & Contractual Changes

HR Connect will deliver a professional and quality service to support payroll and contractual changes and ensure that all changes are progressed to meet service delivery needs and legislative requirements. HR services will:

- Inform employee in writing (using VJB stationery) of all contractual changes;
- update the Workforce Management System with all contractual changes;
- process all authorised contractual changes in the next available payrun;
- process for payment all authorised overtime and travel expenses in the next

- available payrun;
- process all authorised allowances and deductions; and
- provide Pension Fund administration.

The Board will, via the agreed methodology:

- Provide HR connect with completed and authorised employee amendment form by the deadlines required for processing;
- notify HR connect timeously of all contractual changes and provide amended contractual information;
- provide completed and authorised overtime sheets by the deadline required for processing;
- provide completed and authorised travel expenses forms by the deadline required for processing; and
- notify HR Connect of any other information that may affect pay such as absence from work, maternity, leaver etc..

1.5.6.4 Payroll services to be provided

Provision of information, preparation and submission of annual returns (P14, P60, P35, P11D) and payment of sums due to HMRC, Pension Fund Administrators (SPFO and SPPA), Trade Unions and any other Payroll related third parties.

1.5.6.5 Managing Change – HR Business Partners

HR business partners will support the Board's management team in the development of strategic HR solutions and support organisational change to facilitate effective delivery. HR business partners will:

- Provide the interface between HR and OD teams and the senior management team;
- drive forward focused HR and OD solutions to support business objectives and organisational change;
- work in partnership with the Board and key stakeholders/partners to jointly develop HR strategies and plans necessary to support the delivery of services and the achievement of performance targets;
- coach, support, mentor and challenge managers in the application of HR policy and practice, and to provide appropriate HR advice and guidance in order to minimise risk and financial exposure; and
- assist and support the development of the Board's workforce plan.

The Board will, via the agreed methodology:

- Fully engage with HR business partners in the development of HR solutions and workforce planning;
- Ensure effective communication with HR business partners in relation to service plans;
- Liaise with HR business partners in relation to current and future HR support requirements; and
- Advise and consult with HR business partners in relation to compliance with this Service.

1.5.6.6 Provision of Management Information

HR services will be responsible for the maintenance and provision of high quality management information that will support the needs of the Board and individual managers in effectively managing their employees. HR services will:

- Provide management information to the Board on a range of employee information;
- update WMS with all changes notified by the Board in a timely manner;
- provide standard reports on a monthly basis; and
- provide ad-hoc reports to the Board as required within agreed timescales with WMS assistant advisor.

The Board will, via the agreed methodology:

- ensure all employee changes are notified to service centre to ensure WMS is up to date;
- Email Request for Information to WMS assistant advisor with details of format and timescales required;
- meet with WMS assistant advisor to discuss requirements in more detail if required; and
- review management information provided on a regular basis and advise if information is no longer required or needs to be amended.

1.5.7 Service Dependencies

1.5.7.1 External Service Provision

HR and OD has a role in negotiating appropriate support agreements with external service providers. In this regard HR and OD will enter into appropriate arrangements with:

- Strathclyde Pension Fund;
- Occupational Health Providers;
- employee counselling provision; and
- other bodies as appropriate to ensure that appropriate standards of service are provided. Appropriate monitoring arrangements and service level agreements with external service providers will be put in place together with arrangements for performance reporting.

1.5.7.2 Board Responsibilities

That the services described in this document can only be consistently delivered when the Board takes responsibility in relation to HR Policy and Procedures and meet both procedural and legislative timescales.

1.5.8 Service Monitoring

- 1.5.8.1 HR and OD is committed to provide services in a professional, customer focused and efficient manner consistent with legislative requirements, Council policy and best practice. A copy of the HR and OD customer services charter will be provided. The HR business partner will ensure HR service provision and will be the first point of contact for any complaints, comments or compliments on the HR and OD service. Any such contact will be appropriately logged.

1.5.8.2 Service Comments, Complaints and Compliments

Any comments, complaints and compliments raised with the HR business partner and relating to services covered within this Service will be reviewed by the Strategic Lead of People and Technology and discussed with all relevant parties before also being raised at the departmental liaison meetings. Any actions identified as service improvements will be built into the appropriate service improvement plan and the progress/outcome will be included in the monthly service report and discussed at the departmental liaison meetings.

1.5.8.3 Service Reporting

In accordance with the Council's development of service reporting, a range of reports are now available via HR21 and can be run by service managers at their convenience.

1.5.9 Main Contacts

Name and Position	Contact Details
Transactional Services: HR CONNECT Payroll	Telephone No: 7373 Email: HRconnect@west-dunbarton.gov.uk Email: payroll@west-dunbarton.gov.uk
Vicki Rogers Strategic Lead – People and	Telephone No: 7584 Email: vicki.rogers@west-dunbarton.gov.uk

Alison McBride Organisational Development And Change Manager	Telephone No: 6997 Email: alison.mcbride@west-dunbarton.gov.uk
Darren Paterson, Strategic HR Manager	Telephone No: 7645 Email: darren.paterson@west-dunbarton.gov.uk

1.5.9.1 Key Personnel Changes

The Board will be informed of any changes to key personnel named within this Service that could affect the delivery of the Service.

1.5.9.2 Changes to Service

Either party may propose changes to the scope of the services being provided by HR and OD. The parties will aim to agree any proposed changes prior to implementation.

2. INFORMATION TECHNOLOGY

2.1 Description

The Council will provide a comprehensive range of IT and telephony services to all of the Board service areas.

Services provided by the Council include network (to PSN standards), desktop (PCs, laptops, printers, phones, tablets, thin client technology) application development, application support, customer support, IT procurement advice, server support and hosting, telephony infrastructure, security, hardware disposal, virus protection, internet and e-mail systems/access and data communications.

Services are provided through a combination of direct, phone based, face to face, self-service and specialist support. The key features of the services are:

- a single point of contact for all Board users and requesting services;
- a single telephone number for any customer requesting a service or raising a fault;
- a self-service facility for customers to request services or raise faults online;
- fast access to professional support with potential resolution at first point of contact;
- dedicated Council individuals to develop services, identify opportunities and liaise directly with business areas; and
- tri level tiered incident management support with specific resolution times and escalation points, 1st and 2nd line incident management delivered by IT connect team and 3rd level incident management support delivered by development teams.

2.2 Service Availability / Hours of Support

Service Availability	Hours of Support
Telephone: 01389 737000 Email: ict.servicedesk@west-dunbarton.gov.uk Via the Internet: Self-service call logging http://omicron.west-dunbarton.gov.uk/HelpdeskSelfService/default/en-us/	Service Desk: 08:00-17:00* Mon-Fri Support Area: 08:45-16:45 Mon-Thu 08:45-15:55 Fri
Out of Hours Services: It is recognised that there will be occasions where an Out of Hours Support service will be required. These do vary in nature depending upon the requirements outlined for the out of hours working. Where there is a need for specific arrangement to be made, contact must be made with the relevant Council nominated or the ICT manager (see contact details), they will identify the requirements and commission appropriate support resources. Where possible all requirements for out of hours working should be satisfied by using the pre-authorised schedule maintenance days. If the business requirement is such that the work must be carried out with the scheduled maintenance days then a minimum of seven working days notice would be required and the Council's ability to service the request would be based on reasonable endeavours. Out of hours working will be charged at the going overtime rate.	

2.3 Services in Scope

The services in scope as part of this agreement are contained in the following table

1. Business Partners	2. IT Connect	3. Business Transformation	4. IT Infrastructure	5. IT Security
Board liaison	1 st Level Support	Applications Development	Network Development	Implementation of technical solutions
Schedule Monitoring	Incident Management		Infrastructure Management	
New Business	Requests For Change (RFC)	3 rd line Support	Telephony Management	
Issue Escalation	Requests	Problem Management	Infrastructure Development	
	2 nd Level Support		Telephony Development	
	2 nd Level Incident Mgt		3 rd Level Incident Management	
	Problem Management		Problem Management	
	Software Install		Server Development	
	Onsite visits		Not Relevant	
	Hardware Install		Problem Management	
	Backup Management		Unix Server Development	
	Configuration Management		Server Maintenance	
	Licence Advice. Management.		Server Installation	
	Asset Management		Server Configuration	
	Configuration Management		3 rd Level Incident Management	

2.4 Customer Services

2.4.1 Service Desk Process

When the Board contacts the Council's Service Desk a Service Centre Assistant (SCA) will instigate the following standard process for call logging and prioritisation. The SCA will ask a range of questions (call scripting), the answers to these questions will either enable the SCA to provide a resolution at first point of contact or it will allow them to determine the urgency and priority of the call for further assignment through the tri-teamed support model. All details of the call will be recorded on a central recording system. If the call is not able to be resolved at first point of contact then the following details will be provided:

- Call ID;
- Call priority;
- Timescale for resolution (based on priority);
- The next steps in progressing the call if it is to remain open; and
- Escalation point (timescale in which the call will be escalated).

2.4.2 Prioritising the call:

The Council's service desk analysts will ask a series of pre-determined questions (call scripting) which will allow the system to assess and assign a priority based on the impact and urgency of the call. Details of the priorities and the response / resolution levels are as follows:

Priority No.	Response Time	Resolution Time	Service Definition
Priority 1 (P1)	2 working hours	1 working day	Full loss of service – (e.g. whole network or business critical system failure) affecting multiple users with no immediate workaround available. VIP customers/services are assigned priority 1. Some systems and services are assigned VIP status at critical times, for example Finance Accounting at Year End, services responsible for managing Elections
Priority 2 (P2)	4 working hours	3 working days	Partial loss of a service with critical business impact, with no immediate workaround available.
Priority 3 (P3)	1 working day	5 working days	No immediate business impact for which a workaround is available
Priority 4 (P4)	2 working days	10 working days	General application errors and problems/faults
Change Request	42 working days	Up to 10 working days Up to 20 working days 20 working days and beyond	Standard requests Minor requests Projects.

Some timescales are dependent on underpinning contracts with third party suppliers

+ A service request is an enquiry that has been identified as not being a problem or a fault identified

2.4.3 Disputed call prioritisation

Should the Board dispute the call prioritisation assigned to their call they should, in the first instance, discuss the call with the Council's service desk supervisor. The service desk supervisor will examine the call and assess the correct priority to be allocated to the call.

2.4.4 Escalation Procedure

Escalation points have been built into the centralised recording system which will automatically escalate the call based on the predefined timescales. The Council's service desk calls will be automatically escalated to the service desk supervisor when they have exceeded their timescales and go into 'Breach' status. Outwith the automatic escalation process the escalation path for the Board is as follows:

Escalation Path

Escalation Level 1: Call updates and progression

Service desk – This is the first point of contact for call escalations. The service desk will be able to advise customers of call progress and the timescales for resolution based on the call priority.

Escalation Level 2: Call management and monitoring

Service desk supervisor – The service desk supervisor will investigate the call, ensure the correct priority is applied and define the next actions to the customer. The service desk supervisor will then monitor this call until resolution.

Escalation Level 3: Quality of service delivery, customer satisfaction

Section leader - The section leader (IT connect) will review the call actions taken and progress with the relevant support tier until resolved. The section leader (IT Connect) will undertake regular random quality checks to see if preventative measures can be built in and to ensure continuity of service.

Escalation Level 4: Business relationship management

Business partner - The business partner will review the call and all actions taken and will highlight direct to the ICT manager. The business partner will liaise with all areas of support tiers until resolution of the call and will raise an exception report on the issue at the departmental liaison meeting

Escalation Level 5: ICT Management

ICT manager - The ICT manager will review the call, actions taken and timescales and will ensure the correct resolution is in place. The ICT manager will review the processes undertaken and if required take any remedial action. The ICT manager will review the exception report and will discuss the issue at the next departmental liaison meeting

The escalation process is completely separate from the complaints process which is covered below.

2.5 Service Dependencies: Third Party Suppliers

The Council has a role in negotiating appropriate support agreements with third party suppliers for corporate applications however support agreements and contracts for service specific applications are the responsibility of the VJB. Where a resolution to a fault or service request is dependent upon a third party supplier then the Council (for corporate applications and the VJB (for VJB specific applications) will undertake to log the call within the agreed target timescales. The provision of a response from the third party supplier will be dependent on service levels established within the relevant contractual arrangements. For corporate-related applications and services – calls to the Council that are dependent on external service level agreements will have the 'clock' stopped, this is to ensure that call breaches do not occur which are relational to external service level agreements outwith the Council's direct control. The service desk monitor all external call timescales and will deal directly with the suppliers as part of a supplier management function. Any breaches for external SLAs will be directly reported to the external supplier and contracts may be reassessed due to poor performance. Calls returning from suppliers will have the clock restarted as soon as they are received back into the Council who will regularly inform the Board of the progress of the calls and will regularly hasten external suppliers as part of the automatic escalation process built into the centralised reporting system.

2.6 The Board's Responsibilities

It is expected that the service levels described in this document can only be consistently delivered when the Board takes the responsibility of reporting the necessary ICT faults/problems and service request through the Council's service desk in order to action, monitor and fix the calls effectively.

2.6.1 Service Desk

To get the most from the service desk the Board is advised to:

- Ensure that relevant asset tag information is collected prior to initiating the helpdesk call or self-service form;
- Make a note of any error message before phoning the service desk or raising the self-service form;
- Make sure that when contact has been made to the service desk they have access to a phone near the machine that they are experiencing a fault or a problem with, or working from a machine with remote support installed;
- Keep a record of the call ID (reference number) and use it when checking progress; and
- Make sure the service desk is aware of their availability/how to contact them.

The service desk's aim is to resolve as many calls as possible, at the initial stage, the standard response / resolution times are dependent on the call priority. Therefore it is important that:

- all contact with the Council is through the service desk to ensure calls are logged and processed to ensure a call ID is generated and an accurate history of events associated with the call is maintained;
- change in key personnel or establishment details need to be communicated to the service desk;
- sufficient information is provided for the service desk to record and action the call effectively i.e. name of establishment, contact details and the nature of the call;
- ensure that staff are sufficiently trained in relevant computer hardware and software usage, health and safety, data protection, etc.;
- appropriate information relating to the urgency of the call is provided to allow the service desk to properly assess and prioritise the call; and
- appropriate information relating to the impact of the call is provided to allow the service desk to properly assess and prioritise the call.

2.6.2 Support Via Remote Access

The Service desk will endeavour to fix all calls at first point of contact unless during the reporting process it is established that the call requires to be escalated to the next tier of support. The Board should ensure, where possible, that the service desk is able to remotely access the Board PC in order to resolve the problem or to further assess the problem. If remote access is not convenient at the time of fault reporting then the Board is required to arrange a suitable time for the remote access to occur. It should be noted that the clock may be stopped on the call until the remote access is able to take place.

2.6.3 Physical Access

In instances where physical access is required to devices then this will immediately be escalated from the service desk to the second tier of support services. The Council staff will liaise with customers to ensure a convenient time for onsite visits, however, customers should ensure that the Council has the required physical access within their premises to assess or resolve any calls. This could be a chargeable item relating to travel and accommodation should the location not be within the WDC boundary.

2.6.4 Testing

There may be occasions where the Board wishes to perform user acceptance testing (UAT) either as part of a new system installation or as part of an application upgrade process. The Council will co-ordinate any UAT, however, it is the Board's responsibility to arrange for the provision of appropriate resources for any testing for new or upgraded systems through the relevant external suppliers in accordance with the required timescales. Service desk calls will have the clock stopped as soon as the call is passed for UAT and it will be restarted

upon completion of the UAT.

2.6.5 Board projects and changes requiring Council resources

Projects that require additional ICT resources such as project management and business analysis may be provided by the council as resources permit. If the Board requires these services the Board should liaise with the council's ICT business partner in the first instance. Additional charges may apply if additional resource cannot be provided within existing provision.

2.7 Infrastructure Reliability and Service Availability

2.7.1 Reliability

Most routine maintenance should not affect service availability. However, occasionally upgrades or enhancements may mean that the Council needs to close the service down for a short while. If this becomes necessary the Council will ensure, where possible, that it takes place out of core service hours or forms part of the scheduled maintenance plan. The scheduled maintenance plan will be made available on the WDC intranet.

2.7.2 Availability Targets

The availability targets outlined below:

The key performance target is 98.0% (Service time covered is 24/7 excluding holidays).

2.8 Service Monitoring

2.8.1 Quality of Service and Service Standards

The Council warrants that the Services will be performed in a professional, customer focused and efficient manner consistent with industry standards reasonably applicable to such. The Business Partner is the first point of call for any complaints or comments on the Council's service

2.8.2 Service Comments

Any comments and complaints raised with the Business Partner and relating to services covered within this agreement will be reviewed by the appropriate Council officer and discussed with other appropriate Council staff before also being raised at the Council/Board liaison meetings. Any actions identified as service improvements will be considered and if suitable, built into the service improvement plan and the progress/outcome will be included in the first available quarterly service report and discussed at the Council/Board liaison meetings.

2.8.3 Service Reporting

A monthly service report on actual service levels achieved will be made available to the Board via the Council.

2.9 ICT General Information

2.9.1 Emergency Procedure

There is an emergency procedure invoked in the event of an evacuation, major system, power or network failures. This procedure may require the suspension or reduction of services provided under this agreement for a period of time. The decision on suspension of services will be taken by the Board Nominee or their delegated representative, in collaboration with the nominated Council Nominee.

2.9.2 Main Contacts

Name and Position	Contact Details
Patricia Kerr ICT	Telephone No: x7574 Email: patricia.kerr@west-dunbarton.gov.uk
James Gallacher ICT Business Partner	Telephone No: x7287 Email: james.gallacher@west-dunbarton.gov.uk

2.9.3 Key Personnel Changes

The Board will be informed of any changes to key personnel named above which could affect the delivery of the Services.

3.0 FINANCIAL SERVICES

The Council's financial services team will provide the following services to the Board:

3.1 Budgeting and Financial Planning

- Preparation and distribution of budget guidelines, reports and timetable;
- Assistance, collation and consolidation of budget submissions;
- Provision of information to assist final preparation of budget reports to the Joint Board;
- Assistance and provision of information to assist in the preparation of a medium/ long term finance strategy;
- Finalisation of approved budget information and update into the Council's financial ledger, to aid monitoring of budgets;
- Completion of all relevant financial returns, on a timely basis;
- Provision of financial advice on an ad hoc basis; and
- Provision of cashflow information to inform the treasury activities activities.

Revenue Monitoring

- Preparation and presentation of standard budget monitoring reports on a monthly basis;
- Assistance in preparation of financial information to the Board as required; and
- Provision of information and advice on all budget monitoring issues.

3.2 Preparation of Annual Financial Statements

- Preparation and distribution of year end instructions, deadlines and timetable;
- Processing year end accountancy entries to ensure the financial ledger presents core data for preparation of the annual financial statements and audit thereafter;
- Preparation of financial information for inclusion within the Board's annual financial statements, including compliance with regulatory requirements;
- Preparation of detailed and appropriate working papers to substantiate figures contained within the financial ledger and the financial statements; and
- Assistance in preparation of the Board's reports on final outturns.

3.3 Provision of Financial Ledger/Main Accountancy System

- Provision of a financial ledger, recording of budgets and actual expenditure incurred to assist with budget monitoring;
- Provision of ledger maintenance service – including processing of feeders, interdepartmental charges, reconciling of accounts, processing of budget phasings, processing of budget virements, updating and maintaining appropriate coding structures, etc;
- Ongoing review and development of reporting facilities to improve ability to report same financial information in a variety of ways; and
- Ongoing development to continuously improve use of the financial ledger system, to encourage efficient and effective ways of working, minimising duplication and manual effort.

3.4 Creditor Payments

- Inputting of authorised batches of invoices to the creditors financial system. The batches should be appropriate to the Council's approved documentation and correctly authorised and coded, including Construction Industry Scheme processes;
- Processing payments by the due date (if received and correctly requested by that date), either by BACS or cheque;
- Investigate and progress queries from either the Board or a supplier in respect of payments;
- Provide guidance/advice on issues related to creditor payments; and
- Assist with work to improve and develop systems and procedures for payment of invoices.

3.5 Insurance Claims Handling

- Processing of insurance claims and dealing with insurance companies, brokers, claimants and departments in respect of claims;

- Assist in the provision of any detailed information required by insurance companies/ brokers to substantiate policy cover; and
- Procurement of insurance policies and negotiation of premiums on behalf of the Board.

3.6 VAT administration

- Provision of management information and transactional data for the completion and submission of the VAT return; and
- Provide ad hoc advice as required on VAT related matters.

3.7 Income Management

- Provision of secure income collection services, subject to banking arrangements; and
- Processing income into the relevant service system and into the Council's financial ledger – including debit and credit card transactions.

3.8 Sundry Debtors

- Provide necessary access and training to allow the Board to process debtors accounts, as required;
- Issuing invoices and credit notes on a regular, user defined basis;
- Issuing refunds to customers where overpayments have been identified, following necessary checks;
- In accordance with the standard timetable, issuing reminders/ final notices and legal letters on debts outstanding
- Access to full services in respect of debt recovery;
- Investigating and resolving queries relating to payments received / allocated;
- Providing guidance and advice on all issues related to customer accounts;
- Provide access to run reports on accounts outstanding at agreed intervals at user defined intervals;
- Ongoing development work to improve systems and processes for issue of customer accounts; and
- Providing new customer details on request.

3.9 Ad hoc

- Processing of all journal entries required to correct miscodings and appropriate allocations;
- Processing of approved budget virements;
- Provision of financial advice and information as required for audit purposes, including liaison with external auditors;
- Updating of authorised signatory registers for creditors/ debtors/ journal entries as requested by the Board;
- Process of authorised access into relevant areas of financial systems, as required;
- Processing of recharges between the Council and the Board or vice versa through "internal recharge" entries as appropriate; and
- Training as required to allow relevant Board employees to understand the Council's processes to allow the Board to complete its process and control tasks, as necessary.

3.10 Procurement

The Council's corporate procurement unit will provide the following services to the Board:

Tendering and Contracts

- Assistance in accessing Scotland Excel and Public Contracts Scotland contracts and frameworks; and
- Assistance and guidance relating to local tendering activities.

Sourcing

- Assistance in the sourcing of specific goods and services; and
- Assistance in supplier selection activities.

- Access, administration and facilitation of the WeBuy eProcurement system;
- Provision of user and approver training as required; and
- Assistance in provision of management information, as required.

Supplier Management

- Assistance in supplier management activities, as required.

3.11 Audit and Risk Management

The Council will provide the following audit services to the Board:

- Risk based system reviews;
- Computer audit;
- Contract audit;
- Performance audit;
- Irregularity/Public Information Disclosure; Participation in the National Fraud Initiative.
- Audit Planning to include liaison with external auditors
- Business Continuity and Disaster Recovery advice; and
- Audit Planning to include liaison with external auditors
- Risk Management and Health & Safety information and advice will be provided on an ad hoc/as required basis.

3.12 Main Contacts

Name and Position	Contact Details
Stephen West Strategic Lead - Resources (Treasurer to VJB)	Telephone: x7191 Email: stephen.west@west-dunbarton.gov.uk
Gillian McNeilly Finance Manager	Telephone: x7194 Email: gillian.mcneilly@west-dunbarton.gov.uk
Jackie Allison Finance Business Partner	Telephone x7322 Email: Jackie.allison@west-dunbarton.gov.uk
Joanne Harkin Finance Officer	Telephone: x7875 e-mail: joanne.harkin@west-dunbarton.gov.uk
Colin McDougall Audit and Risk Manager	Telephone: x7436 e-mail: colin.mcdougall@west-dunbarton.gov.uk
Andrew Gordon Procurement Manager	Telephone: x7748 e-mail: andrew.gordon@west-dunbarton.gov.uk

DUNBARTONSHIRE and ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 24 February 2017

Subject: Management Commentary & Annual Accounts for Year Ending 31 March 2016

1. Purpose

- 1.1** The purpose of this report is to present the Management Commentary & Annual Accounts for the year ending 31 March 2016.

2. Background

- 2.1** The Local Authority Accounts (Scotland) Regulations 2014 came into force on 10 October 2014 and introduces a number of changes to the report and accounts, including:
- (a)** The requirement to include a Management Commentary which is intended to assist readers in understanding the financial statements and the organisation that has prepared them; and
 - (b)** Following best practice, the draft Management Commentary & Annual Accounts should be reported to the Board for formal consideration prior to submission to the Accounts Commission by 30 June each year.
- 2.2** A Balance and Reserve Policy was approved by the Board at its meeting in November 2012. The Board's Prudential Reserve Policy is to retain a prudential target of 2% of net expenditure (£53,289) or £100,000 which ever is higher. At the start of the financial year, (1 April 2015) the Board held balances of £596,343 of which £83,334 was earmarked, leaving £513,009 free revenue balances.
- #### **3. Main Issues**
- 3.1** The draft report and accounts were submitted to the Accounts Commission by 30 June 2016 with the final audited report and accounts being signed on 28 September 2016. There were no major amendments to the draft Management Commentary and Annual Accounts.
- 3.2** The audited Management Commentary and Annual Accounts were submitted to the Finance Sub-Committee on 28 September 2016, along with their Annual Report to Members and the Controller of Audit (which is submitted as a separate agenda item to this meeting).

- 3.3** The Management Commentary (pages 2 to 20) consists of the historic Assessor Report and the Treasurer's foreword plus other areas not reported previously such as service changes and developments, impact on financial climate and risks, provisions and contingencies.
- 3.4** The Annual Governance Statement is included on pages 25 to 27. This Statement assures stakeholders on how the Board directs and controls its functions.
- 3.5** Members' attention is drawn to the Statement of Responsibilities on page 24.
- 3.6** The Management Commentary summarises the financial position of the Joint Board. The Joint Board's 2015/16 budget was constructed to break even using £83,334 of balances. The Valuation Joint Board completed the year with a further contribution to the funds brought forward of £17,080 and did not need to access those reserves. This contribution, together with the unused planned use of £83,334 results in an overall underspend against budget in-year of £100,414.

The main variances are showing in the table below.

	Variance £	Comments
Employee Costs	10,461	This underspend is mainly due overtime costs were lower than anticipated.
Property Costs	19,214	This underspend is mainly due to lower than anticipated expenditure on energy and repairs and maintenance.
Supplies & Services	33,223	This underspend is across a number of headings (such as office & computer equipment, computer licences, telephones, courses & conferences).
Income	41,133	Grant income was more than anticipated.

- 3.7** As at 31 March 2016 the Board held total usable reserves of £633,416 (of which £19,993 are unapplied capital reserves), with the remaining balance comprising revenue reserves of £613,423. A proportion of this is identified as an earmarked balance (£267,768) and once this has been accounted for leaves £345,655 of general reserves for future use (including £100,000 prudential reserve as noted above in 2.2).
- 3.8** The Management Commentary and Annual Accounts for the year end 31 March 2016 is appended to this report.

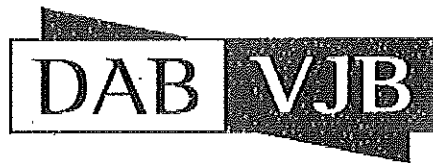
4. Conclusions and Recommendations

- 4.1** The Board has received an unqualified audit opinion in relation to the financial statements for the financial year 2015/16.
- 4.2** Members are requested to note the Management Commentary & Annual Accounts for the year to 31 March 2016.

Stephen West
Treasurer
Date: 1 February 2017

Person(s) to Contact: **Gillian McNeilly, Finance Manager**
West Dunbartonshire Council
Telephone (01389) 737194

Appendix: **Management Commentary & Annual Accounts**



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

**MANAGEMENT COMMENTARY &
ANNUAL ACCOUNTS**

FOR YEAR ENDING 31 MARCH 2016

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

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***DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS***

JOINT BOARD MEMBERS & OFFICIALS AS AT 31 MARCH 2016

ARGYLL & BUTE COUNCIL

Councillor John Armour
Councillor Richard Trail
Councillor John McAlpine
Councillor Gordon Blair
Councillor Donald MacMillan

EAST DUNBARTONSHIRE COUNCIL

Councillor Jim Gibbons
Councillor Vaughan Moody (Vice Chair)
Councillor John Jamieson
Councillor Manjinder Shergill
Councillor Bill Hendry
Councillor Michael O'Donnell

WEST DUNBARTONSHIRE COUNCIL

Councillor Jim Brown (Chair)
Councillor Jonathan McColl
Councillor Tommy Rainey
Councillor Kath Ryall
Councillor Hazel Sorrell

OFFICIALS

David Thomson (Assessor)
Robert Nicol (Depute Assessor)
Peter Hesselseth (Clerk)
Stephen West (Treasurer)



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

**MANAGEMENT COMMENTARY
FOR THE YEAR ENDING 31ST MARCH 2016**

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

GENERAL SERVICE AIMS AND OBJECTIVES

WHO WE ARE AND WHAT WE DO

Dunbartonshire and Argyll & Bute Valuation Joint Board is an independent local government body which was established by The Valuation Joint Boards (Scotland) Order 1995. We professionally compile and maintain the Valuation Rolls, Council Tax Valuation Lists and Registers of Electors for the Argyll & Bute, East Dunbartonshire and West Dunbartonshire council areas.

OUR AIMS

Building on our established professionalism, we aim to provide high quality, effective and responsive services to all of our stakeholders.

COMMITMENTS

We are committed to:

- Consulting our stakeholders, and listening and responding to their views
- Valuing staff and providing them with opportunities to develop and contribute
- Reacting innovatively to change
- Encouraging innovation and recognising achievement within the organisation
- Treating all stakeholders, including staff, in a fair, consistent manner and in accordance with equal opportunities requirements
- Striving for continuous improvement in all aspects of service delivery
- Ensuring that we are accessible and accountable to stakeholders
- Pro-actively planning workloads and deploying resources efficiently
- Using language which is easy to understand
- Working with our partners in the Scottish Assessors' Association to ensure Scotland-wide consistency of approach to service delivery

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

1.0 INTRODUCTION

I am pleased to present the Joint Board's Management Commentary and Annual Accounts in relation to the 2015/16 financial year.

The main purpose of this Management Commentary is to inform all users of the accounts and to help them assess how the Joint Board perform their duty to promote the success of the Valuation Joint Board. This Management Commentary also summarises the functions and activities of the office of the Assessor and Electoral Registration Officer over the past year and provide information on the performance levels achieved in carrying out the statutory duties of the organisation.

The requirements governing the format and content of local authorities' annual accounts (under s106 of the Local Government (Scotland) Act 1973 joint boards and committees are classed as local authorities) are contained in The Code of Practice on Local Authority Accounting in the United Kingdom (the "Code").

Preparations for the 2017 Non-Domestic Rating Revaluation were a primary focus for much of the 2015/16 year. Appeal activity arising directly from the 2010 Revaluation was negligible throughout the year, though running roll and 'material change of circumstance' appeals were received and disposed of throughout the year.

In relation to our Council Tax functions, the number of new dwellings added to the Council Tax Lists remained relatively high compared to the majority of previous years and appeal activity remained at expected levels. Significant input was made into the Commission on Local Tax reform though its recommendations appear unlikely to be implemented in the short term.

2015/16 was a very significant year in relation to our Electoral Registration functions. Following the massive Transition to Individual Electoral Registration (IER) in 2014/15, the maintenance of the registers, including the canvass, over the last year was carried out under the new IER 'Business as Usual' procedures. Additionally, we had to extend our procedures to allow 'young persons' to be added to the Local Government register in line with the Scottish Elections (Reduction of Voting Age) Act. Support for the UK Parliamentary elections held in May 2015, preparations for the Scottish Parliamentary elections in May 2016 and various local government by-elections all required significant resourcing.

The VJB Management Team continues to be the main forum for decision making within the organisation. It met regularly throughout 2015/16 to manage statutory functions and operations, and develop, implement and monitor policies and strategies.

2.0 GENERAL PROGRESS IN RELATION TO STATUTORY FUNCTIONS

2.1 NON-DOMESTIC RATING

Aims

- To carry out a general Revaluation, normally every 5 years. In particular, plan to deliver a full set of Revalued Rateable Values to the Scottish Government by September 2016.
- To timeously compile and maintain the Valuation Roll in accordance with the relevant legislation, to take account of new properties, properties which should no longer be entered in the roll, properties which have been altered, changes to the parties shown in the Roll and other changes arising from statute or other decisions of the Courts.
- To issue Valuation Notices to the appropriate parties shown in the Valuation Roll.
- To improve upon the time taken between the date on which amendments to the Valuation Roll are effective and the date on which the Valuation Notice is issued.
- To publish the Valuation Roll, make it available to the rating authority, the Keeper of Records and other interested parties.
- To deal with appeals by discussion with ratepayers or their agents, or by hearing of appeals before the appropriate valuation appeal courts.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.1 NON-DOMESTIC RATING (Cont'd)

Maintenance of the Valuation Roll

Throughout the year, professional and technical staff have been involved in the routine updating of the Valuation Roll to take account of additions, alterations and deletions. 969 amendments were made to the Valuation Roll during the year.

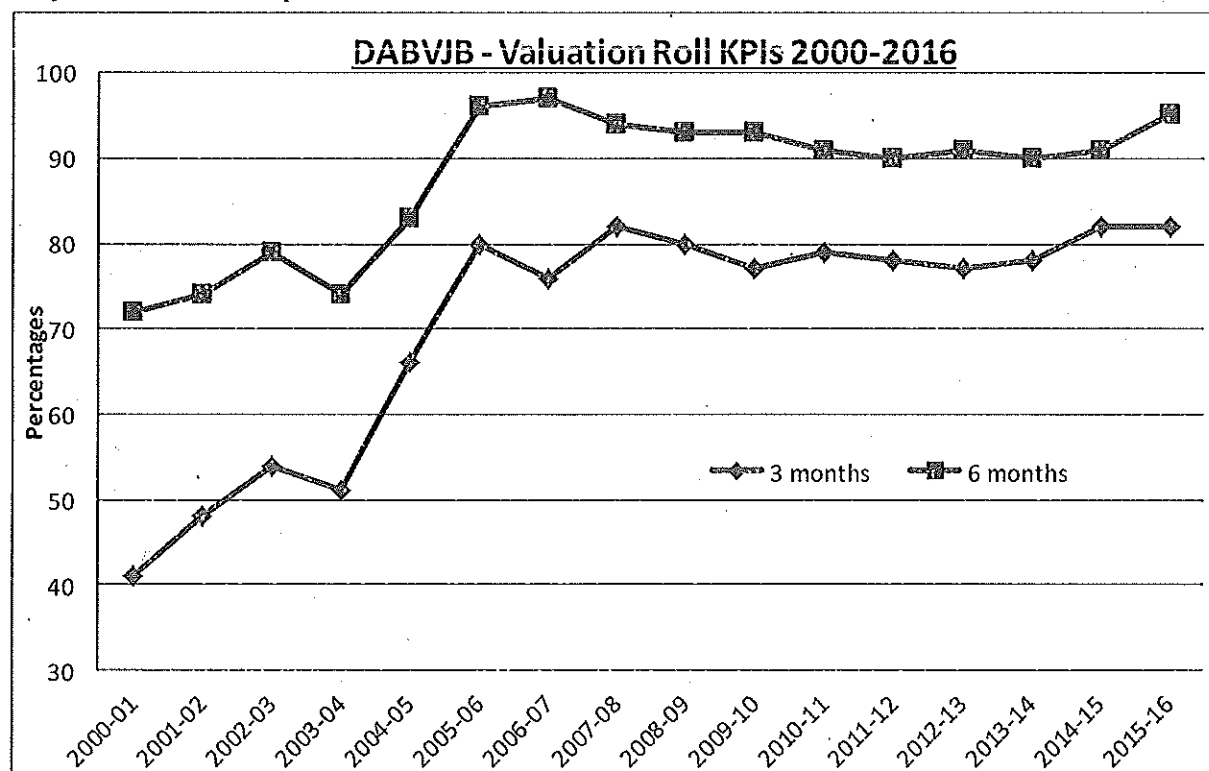
Total No of entries @ 1st April 2015	13,564
Total Rateable Value @ 1st April 2015	£328.7million
Total Number of entries @ 31st March 2016	13,641
Total Rateable Value @ 31st March 2016	£330.0million

The Key Performance Indicator in relation to non-domestic valuation has been defined as the time taken from the date on which amendments to the Valuation Roll are effective to the date a Valuation Notice in respect of that change is issued. The following table sets out the target and actual performance information for 2015/16 compared with the actual figures for 2014/15.

Period	Actual 2014/15	Target 2015/16	Actual 2015/16			
			Argyll & Bute	West Dunbartonshire	East Dunbartonshire	Whole VJB Area
0-3 months	82.32%	80%	85.3%	79.3%	65.3%	81.9%
3-6 months	8.52%	14%	11.1%	20.0%	19.83%	13.5%
>6 months	9.16%	6%	3.6%	0.7%	14.87%	4.6%

Our performance in respect of maintenance of the Valuation Roll was up on 2014/15 at 6 months and the targets at both 3 and 6 months were met.

Our performance over the period since 2000 is shown below.



DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.1 NON-DOMESTIC RATING (Cont'd)

2005 Revaluation

One appeal, which has been referred to the Lands Tribunal, was outstanding at the start of the 2015/16 year and remains so.

2005 Running Roll Appeals

At the start of 2015/16, 26 'Running Roll' appeals relating to Mobile Telecommunication subjects were outstanding from the 2005 Valuation Roll and, despite various efforts to engage with the relevant agents, these remain outstanding.

2010 Revaluation Appeals

The 2010 Revaluation took effect from 1st April 2010 and a total of 3,391 appeals were received before 30th September 2010, the vast majority of which were disposed of by the statutory date of 31st December 2013.

At the start of 2015/16, 41 Revaluation appeals were outstanding, all of which have been referred to the Lands Tribunal on the basis of their complexity, legal uncertainty or by virtue of them being subjects which extend beyond one council area. During the year 10 were disposed of by negotiation leaving 31 outstanding.

2010 Running Roll Appeals

At the start of the 2015/16 financial year 195 running roll appeals were outstanding. During the year a further 95 appeals were submitted. 167 appeals were disposed of leaving 123 outstanding. 59 running roll appeals had been referred to the Lands Tribunal at the start of the year and by the end of the year it had been reduced to 26.

2017 Revaluation

The 2017 Revaluation comes into effect on 1st April 2017 based on a valuation date of 1st April 2015, though the Scottish Government expects to receive a completed Revaluation data set by September 2016. It is a major task which is not helped by the variety of effects on the property market of the economic turmoil that has been experienced since preparations for the last revaluation. Further, we have experienced an increasing reluctance amongst ratepayers and their professional agents to provide the information required to carry out an accurate Revaluation.

A Revaluation Project Team, which is being led by the Depute Assessor, has been monitoring progress against our agreed timetable for delivery and by the end of 2015/16, 6,521 (47.8%) of the 13,644 subjects in our Valuation Rolls had been Revalued.

2.2 COUNCIL TAX

Aims

- To maintain the Valuation List in accordance with the relevant legislation, to take account of new properties, properties which should no longer be entered in the List, properties which have been altered and sold, and other changes arising from statute or other decisions of the Courts.
- To issue Banding Notices to the appropriate parties.
- To improve upon the time taken between the date on which amendments to the Valuation List are effective and the date the Banding Notice is issued.
- To publish the Valuation List, make it available to the billing authority, the Keeper of Records and other interested parties.
- To deal with proposals/appeals by discussion with ratepayers or their agents, or by hearing of appeals before the appropriate valuation appeal courts.
- To keep property records up to date to take account of alterations.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.2 COUNCIL TAX (Cont'd)

Maintenance of Valuation List

The year to 31st March 2016 saw a net increase in the number of dwellings shown in the Council Tax List.

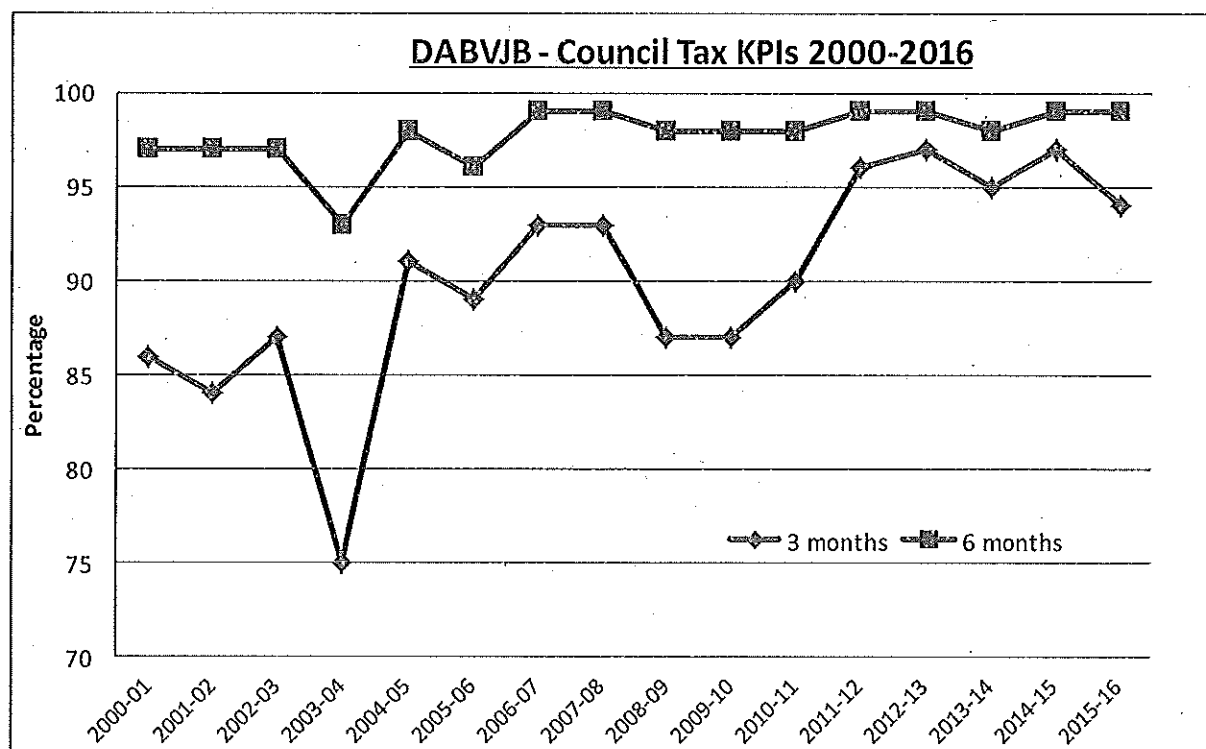
Total Number of entries @ 1st April 2015	143,184
Additions during year to 31st March 2016	1,077
Deletions during year to 31st March 2016	397
Total Number of entries @ 31 st March 2016	143,864

The Key Performance Indicator in relation to Council Tax has been defined as the time taken from the date on which additions to the Valuation List are effective to the date a Banding Notice in respect of that new entry is issued. The following table sets out the target and actual performance information for 2015/16 compared with the actual figures for 2014/15.

Period	Actual 2014/15	Target 2015/16	Actual 2015/16			
			Argyll & Bute	West Dunbartonshire	East Dunbartonshire	Whole VJB Area
0-3 months	97.0%	95%	89.0%	96.8%	95.8%	93.7%
3-6 months	2.0%	3%	8.6%	3.2%	3.8%	5.3%
>6 months	1.0%	2%	2.4%	0%	0.4%	1%

We did meet our target of making 98% of new Council Tax entries within 6 months but marginally missed the 3 month target of 95%. The reason for the latter was that a review of Self-Catering Unit subjects carried out in preparation for the 2017 Non-domestic Revaluation resulted in a significant number of these being deleted from the Valuation Roll and entered into the Council Tax list retrospectively.

The pattern of performance over a longer period is shown below.



DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.2 COUNCIL TAX (Cont'd)

Proposals and Appeals

125 proposals and appeals were outstanding at the start of 2015/16 and 298 were submitted during the year. In the same period, 284 were disposed of, leaving 139 outstanding.

Future of Council Tax

The Commission on Local Tax Reform which was co-chaired by the then Local Government Minister Marco Biagi and President of COSLA Councillor David O'Neill published its report in December 2015. The Commission concluded that the current system of Council Tax must end, with any replacement designed to be fairer, more progressive and locally empowering. The report sets out a range of different systems of local taxation, and considers the potential impact and administration of these. To date, however, its recommendations do not look like being implemented, at least in the short term.

2.3 ELECTORAL REGISTRATION

Aims

- To timeously compile and maintain the Electoral Register in accordance with the relevant legislation.
- To deal promptly with all new applications to register under Rolling Registration.
- To deal with all claims and objections relating to the Register.
- To deal with applications for absent votes, collect and securely store Personal Identifiers and maintain relevant Absent Voters lists.
- To produce, and make available for sale, copies of the Electoral Register in accordance with statutory arrangements.
- To encourage Electoral Registration in the three constituent Council areas.
- To support the efficient running of elections within the Joint Board area.

Additional Aim specific to 2015/16

- To maximise the number of 16 and 17-year added to the Electoral Register in accordance with the Scottish Elections (Reduction of Voting Age) Act.

Individual Electoral Registration (IER) and the Published Electoral Register

Following on from the change to IER and the 'Confirmation' process which took place in 2014/15 the main focus in Electoral Registration during 2015/16 was the implementation of IER 'Business-as-Usual' processes for both the annual canvass and for rolling registration. Further, in July 2015 the Electoral Registration and Administration Act 2013 (Transitional Provisions) Order 2015 formally marked the end of Transition to IER on 1st December 2015. This meant that any person who had been neither 'Confirmed' through data matching nor had been 'Verified' by way of a successful Individual Registration application was to be removed from the register at publication in December 2015.

To be included in the Electoral Register applicants now have to apply individually either by completion of an Invitation to Register (ITR) form, by submission of relevant details via the Government Digital Service (www.gov.uk/register-to-vote) or by providing the relevant details to an Electoral Registration Office in person or by telephone.

The Household Enquiry Form (HEF), which replaced the annual canvass form, can no longer be used to effect change to the register. Instead, change notified on returned forms is to be treated as a piece of evidence which will initiate the issue of an ITR or other relevant documentation. Thus what was a single stage process for a whole household can now be a multi-stage process for each individual applicant.

The requirement to provide a Date of Birth and National Insurance Number when making an application, and to have these verified against central government records, add to the complexity of the process, particularly where failure to do so leads to applicants being required to provide documentary evidence of their identification or move to a process of third party attestation.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.3 ELECTORAL REGISTRATION (Cont'd)

The requirement to issue ITRs both during and outwith the annual canvass period partly removes the distinction between the two processes, thereby making reporting directly on the canvass much more difficult.

Notwithstanding the above we issued the following HBFs during the canvass period with the majority of the 2nd reminders being issued via a door-to-door canvass.

	Initial issue	1 st Reminder	2 nd Reminder	%age Return
Argyll & Bute Council	48,246	23,589	16,556	79.7%
East Dunbartonshire	45,682	23,050	16,218	79.7%
West Dunbartonshire	44,760	27,839	21,468	66.05%
VJB Total	138,688	74,478	54,242	74.96%

As well as receiving returns by post we made available an electronic response system which allows electors to reply via telephone, internet or SMS/text. For the first time this system allowed us to capture change information as well as 'No change' responses. A summary of the return methods is shown below.

Method of Response	No of Returns	%age return
Post	51,022	36.79%
Electronic (web/phone/SMS)	35,628	25.69%
Phone/Email contact	2,681	1.94%
Door-to-door canvass	9,752	7.03%
Verified as second home/long term empty	3,541	2.55%
Returned/Empty/ Other	1,343	0.97%
Total	103,967	74.97%

Despite the provision of these services, overall return rates were down on previous canvasses. This is largely because changes to the canvass process arising from legislation and Ministerial direction resulted in a matching process which was previously used to improve the return rate being disallowed under the new system. Along with poorer household form return rates, this resulted in the door-to-door canvass having to be extended very significantly compared to previous years. The number of canvassers required to complete the task was, therefore, increased from 25 in the 2013/14 canvass (the last full household canvass before the transition to IER) to 60 and this increased costs significantly above the start of year provision.

As outlined above, any person who had been neither 'Confirmed' through data matching nor had made a successful Individual Registration application to be included in the register was to be removed from it at publication in December 2015. Various attempts were made to make contact and follow-up on non-confirmed electors the numbers at point of publication had been reduced significantly in comparison to the equivalent number at publication in February 2015, with a total of 4,669 electors being removed under this requirement – see below. The full impact of this change is not yet known.

	At Publication (27th February 2015)	Start of Canvass (31st July 2015)	Electors Deleted (1st December 2015)
Argyll and Bute	2,966	2,155	1,250
East Dunbartonshire	3,126	2,456	1,553
West Dunbartonshire	3,071	2,591	1,866
Total	9,163	7,202	4,669

To help identify young persons who would be entitled to be included in the register, data was obtained from education authorities and local schools. ITRs were then issued to all known 16 and 17 year-olds and this resulted 3,156 'young persons' being added to the registers for the VJB area at publication.

In summary, the number of changes to the Register during the 2015 canvass period was as follows:-

Elector Additions	11,733
Elector Deletions	10,244

resulting in a total electorate of 218,668 at publication.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.3 ELECTORAL REGISTRATION (Cont'd)

This total electorate figure is down on the total at publication in February 2015 and reversed the trend which had been for a generally increasing electorate in recent years.

Year	No of Electors
2015	218,668
2014	223,594
2013	221,453
2012	219,117
2011	217,065
2010	216,433
2009	215,460
2008	216,241
2007	218,875
2006	218,399
2005	217,559

The full Electoral Register can only be provided for certain limited statutory purposes, while the 'Open Register' (also known as the 'Edited Register') can be sold to anyone for any purpose. Under IER electors who opt-out from the Open Register will remain opted out until they advise the ERO accordingly or they re-apply to be registered. At the end of the 2015 canvass the percentage of electors who had opted out was as follows:-

Year	Electors Opted out
2015	33.4%
2014	26.0%
2013	13.5%
2012	19.5%
2011	21.0%
2010	27.2%
2009	25.3%
2008	21.7%
2007	13.4%
2006	17.3%
2005	8.4%

Absent Voters

Aside for an adjustment in 2014, the trend in numbers of absent voters on the register in recent years has been upwards and this continued to be the case following the 2015 canvass.

Year	No of Absent Voters
December 2015	38,376
February 2015	34,525
2014	27,176
2012	29,501
2011	29,076
2010	27,365
2009	24,899
2008	23,095

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

2.3 ELECTORAL REGISTRATION (Cont'd)

Rolling Registration

The Rolling Registration is the process of dealing with applications for changes to the Register which take place outwith the canvass period. During 2015/16 the numbers of rolling registration changes made were as follows:-

Local Authority	Additions	Deletions
Argyll & Bute	4,618	5,207
East Dunbartonshire	4,427	4,128
West Dunbartonshire	3,875	3,513
VJB Area	12,920	12,848

IER requires a pro-active approach to change throughout the year and we have continued to use sources such as Council Taxpayer records and house sales information to initiate the issue of ITRs.

Electoral Performance

The Electoral Administration Act 2006 (EAA) gave the Electoral Commission (EC) powers to set standards of performance for EROs, Returning Officers (ROs) and Referendum Counting Officers (RCOs) in Great Britain.

During the changeover to IER there were 2 temporary standards in place. In March 2016 the Commission published its standards which would apply to the new regime. Our own assessment is that we are either compliant with each of the standards or are in a position where we are continually updating and reviewing how we do comply. The EC will request evidence of compliance from a sample of EROs based on their own assessment of risk and, to date, we have not been asked to make such a submission.

Alongside the Performance Standards regime, the EC and the Cabinet Office have developed an extensive suite of reports on registration activity and register accuracy and completeness. Various reports were submitted to these bodies immediately following publication of the registers.

Elections and Referendum

During 2015/16 Electoral Registers were used for the purposes of the UK Parliament elections in May 2015, a local government by-election in February 2016 and several Community Council elections with very few issues arising in respect of the completeness or accuracy of the registers at these events. Towards the end of the financial year significant resource was being applied to the preparations for the Scottish Parliament election (5 May), a local government by-election in Argyll & Bute (2 June) and the referendum on the UK's membership of the European Union on 23 June 2016.

Review of Electoral Operations

The implementation of IER has been the biggest change to the electoral system in many years requiring changes to all operational procedures and processes and to our electoral management systems. Subsequent to publication of registers in March 2015 we initiated a review of how these changes affected our operations and staffing requirements. It concluded shortly after the first set of elections under the new system in May 2015. The review proposed a minor change to the staffing structure and several changes to responsibilities, operations and procedures. In effect an extension of that review is ongoing as IER 'beds in'.

IER is also much more expensive to operate than traditional registration. Early in 2015/16 the Cabinet Office provided direct funding to reflect that but their grant fell short of both the previous provision and the expected requirement. The CO did, however, open a 'Justification Led Bid' (JLB) process which gave EROs the opportunity to claim funding for any actual, evidenced, expenditure arising from IER which was in excess of the grant allowed. A bid of £50,707 was submitted in January 2016 and a payment of that amount was received at the very end of the financial year.

Having initially indicated that no central government funding would be available beyond 2015/16 the CO announced in March 2016 that central government funding of IER would, in fact, be continued.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.0 GENERAL PROGRESS IN RELATION TO OTHER MATTERS

3.1 INFORMATION AND COMMUNICATIONS TECHNOLOGY

IT and Computer Provision

A revised IT Strategy for the Valuation Joint Board was approved by the Valuation Joint Board in June 2015. This strategy provides direction and focus for the Joint Board as technology advances and the requirement for changes in processes continues. The strategy:-

- Supports the day to day business of the Board
- Assists in the delivery of a high quality service
- Identifies the competencies required for ICT support and development
- Helps maintain partnerships with stakeholders.

Computers and IT systems continue to be maintained and upgraded as required to meet operational needs and in accordance with the recommendations from West Dunbartonshire Council's ICT Service. During the year we purchased PCs/laptops to replace obsolete devices. Further, we purchased a new Unix Server to host our 'Progress' valuation system and a Domain Controller (server) for each of our sites. These will be installed in the early part of 2016/17 to be timetabled in accordance with operational needs and priorities.

Issues regarding communication with, and connection to, our office in Campbeltown have been ongoing for some time now. The early part of 2015/16 saw us implement a new device to improve the effectiveness of our aggregated broadband lines. This did help but the longer term solution is to install a fibre optic broadband line. The procurement of such a line has commenced but there are dependencies on the suppliers in terms of implementation. In the meantime, a further three broadband lines have been procured and aggregated with the existing lines.

As part of the WDC Modernisation Programme, the communications lines in the Clydebank office were migrated to a new network.

Our Electoral Management System was upgraded several times throughout the year to provide the functionality required for both IER and the extension of the franchise to 16 and 17 year olds. The additional functionality also provides for the Electoral Commission/Cabinet Office statistical submissions referred to above.

The 'Progress' system which supports our valuation functions was further developed to facilitate both the valuations and the required process improvements for the 2017 revaluation.

Early in the 2015/16 financial year we changed the telephony providers to both of our offices and this will result in savings against previous expenditures.

Scottish Assessors Association Web Site

Throughout the year, staff continued to actively participate in the project's Management Committee, Project Team and Working Group to enhance the SAA web portal (www.saa.gov.uk) which provides single point access to Valuation Roll, Council Tax List and Electoral Registration information on an all-Scotland basis.

One related issue to develop during 2015/16 was the appropriateness of providing data held at the portal to the public, other stakeholders and customers. It has been identified that it may no longer be appropriate for the information held at the portal to be supplied to third parties and customers and, as a result, the portal's funding model may require to be revised.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.2 BEST VALUE

Key Performance Indicators and Public Performance Reporting

Performance in respect of Valuation Roll and Council Tax Key Performance Indicators is reported above. Our 2014/15 Public Performance Report was published during 2015/16 on our web site (www.dab-vjb.gov.uk).

Performance Management and Planning

The Management Team continues to be the main forum for planning and management of performance. In accordance with our Performance and Management Planning process, the following improvement actions were taken, or were ongoing, during 2015/16:-

- A new 3-year Service Plan for the period 2014 – 2017 was approved by the Valuation Joint Board in June 2014. An annual update to the Service Plan and an Annual calendar for 2015/16 were approved in June 2015. Further versions of these documents were drafted during the year and will be presented to the Joint Board for approval in June 2016. The Management Team regularly reviews progress against these plans
- An internal audit of the Board's Governance structures and procedures was carried out. The Audit report concluded that the systems examined were working effectively but identified opportunities to strengthen internal controls and enhance the service provided. The agreed Action Plan was incorporated into the Management Team's collated Audit Action Plan and will be a focus for improvement in 2016/17.
- A newly formatted 'Board Risk Register' was approved by the Joint Board in June 2015. An Operational Risk Register was also completed and a Risk Action List was used by the Management Team to regularly review risks and actions taken.
- The Joint Board's Reporting Framework was substantially reviewed following various changes to both internal and external reporting requirements.
- A new approach to printing and mailing our outgoing correspondence brought significant financial and time releasing savings over previous procedures.
- A revised Code of Corporate Governance for the Joint Board was approved.

The above represent real commitments to the Best Value regime and to continuous improvement. The current financial restrictions have imparted an efficiency driven ethos in many of our operations, but we will continue to strive to provide improving services.

Risk Management

The Joint Board's Risk Registers and Action Plan are revised annually. Inclusions in the Board Risk Register during the year were:-

- The potential for the Joint Board or its statutory officials to fail to meet our statutory duties
- The various financial risks associated with the current economic and funding climate.
- The risks in relation to the ongoing changes in electoral registration subsequent to IER.
- The potential to lose one or more of our statutory functions.
- The risks associated with delivering the extension of the franchise.
- The loss during 2016 of the file storage facility at Witchburn Road, Campbeltown.
- The dependency of the Joint Board on ICT for delivery of its statutory functions and service delivery.

All risks have planned actions to mitigate or minimise the risk and progress against the actions is regularly monitored at Management Team meetings.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.2 BEST VALUE (Cont'd)

Audit

During the year, the final 2014/15 accounts of the Valuation Joint Board were subject to External Audit by Audit Scotland. The external auditor's Annual Audit report gave an unqualified opinion on the financial statements for the year to 31 March 2015.

The report did identify that the Joint Board had delivered services under budget over consecutive years and recommended a review of the budget setting process to ensure that the constituent authority contributions were set at the right level. It also reiterated the increased costs related to IER and the potential shortfall in the revenue budget provision arising therefrom. The subsequent receipt of further grant money, however, largely precluded the need to implement contingency plans.

During the year Internal Audit carried out a review of our Governance Structures and Procedures. In their report auditors concluded that the systems examined were working effectively. The review did, however, highlight that opportunities exist to strengthen internal controls and enhance the service provided. The Assessor and ERO, along with the members of the Joint Board's Management Team, will address the actions contained within the Action Plan and will report on progress against these at regular Management Team Meetings.

The finances of the Joint Board for 2015/16 will be audited by Audit Scotland who completed initial investigations into systems during the year. An Audit Plan was completed which identified the main areas where they will direct scrutiny.

- Controls are in place to ensure that management cannot override financial controls
- The Assessor & ERO's Annual Report and Management Commentary comply with Government Financial Reporting Manual guidance.
- The IER funding gap is addressed.

The auditors will report on these investigations in their Auditor's Report.

Customer Satisfaction

For some years now, recent users of the Joint Board's services have been randomly sampled and issued with questionnaires to seek their perception of the service provided to them. A summary of the results is provided below. These show that:-

- By far the majority of our stakeholders (97%) find us professional, courteous and helpful.
- 62% of queries or transactions are completed at the first point of contact and only 4% of matters are not concluded to the satisfaction of the stakeholder.
- Most users of Joint Board services (94%) are satisfied with the information and/or advice provided to them.
- Very high satisfaction levels are being maintained on a year-to-year basis.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

3.2 BEST VALUE (Cont'd)

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Survey Return Rate	25%	25%	23%	28%	27%	21%	18%
Was the person with whom you communicated professional, courteous and helpful?	97%	98%	98%	97%	98%	99%	97%
Was the matter brought to a satisfactory conclusion immediately?	62%	58%	62%	58%	55%	67%	62%
Was the matter brought to a satisfactory conclusion?	98%	97%	98%	98%	96%	97%	96%
Are you satisfied with the quality of the information or advice given to you?	96%	96%	96%	96%	96%	97%	94%

It is clear that response rates, particularly from members of the public who have engaged in the electoral registration process by electronic means, remain persistently low. Further, the usefulness of the quantitative feedback in the returns we do get is very limited. Consideration will therefore be given to the value of continuing with current sampling levels.

No Customer Satisfaction forms were requested in alternative languages, Braille or other formats. A breakdown of the returns which indicated the relevant protected characteristics is shown below.

Characteristic	Category	Percentage
Race	White	96.2%
	Non-white	3.8%
Gender	Male	48.8%
	Female	51.2%
Disability	Disabled	7.1%
	Able-bodied	92.9%
Sexual orientation	Heterosexual	97.6%
	Other	2.4%
Marital status	Married	61.5%
	Never Married	17.2%
	Other	21.3%
Age	16-21	3.8%
	22-30	5.4%
	31-40	14.7%
	41-50	14.7%
	51-60	28.3%
	61-65	9.2%
	66-70	13.6%
	70+	10.3%

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.2 BEST VALUE (Cont'd)

Sample sizes within the various equalities groups were too small to draw firm conclusions but the results will continue to be monitored to ensure that we are carrying out our functions in a fair and equitable manner.

Complaints Procedure

The Joint Board operates a Complaints Procedure which is in line with the Public Sector Ombudsman's Model Complaints Handling Procedure.

There were a total of 31 Complaints received during 2015/16, compared to 21 in 2014/15, with 25 relating to Electoral Registration and 3 each relating to Non-domestic Rating and Council Tax.

26 complaints were resolved at the frontline resolution stage with 5 being escalated to the Investigation stage. The outcome of one of the investigations was referred by the complainant to the SPS Ombudsman. As the matter complained of was one which should properly be dealt with by the existing appeals procedures provided for within the Valuation Acts and the complainant had not made use of that opportunity, the Ombudsman did not accept the complaint.

Recurring themes are shown below along with the Board's reaction.

Theme of complaint	Reaction	Learning Points/Actions
Receipt and wording of formal 'Review' letters.	These letters must be sent to electors where the ERO has some information which suggests that the person is no longer eligible to be registered at that address.	Both the procedures for interpreting external sources of information and the wording of Review letters have been reviewed and remain under review on an ongoing basis
Documentary evidence requested of applicants to be included in the electoral register.	This is an absolute requirement of IER where individuals have failed to be matched to DWP data.	Potential to review the request letter and advice given but the requirement to request documentary evidence cannot be changed.
Not able to vote in UK Parliamentary election.	These complaints tend to be from persons who have either not applied or have applied outwith timetables. Advice on these matters is given. Others relate to the franchise for particular electoral events which is beyond the vires of the ERO.	ERO has no power to be flexible with statutory timetables and clearly cannot deal with applications not received. Various methods have been adopted to get timetable into the public domain but the electoral landscape is complex and possibly confusing to the elector.
The wording of correspondence is inappropriate, insensitive or similar.	ERO can only offer an explanation of the prescribed nature of these.	Where forms/letters are prescribed the ERO feeds back the public response into consultations and reviews of their format. Where there is local discretion the content of letters is reviewed.

Several of these themes are repeats of previous years complaints but where there is a statutory process or a prescribed letter/form, there is little the ERO can do but to follow/issue them.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

3.2 BEST VALUE (Cont'd)

Financial Performance

Comprehensive Income and Expenditure Statement

This account covers the day to day operational expenditure of the Joint Board and is shown on page 31 of the Annual Accounts. The table below is a summary of the Joint Board's financial position at 31 March 2016.

	Budget	Actual	Variance
	£	£	£
Employee Costs	2,219,756	2,209,295	10,461
Property Costs	123,588	104,374	19,214
Transport Costs	40,000	45,644	(5,644)
Supplies & Services	322,716	289,493	33,223
Payment to Other Bodies	35,000	32,503	2,497
Support Services	133,334	133,334	0
Other Costs (Interest)	(100)	370	(470)
Total Expenditure	2,874,294	2,815,013	59,281
Requisition Income	2,664,460	2,664,460	0
Grant Income	98,000	139,810	41,810
Rental Income	25,000	26,156	1,156
Sales, Fees & Charges	3,500	1,667	(1,833)
Total Income	2,790,960	2,832,093	41,133
(Surplus)/Deficit for the year	83,334	(17,080)	(100,414)

The Joint Board returned a surplus of £17,080 for the financial year 2015/16, compared to a budgeted position which anticipated a planned deficit of £83,334 to be funded from reserves. This surplus figure excludes accounting adjustments relating to depreciation, pensions and accrued employee benefits.

The difference between the employee costs figure and the figure reported in the Comprehensive Income & Expenditure Statement is due to accounting adjustments for pensions (£205,000) and untaken leave accrual (£8,536) these costs are year end adjustments that are offset by corresponding transfers to the Balance Sheet and the Movement in Reserves Statement.

The financial position of the Joint Board was negatively affected during the 2015/16 year by increases in operational expenditure arising from the change to IER and by West Dunbartonshire Councils' termination of their lease over part of the Joint Board's property. These will have effects into 2016/17 and beyond.

The main budget variances are showing below:-

	Variance	Comments
	£	
Employee Costs	10,461	This underspend is mainly due to overtime costs which were lower than anticipated.
Property	19,214	This underspend is mainly due to lower than anticipated expenditure on energy and repairs and maintenance.
Supplies & Services	33,223	This underspend is across a number of headings (such as office & computer equipment, computer licences, telephones, courses & conferences).
Income	41,133	Grant income was more than anticipated.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.2 BEST VALUE (Cont'd)

Balance Sheet

The balance sheet is shown on page 32 and features an assessed pension fund liability of £4.236m based on the valuation of the fund at 31 March 2016. This results in the Board's Balance Sheet showing a net liabilities position. Further information on the pension fund is provided in note 3 on pages 42 to 46. The valuation states that assets held at the valuation date were sufficient to cover only 80% of the accrued liabilities. It is considered appropriate that the Annual Accounts should follow a 'going concern' basis of accounting. Statutory arrangements with the constituent local authorities mean that the financial position of the Board remains assured.

The pension scheme net liability has decreased by £1.879m as advised by the appointed actuaries. The appointed actuaries remain of the view that the asset holdings of Strathclyde Pension Scheme and the contributions from employees and employers together with planned increases in employer's contributions provide sufficient security and income to meet future pension liabilities.

From April 2016, arising from changes in pensions legislation, the payments that the Joint Board makes in respect of Employer's National Insurance contributions will increase. These changes, which are beyond the control of the officers of the Joint Board, make it all the more challenging to close the year-on-year budget gaps which have been projected. The issue must be dealt with, however, and addressing the budgetary shortfall, against a background of a generally tightening budgetary position, will need to form a major focus for the both the Officers and Members of the Joint Board during 2016/17.

General Reserves

At their Board meeting on the 16 November 2012, the Board approved a Balance and Reserves Policy. The Board's Prudential Reserves Policy is to retain a prudential target of 2% of net expenditure i.e. constituent authority requisition level (15/16 £53,289) or £100,000, whichever is higher.

Funds held in excess of the prudential target can be spent or earmarked at the discretion of Board Members on behalf of the constituent authorities.

As at 31 March 2016 the Board held total usable reserves of £633,416 (of which £19,993 relates to unapplied capital reserves) with the remaining balance comprising revenue reserves of £613,423. A proportion of this is identified as an earmarked balance (£267,768) and once this has been accounted for leaves £345,655 of general reserves for future use (including £100,000 prudential reserve above).

The Joint Board recognises the difficult financial climate facing public services and has continued to seek efficiencies where possible. This allowed the Board to maintain requisition levels in 2015/16 at 2014/15 levels. It is anticipated that future planned draws on the reserves may be required to ensure that a balanced budget is delivered for 2016/17 onwards given the forecast reduction in funding for local government and the increasing workload to the Board.

Provisions and Contingencies

The Joint Board is not aware of any eventualities which may have a material effect on the financial position of the Joint Board, and has made no provisions for such eventualities.

Service Changes and Future Developments

There were no changes to the statutory functions the Board undertakes, however the Board is aware of the impact of Individual Electoral Registration and has planned accordingly.

Group Annual Accounts

The Joint Board has been determined to have an "associate" relationship with each of its constituent authorities and, as such, the Joint Board's results have been consolidated into each authority's group income and expenditure Annual Accounts.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.3 EQUALITIES

The Joint Board's Management Team is committed to the equalities agenda.

Arising from the Specific Duties which were established by the Scottish Government subsequent to The Equality Act 2010, the Joint Board established that its stated Equality 'Outcomes' are as follows:-

- We are seen as an inclusive equal opportunities employer where all staff feel valued and respected
- Our Services meet the needs of, and are accessible to, all member of our community and our staff treat all service users, clients and colleagues with dignity and respect.

Monitoring procedures have been put in place to allow us to report on progress towards achieving these Outcomes.

In April 2015 we published a report which provided updates on the Joint Board's progress in relation to mainstreaming its Equalities activities and progress in achieving its Outcomes. The report also includes analysis of various staffing related matters across the equalities strands.

3.4 STAFFING MATTERS

Development and Training

The Performance and Development of the Assessor & ERO and the Depute Assessor & ERO are monitored and managed through the Board's Policy and Procedure on Individual Performance Management for Senior Officers.

The Board's Staff Development and Training procedures provide for a structured and strategic provision of training and development opportunities for all other members of staff. Each employee reviews their training needs with their line manager on an annual basis and the resultant Training and Development Plan is used to inform the provision of training throughout the year.

In 2015/16 training was provided through externally sourced courses, in-house training events and e-learning facilities in a range of subjects including Individual Electoral Registration, Fire Marshalling, Health & Safety, Door-to-door canvass procedures and Public Records Management. Further, a new set of 'Core' training was established which requires staff to complete refresher training in Information Management and Security, Health & Safety, Equalities and Fire Safety. Equalities training includes an annual refresher for all staff on the Language Line Translation service to which the Board subscribes

One member of staff passed the RICS Assessment of Professional Competence in May 2015. Formal external training is ongoing for two Trainee Valuers and one Trainee Technician.

For the first time the Joint Board employed a 'Young Apprentice' in September 2015 and his training will come to an end in June 2016.

Personnel Policies

Arising from changes in the Local Government Pension Scheme (LGPS) across Scotland, the Joint Board approved a revised Local Government Pensions Scheme Discretions Policy in June 2015.

During the year, and in line with the approach in West Dunbartonshire Council, the Board also approved:-

- A Driving at Work Policy
- A Cancer Support Policy and
- A Carers Leave Scheme

3.5 FREEDOM OF INFORMATION

The Joint Board's 'Guide to Information' was updated and maintained as required with relevant documents available from <http://www.dab-vjb.gov.uk/freedom-of-information/>.

A 'business as usual' approach has been taken to the majority of requests for information received, but in the calendar year to December 2015, nine requests which specifically referred to the Freedom of Information Act were received. Six of these were from the one requester. All were answered within the statutory timescales with the average response time being less than 5 days. Two requests were received relating to Electoral Registration, a function which is not currently covered under the FOI legislation. However in the spirit of applying best practice these requests were responded to, in full, as if they had been covered by the legislation.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.5 FREEDOM OF INFORMATION (Cont'd)

Six requests related to Non-domestic rating valuation were received. In one instance the requested information was not held. In two instances all the requested information was provided and in 3 instances partial information was provided with part exempt under Regulation 35(1) d. The remaining request related to correspondence regarding a complaint and the requested information was refused under Regulations 35(1) d and 36(2).

Dealing with such requests took in excess of 28 hours of staff time and no fees were charged.

In line with a request from the Information Commissioner, we now provide quarterly statistics on requests received and their outcomes.

3.6 PARTNERSHIPS

The Valuation Joint Board is actively involved in several partnerships with one of the most significant of these being the senior staff's membership of the Scottish Assessors' Association. The Association is constituted to facilitate a consistency of approach in the administration of the non-domestic rating valuation, council tax and electoral registration services across Scotland. It works through a series of Committees and associated Working Groups, which report to regular plenary sessions that are attended by representatives from all Assessors' offices.

Valuation Joint Board staff are represented in the Association in all of its Category Committees, in working groups and as authors of Practice Notes which are used to implement all-Scotland approaches to the valuation of various subject types. The co-operation and co-ordination of the Association is of critical importance in the completion, and defence, of a Revaluation.

During 2015/16 the Association was involved in consultations relating to legislation, guidance and process design for Individual Electoral Registration. The Association made significant contributions, in terms of time and effort, to the consultations and researches of the Commission on Local Tax Reform and liaised with the Scottish Government on various statutory instruments and on relevant proposals contained within the Land Reform Bill. Liaison between the SAA Executive Committee and various Scottish Government officials/departments is regular.

The SAA also continued to liaise with the Valuation Office Agency (VOA) in England and Wales, the Northern Ireland Land & Property Services Agency (NILPS) and the Republic of Ireland Valuation Office (IVO) in matters of common interest.

The planning for, and provision of, Electoral Registration services is assisted by guidance received from the Electoral Commission and by representation within the Association of Electoral Administrators.

The Valuation Joint Board procures all of its 'back-office' functions including human resources, legal support, ICT support and financial services from West Dunbartonshire Council and I would like to extend my thanks to all relevant officials including the Treasurer and Clerk to the Board and their staff.

3.7 RECORDS MANAGEMENT

The Public Records (Scotland) Act 2011 came fully into force in January 2013. The Act requires public authorities to prepare and implement a Records Management Plan (RMP). The RMP sets out proper arrangements for the management of records within the Board.

In May 2015 the 'Keeper' invited the Joint Board to submit its Records Management Plan (RMP) by 30 September 2015. A significant amount of work was required to draft a Plan which was submitted timeously. In response, the Keeper issued an interim report in December 2015 which highlighted two areas that required to be improved or expanded upon. A further, amended, submission was made in January 2016 and in February 2016 the Keeper issued a formal letter of agreement to the RMP which confirmed that the Joint Board had given proper consideration to the 14 elements required within the RMP and that the policies and governance structures are in place to comply with actions required by the plan. The Joint Board will continue to implement the RMP and make further improvements in the areas identified as requiring development.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

3.8 RE-USE OF PUBLIC SECTOR INFORMATION

The Re-use of Public Sector Information Regulations 2015 provide a public right to re-use information that public sector bodies must produce, hold, collect or disseminate within their 'public task'.

Whilst the posts of Assessor & ERO are not public sector bodies for the purposes of the Regulations it is clear that Valuation Joint Boards are covered by them and therefore must:-

- Publish an Information Asset List
- Implement a Procedure for requesting re-use of public information, and
- Implement a Complaints Procedure which deals with any concerns in respect of the way requests for re-use have been handled by the Joint Board.

In partnership with the SAA a set of procedures, which incorporate the above, have been drafted and it will be presented to the Joint Board for approval in June 2016.

4.0 CONCLUSION

2015/16 was once again a year of intense activity and significant change within the Joint Board.

The move to 'business-as usual' under IER, the extension of the franchise and the preparations for a number of elections meant that our electoral functions resources were, again, tested. The delivery of legislation, Ministerial approvals and IT system upgrades too close to the point of implementation merely exacerbate the situation.

The major focus on the valuation side of our operations was the preparation for the 2017 Revaluation with almost half of all subjects having been revalued by the year end. Despite the attention to the Revaluation, maintenance work in respect of Valuation Rolls continued throughout the year, with performance levels up on last year.

Maintenance of Council Tax Lists also continued throughout the year. The Commission on Local Tax Reform reported in December 2015, though its recommendations do not look like being implemented, at least in the short term.

The development and implementation of a Records Management Plan, the drafting of Re-use of Public Sector Information Procedures and issues arising from the Scottish Assessors web portal brought repeated focus on the information and data which we gather, hold and supply and that is likely to remain the case into the future.

I would like to take this opportunity to thank all staff and management for their endeavour, effort and co-operation throughout the year. That we continue to deliver services at current performance levels is undoubtedly down to the efforts of our staff.

My thanks are also due to the Joint Board and, in particular, the Convenor and Vice Convenor for their continued support.

Signed: David Thomson
Assessor and Electoral Registration
Officer

Signed : Stephen West
Treasurer

Date: 28 September 2016

Date: 28 September 2016

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Remuneration Report

Introduction

The remuneration report has been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 1985 (as amended by the Local Authority (Scotland) Amendment Regulations 2014). These Regulations require various disclosures about the remuneration and pension benefits of the Board and senior employees.

Arrangements for Remuneration

The Board sets the remuneration levels for senior officers. Its role is to ensure the application and implementation of fair and equitable systems for pay and for performance management within the guidelines of and as determined by the Scottish Ministers and the Scottish Government. In reaching its decisions, the Board has regarded the need to recruit, retain and motivate suitably able and qualified people to exercise their different responsibilities.

The remuneration of senior employees is set by reference to national arrangements. The Board does not pay bonuses or performance related pay. Chief Officers receive business mileage and subsistence allowances in accordance with amounts either agreed nationally by the Scottish Joint National Council (SJNC) or as approved locally by the Board. Chief Officers are eligible to join the Local Government Pension Scheme (LGPS). The scheme is described in the Pension Benefits section.

Remuneration

The term *remuneration* means as defined by the Regulations noted above, gross salary, fees and bonuses, allowances and expenses, and costs in relation to Early Retrial and Voluntary Severance. It excludes pension contributions paid by the Board. Pension contributions made to a person's pension are disclosed as part of the pension benefits disclosure.

Remuneration of Senior Employees

Year ended 31 March 2016

	Gross Salary, Fees & Allowances £	Bonuses £	Taxable Expenses £	Non-cash expenses & benefits in-kind £	Total remuneration £	2014/2015 Total remuneration £
David Thomson Assessor & Electoral Registration Officer	95,114	0	0	0	95,114	93,977
Robert Nicol Depute Assessor	76,090	0	0	0	76,090	74,782

Notes

1. The term *senior employee* means any Board employee
 - o Who has responsibility for the management of the local authority to the extent that the person has the power to direct or control the major activities of the authority (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons; or
 - o Who holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of Local Government and Housing Act 1989 (4); or
 - o Whose annual remuneration, including any remuneration from a local authority subsidiary body, is £150,000 or more.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Remuneration Report (Cont'd)

Remuneration of Employees receiving more than £50,000

The Board's employees receiving more than £50,000 remuneration for the year were paid the following amounts. In accordance with the disclosure requirement of the Regulations, the information in the table shows the number of employees in bands of £5,000. This information includes the senior employees who are subject to the fuller disclosure requirements in the tables above.

Remuneration Bands £	Number of Employees	
	2015/2016	2014/2015
50,000 - 54,999	3	3
70,000 - 74,999	1	1
90,000 - 94,999	1	1
Total	5	5

Pension Benefits

The term pension benefits covers in-year pension contributions for the employee by the Board and the named person's accrued pension benefits at the reporting date.

Pension Benefits of Senior Employees

In-year pension contributions (employers)

	For year to 31 March 2016 £	For year to 31 March 2015 £
David Thomson	18,108	17,844
Robert Nicol	14,486	14,276

	Accrued pension benefits – pension		Accrued pension benefits – lump sum	
	For year to 31 March 2016 £	For year to 31 March 2015 £	For year to 31 March 2016 £	For year to 31 March 2015 £
David Thomson	38,944	36,475	82,827	81,603
Robert Nicol	23,646	21,783	43,746	43,009

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
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Pension Benefits of Senior Employees (Cont'd)

1. The LGPS is a "final salary" scheme and provides defined benefits on retirement for employee of the Board. The pension is based on the pensionable service (how long he or she has been a member of the LGPS) and his or her final pay. For most people, for service up to 31 March 2009, the annual pension is calculated by dividing their final pay by 80 (60 for service after 31 March 2009) and multiplying this by their total membership. Pensions payable are increased annually in line with changes in the Consumer Price Index (CPI).
2. The lump sum, which is automatically paid when the person retires for service up to 31 March 2009, is three times his or her annual pension and is tax-free. There is no automatic lump sum for service after 31 March 2009. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004.
3. A member's contribution depends on his or her full-time equivalent pay and is payable at the rate on the following tranches of pay- up to and including £20,500 5.50%; above £20,500 and up to £25,000 7.25%; above £25,000 and up to £34,400 8.50%; above £34,000 and up to £45,800 9.50%; and above £45,800 12.00%.
4. The value of the accrued benefits in the above tables has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The pension age for members of the LGPS is 65.
5. The pension figures shown relate to the benefits that the person has accrued as consequence of their total local government' service, and not just their current appointment
6. The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 make provision for authorities to make discretionary payments to local government employees to pay compensation for premature retirement. There were no discretionary payments made to senior employees during the year.

Signed: David Thomson
Assessor and Electoral Registration
Officer

Signed : Stephen West
Treasurer

Date: 28 September 2016

Date: 28 September 2016

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Statement of Responsibilities

The Board's Responsibilities:

The Board is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Treasurer and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

I can confirm that these Annual Accounts were approved for signature by the Board at its meeting on 28 September 2016.

Signed on behalf of Dunbartonshire and Argyll & Bute Valuation Joint Board

David Thomson
Assessor and Electoral Registration Officer
Date: 28 September 2016

The Treasurer's Responsibilities:

The Treasurer is responsible for the preparation of the Authority's Annual Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing the Statements of Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the local authority Code.

The Treasurer has also:

- kept proper accounting records which were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Annual Accounts give a true and fair view of the financial position of the Board at the reporting date and the transactions of Board for the year ended 31 March 2016.

Stephen West
Treasurer
Date: 28 September 2016

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Annual Governance Statement

The Annual Governance Statement is included within the Annual Accounts to assure stakeholders on how the Board directs and controls its functions and how it relates to communities which will enhance transparency and scrutiny of the Board's activities.

Scope of Responsibility

Dunbartonshire and Argyll & Bute Valuation Joint Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging this overall responsibility, elected members and senior officers are responsible for implementing effective arrangements for governing the Board's affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Board has approved and adopted a Code of Corporate Governance (the Code), and also relies on the governance arrangements of West Dunbartonshire Council which are consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) Framework:

The above code explains how Dunbartonshire and Argyll & Bute Valuation Joint Board delivers good governance and reviews the effectiveness of these arrangements on an annual basis.

The Board has also put in place a system of internal financial control designed to manage risk to a reasonable level. Internal controls cannot eliminate risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal financial control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the board's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Board's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled. It also describes the way it engages with, accounts to its stakeholders.

Within the overall control arrangements the system of internal control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

The overall control arrangements include:

- comprehensive budgeting systems;
- regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts;
- setting targets to measure financial and other performance;
- the preparation of regular financial reports which indicate actual expenditure against forecast;
- clearly defined capital expenditure guidelines; and
- An effective Internal Audit service.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Annual Governance Statement (Cont'd)

Review of Effectiveness

The Joint Board has a responsibility for ensuring the continuing effectiveness of its governance framework and its system of internal financial control. West Dunbartonshire Council's Audit and Risk Manager produces an annual audit plan based on a risk assessment of the Council's and Valuation Joint Board's systems and processes. The audit plan is approved by the Audit & Performance Review Committee of the Council. This Committee meets regularly and receives reports from the Audit and Risk Manager. The Joint Board's external auditors also attend. The Audit and Risk Manager produces an annual report on the work carried out by Internal Audit during the year. This report contains a view on the effectiveness of the system of internal financial control.

The Internal Audit service operates in accordance with Public Sector Internal Audit Standards (PSIAS). The Audit and Risk Manager meets regularly with chief internal auditors of other authorities and staff within the Internal Audit Service are appropriately trained.

Our review of the effectiveness of the system of internal financial control is informed by:

- the work of managers within both the Joint Board and West Dunbartonshire Council who have responsibility for the development and maintenance of the financial control framework;
- the work undertaken by West Dunbartonshire Council's Internal Auditors during the year to 31 March 2016;
- the assessment of risk completed during reviews of the strategic audit plan;
- reports issued by the Valuation Joint Board's External Auditors and other review bodies; and
- knowledge of the Valuation Joint Board's governance, risk management and performance monitoring arrangements.

Through West Dunbartonshire Council, the Board's financial management arrangements conform with the governance requirements of the CIPFA Statement on The Role of Chief Financial Officer in Local Government 2010.

We are satisfied that the Valuation Joint Board has in place a sound system of internal financial control and that appropriate mechanisms are in place to identify any areas of weakness and to take appropriate action. This is corroborated by an Annual Assurance Statement prepared by the Audit and Risk Manager stating that reasonable assurance can be placed upon the adequacy and effectiveness of the Joint Board's internal control system in the year to 31 March 2016.

Performance Management

Examples of developments which have led to significant improvement in arrangements for control, governance or risk management within the Joint Board during 2015/16 include:

- A revised approach to Risk Management, which provides a clearer, more succinct, presentation of the significant and priority areas of risk to the Joint Board, was approved by Valuation Joint Board in June 2016
- Continued management of all aspects of the implementation of Individual Electoral Registration (IER), including training and process design, up to the publication of post-Transition registers in December 2015 means that Electoral Registers should be more accurate than before with the opportunity for fraudulent entries much reduced.
- Engagement with the internal auditor in a review of the VJB's Governance Framework has resulted in the agreement of plans for further improvement which will be implemented going forward.
- Our Records Management Plan and the associated implementation of processes, including a new controlled file directory structure and file naming conventions for use throughout the VJB, were developed and approved by National Records of Scotland.
- The majority of our outgoing mail is now issued by way of an external print and mail contract which provides for less internal processing and direct cost savings.
- An ill-health early retirement insurance (IHRI) policy, which should reduce the risk to the VJB's balance sheet that would arise from any significant ill-health early retirement, was taken out.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Performance Management (Cont'd)

The following areas were identified by the Assessor for further improvements in 2016/17:-

- The connectivity to the Joint Board's Campbeltown office will be improved by migrating to fibre optic communications cabling. This should improve both our system's capability and reliability.
- A review of the complaints handling process and procedures will take place. One specific outcome of the review will be to improve the recording of corporate lessons learned.
- The record keeping in respect of sales of products and services will be reviewed and improved upon.
- The format and content of internal budgetary control reports will be reviewed and improved upon.
- A procurement policy will be developed and implemented along with a review of the pertinent procurement processes.

Assurance

On the basis of the assurance provided, we consider the governance and internal control environment operating during 2015/16 to provide reasonable and objective assurance that any significant risks impacting on the achievement of our principal objectives will be identified and actions taken to avoid or mitigate their impact. Systems are in place to continually review and improve the governance and internal control environment and action plans are in place to address identified areas for improvement.

Signed: David Thomson
Assessor and Electoral Registration
Officer

Signed : Stephen West
Treasurer

Date: 28 September 2016

Date: 28 September 2016

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Introduction to Annual Accounts

The Annual Accounts comprise the following primary statements:

- Movement in Reserves Statement;
- Comprehensive Income and Expenditure Statement;
- Balance Sheet;
- Cashflow Statement; and
- Summary of significant accounting policies and other explanatory notes.

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Board, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and other reserves. The surplus or (deficit) on the provision of services line shows the true economic cost of providing the Board's services, more details of which are shown in the comprehensive income and expenditure statement. The net increase/decrease before transfer to earmarked reserves line shows the statutory general fund balance before any discretionary transfers to or from earmarked reserves undertaken by the Board.

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from constituent authority contributions.

Balance Sheet

The balance sheet shows the value as at the balance sheet date of the assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board. Reserves are reported in two categories. The first of the category of reserves are usable reserves, i.e. those reserves that the Board may use to provide services, subject to any statutory limitations on their use (for example the capital receipts reserve that may only be used to fund capital expenditure). The second category of reserves is those that the Board is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where accounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the movement in reserves statement line 'adjustments between accounting basis and funding basis under regulations'.

Cash Flow Statement

The cash flow statement shows the changes in cash and cash equivalents of the Board during the reporting period. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Board.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Movement in Reserves Statement

2015/16

	Usable Reserves		Unusable Reserves				Total Reserves £
	Fund Balance £	Capital Requisition Unapplied Account £	Capital Adjustment Account £	Revaluation Reserve £	Pension Reserve £	Statutory Mitigation Account £	
Opening Balance as at 1 April 2015	596,343	50,550	707,521	34,802	(6,115,000)	(18,018)	(4,743,802)
Movements in Reserves							
Surplus or (Deficit) on provision of Services	(416,178)	0	0	0	0	0	(416,178)
Other Comprehensive Income and Expenditure	0	0	0	0	2,283,000	0	2,283,000
Total Comprehensive Income and Expenditure	(416,178)	0	0	0	2,283,000	0	1,866,822
Adjustments between accounting basis & funding basis							
Depreciation/ Impairment	20,722	0	(20,722)	0	0	0	0
Pension Scheme Adjustment	404,000	0	0	0	(404,000)	0	0
Net Transfer to or from earmarked reserves required by legislation	8,536	0	0	0	0	(8,536)	0
Capital requisitions applied to fund capital expenditure	0	(30,557)	30,557	0	0	0	0
Total Statutory Adjustments	433,258	(30,557)	9,835	0	(404,000)	(8,536)	0
Increase/Decrease in Year	17,080	(30,557)	9,835	0	1,879,000	(8,536)	1,866,822
Balance at 31 March 2016	613,423	19,993	717,356	34,802	(4,236,000)	(26,554)	(2,876,980)
Total Usable		633,416	Total Unusable		(3,510,396)		

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Movement in Reserves Statement

2014/15

	Usable Reserves		Unusable Reserves				Total Reserves £
	Fund Balance £	Capital Requisition Unapplied Account £	Capital Adjustment Account £	Revaluation Reserve £	Pension Reserve £	Statutory Mitigation Account £	
Opening Balance as at 1 April 2014	470,594	68,362	709,892	24,462	(4,544,000)	(19,793)	(3,290,483)
Movements in Reserves							
Surplus or (Deficit) on provision of Services	(236,659)	0	0	0	0	0	(236,659)
Other Comprehensive Income and Expenditure	0	0	0	10,340	(1,227,000)	0	(1216,660)
Total Comprehensive Income and Expenditure	(236,659)	0	0	10,340	(1,227,000)	0	(1,453,319)
Adjustments between accounting basis & funding basis							
Depreciation/ Impairment	20,183	0	(20,183)	0	0	0	0
Adjustment between CAA and Revaluation Reserve for depreciation that is related to the revaluation balance rather than Historic Cost.	0	0	0	0	0	0	0
Pension Scheme Adjustment	344,000	0	0	0	(344,000)	0	0
Net Transfer to or from earmarked reserves required by legislation	(1,775)	0	0	0	0	1,775	0
Capital requisitions applied to fund capital expenditure	0	(17,812)	17,812	0	0	0	0
Capital requisitions unapplied	0	0	0	0	0	0	0
Total Statutory Adjustments	362,408	(17,812)	(2,371)	0	(344,000)	1,775	0
Increase/Decrease in Year	125,749	(17,812)	(2,371)	10,340	(1,571,000)	1,775	(1,453,319)
Balance at 31 March 2015	596,343	50,550	707,521	34,802	(6,115,000)	(18,018)	(4,743,802)
Total Usable		646,893	Total Unusable				(5,390,695)

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Comprehensive Income and Expenditure Statement

2014/15 Gross Expenditure £	2014/15 Gross Income £	2014/15 Net Expenditure £		Notes	2015/16 Gross Expenditure £	2015/16 Gross Income £	2015/16 Net Expenditure £
0	(26,263)	(26,263)	Income				
			Customer Receipts		0	(27,823)	(27,823)
			Expenditure				
2,311,208	0	2,311,208	Employee Costs		2,422,830	0	2,422,830
113,479	0	113,479	Property Costs		104,374	0	104,374
49,190	0	49,190	Transport Costs		45,644	0	45,644
312,872	0	312,872	Supplies & Services		289,493	0	289,493
26,608	0	26,608	Payment to Other Bodies		32,503	0	32,503
136,252	0	136,252	Support Services		133,334	0	133,334
			Depreciation, Amortisation & Impairment		20,722	0	20,722
20,183	0	20,183					
2,969,792	(26,263)	2,943,529	Net Cost of Service	5/6	3,048,900	(27,823)	3,021,077
		(2,664,460)	Revenue Contributions	14			(2,664,460)
		(241,386)	Government Grants	15			(139,809)
		(2,905,846)	Other Operating Income				(2,804,269)
		37,683	Net Operating Income				216,808
		(24)	Interest Payable				370
		199,000	Net Interest on the net defined benefit liability/(assets)	3			199,000
		0	Capital Contributions				0
		198,976	Finance and Investment Income and Expenditure				199,370
		236,659	(Surplus)/Deficit on provision of services				416,178
		1,227,000	Remeasurement of the net defined benefit liability/(assets)	3			(2,283,000)
		(10,340)	(Surplus)/Deficit arising on the revaluation of Property, Plant and Equipment				0
		1,216,660	Other comprehensive Income & Expenditure				(2,283,000)
		1,453,319	Total Comprehensive Expenditure				(1,866,822)

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Balance Sheet

2014/15 £	Notes		2015/16 £
736,813	5	Property, plant and equipment	745,296
5,843	6	Intangible Assets	7,196
<u>742,656</u>		Total Long Term Assets	<u>752,492</u>
729,462	7	Short Term Debtors	726,308
400	8	Cash and Cash Equivalents	400
<u>729,862</u>		Current Assets	<u>726,708</u>
(101,320)	9	Short Term Creditors	(120,180)
<u>(101,320)</u>		Current Liabilities	<u>(120,180)</u>
(6,115,000)	3	Net Pensions Liability	(4,236,000)
<u>(6,115,000)</u>		Long Term Liabilities	<u>(4,236,000)</u>
<u>(4,743,802)</u>		Net Assets/(Liabilities)	<u>(2,876,980)</u>
Represented by:			
646,893	10/11	Usable Reserves	633,416
(5,390,695)	12	Unusable Reserves	(3,510,396)
<u>(4,743,802)</u>		Total Reserves	<u>(2,876,980)</u>

The unaudited Financial Statements were issued on 17 June 2016 and the audited Annual Accounts were authorised for issue on 28 September 2016.

Stephen West
Treasurer
28 September 2016

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Cash Flow Statement

2014/15 £	Notes		2015/16 £
		Operating Activities	
(2,905,847)		Grants	(2,804,269)
(26,263)		Sale of goods and rendering of services	(27,823)
<u>(2,932,110)</u>		Cash Inflows from Operating Activities	<u>(2,832,092)</u>
2,190,998		Cash paid to and on behalf of employees	2,198,971
723,324		Other payments for operating activities	602,194
<u>2,914,322</u>		Cash Outflows from Operating Activities	<u>2,801,165</u>
<u>(17,788)</u>		Net Cash Flows from Operating Activities	<u>(30,927)</u>
		Investing Activities	
17,812		Purchase of Assets	30,557
0		Other receipts from investing activities	0
<u>17,812</u>		Net Cash Flows from Investing Activities	<u>30,557</u>
		Financing Activities	
(24)		Interest Received	0
0		Interest Payable	370
<u>(24)</u>		Net Cash Flows from Financing Activities	<u>370</u>
<u>0</u>		Net (Increase)/Decrease in Cash and Cash Equivalents	<u>0</u>
400	8	Cash and cash equivalents at the beginning of the reporting period	400
(400)	8	Cash and cash equivalents at the end of the reporting period	(400)
<u>0</u>			<u>0</u>

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Notes to the Annual Accounts

Note 1 - Accounting Policies

1. General Principles

The Annual Accounts summarise the Board's transactions for the 2015/16 financial year and its position at the year end of 31 March 2016. The Board is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 1985. Section 12 of the Local Government in Scotland Act 2003 requires they be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 ("the Code") and the Service Reporting Code of Practice, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Annual Accounts is principally historic cost, modified by the revaluation of certain categories of Property, Plant and Equipment and financial instruments.

2. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when payment is made or received. In particular:

- Revenue from the provision of services is recognised when the Board can measure reliably the percentage of completion of the transaction and when it is probable that the economic benefits associated with the transaction will flow to the Board;
- Expenses in relation to services received are recorded as expenditure when the services are received, rather than when payment is made;
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet based upon materiality;
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument, rather than on cash flows fixed or determined by the contract; and
- Where income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where there is evidence that debts are unlikely to be settled, the balance of debtors is written down and charged to revenue for the income that might not be collected.

3. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

Cash equivalents are investments that mature in three months or less from date of acquisition and that are readily convertible to known cash amounts, with insignificant risk of change of value.

Investments held by the Board comprise solely of short term surplus funds held within the bank balances. All deposits are held in sterling. The carrying amount is the outstanding principal receivable.

Bank balances are included in the Balance Sheet at the closing balance in the Board's financial ledger and include cheques payable not yet cashed.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

4. Changes in Accounting policies, Estimates and Errors

IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors requires disclosure of information on the expected impact of new accounting standards that have been issued but are not yet effective. These have been reviewed and are not deemed to be significant for the financial statements.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, events or conditions on the Board's financial position or performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative figures, as if the new policy has always been applied.

There has been a redistribution of costs within the CIES. The pension's interest cost within the Surplus or Deficit on the Provision of Services has increased with a corresponding reduction in actuarial (gains) or losses on pension assets and liabilities in Other Comprehensive Income and Expenditure. Essentially, the expected return on schemes assets that was credited to the Surplus or Deficit on the Provision of Services has been effectively replaced with an equivalent figure using the discount rate.

Changes in accounting estimates are accounted for prospectively.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative figures.

5. Charges to Revenue for non-current assets

Services are debited with the following amounts to record the cost of using or holding fixed assets during the year:

- Depreciation, attributable to the assets used by the Board;
- Revaluation and impairment losses, where there is no accumulated gain in the Revaluation Reserve;
- Amortisation of intangible fixed assets.

The Board is not required to raise funds to cover depreciation, revaluation or impairment losses. Depreciation, revaluation and impairment losses and amortisations are replaced by the revenue provision by an adjustment within the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

6. Intangible assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Board as a result of past events (e.g. computer software and/or software licences) is capitalised when it is expected that future economic or service benefits will flow from the asset to the Board.

Assets are measured originally at cost and only revalued where the fair value of the asset can be determined by reference to an active market.

Where an intangible asset has a finite useful life, the depreciable amount of an intangible asset is depreciated over its useful life in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is recognised in the Surplus or Deficit on the Provision of Services when the asset is derecognised.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

6. Intangible assets (Cont'd)

Where expenditure qualifies as capital for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the Board's balance and are therefore reversed out in the Movement in Reserves Statement and posted to the Capital Adjustment Account and the Capital Receipts Reserve.

7. Property, Plant and Equipment

Assets that have physical substance and are held for the supply of goods and services, either directly or indirectly, and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Board and the cost of the asset can be measured reliably. Expenditure that maintains, but does not add to the asset's potential to deliver future economic benefits or service potential, is charged as an expense when it is incurred.

Measurement

Initially measured at cost, comprising of:

- Purchase price;
- Any costs associated with bringing the asset to the location or condition necessary for it to be capable of operating in the manner intended by management;
- The initial estimate of costs for dismantling and removing the item and restoring the site on which it is located to its original state.

Where property, plant or equipment are acquired in exchange for a non monetary asset or assets, or a combination of monetary and non monetary assets, the cost of the acquired item shall be measured at fair value unless there is no economic substance to the exchange transaction, or the fair value of neither the asset received nor the asset given up can be reliably measured. The acquired item is measured at fair value even if the Board cannot immediately derecognise the asset given up. The acquired item is measured at the carrying amount of the asset given up if it is not measured at fair value.

Assets are then carried in the Balance Sheet using the following measurement bases:

- Other buildings – fair value. Where there is no market based evidence of fair value because of the specialised nature of the asset and the asset is rarely sold, depreciated replacement cost is used as an estimate of fair value;
- Plant and equipment and other non property assets – fair value. Where assets in this class have either short useful lives or low values (or both), depreciated historical cost is considered to be a proxy for fair value where the useful life is a realistic reflection of the life of the asset and the depreciation method provides a realistic reflection of the consumption of the asset class.

Assets included in the Balance Sheet at fair value are re-valued regularly to ensure their carrying amount is not materially different from the fair value at the year end, as a minimum every 5 years.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

7. Property, Plant and Equipment (Cont'd)

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Where decreases in value are identified, the revaluation loss is accounted by:

- Balance of revaluation gains for the asset in Revaluation Reserve – the carrying amount of the asset is written down against that balance (up to the total gain)
- No balance of revaluation gains for the asset in the Revaluation Reserve – the carrying amount is written down in the Comprehensive Income and Expenditure Statement

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at the end of each financial year for evidence in impairment or a reduction in value. Where indications exist and any possible differences are estimated to be material, the recoverable amount on the asset is estimated and where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- Balance of revaluation gains for the asset in Revaluation Reserve – the carrying amount of the asset is written down against that balance (up to the total accumulated gains)
- No balance of revaluation gains for the asset in the Revaluation Reserve – the carrying amount is written down in the Comprehensive Income and Expenditure Statement

Where an impairment loss is reversed subsequently, the reversal is credited in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would be charged if the loss had not been recognised.

Depreciation

Depreciation is provided on all property, plant and equipment over their useful economic lives, with an exception made for assets without a determinable finite useful life (i.e. non depreciating land).

The useful lives of assets, as estimated and advised by a suitably qualified officer, are as follows:

- | | | |
|--------------------------|-------------|---------------|
| • Other buildings * | 20-60 years | straight line |
| • Vehicles, plant, equip | 5-10 years | straight line |
| • Intangibles | 5-10 years | straight line |

* Including components such as structure, mechanical and electrical, etc.

Where an item of property, plant and equipment assets has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current depreciation charged on assets and the depreciation that would be chargeable based upon historic cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

8. Employee Benefits

Benefits payable during employment

Short term employee benefits (i.e. fall due within 12 months of the year-end), such as wages and salaries, paid leave, paid sick leave, bonuses and non monetary benefits for current employees are recognised as an expense in the year in which the employees render service to the Board. An accrual is made against the services in the Surplus or Deficit on the Provision of Service for the costs of holiday entitlement and other forms of leave earned by the employee but not taken before the year end and which employees can carry forward into the next financial year. Any accrual made is required under statute to be reversed out of the General Fund balance by a credit to the Statutory Mitigation Account in the Movement in Reserves Statement.

Termination Benefits

Termination benefits are amounts payable as a result of a decision made by the Board to terminate an officer's employment before the normal retirement date or an officer's decision to accept a voluntary termination package in exchange for those benefits. Termination benefits do not provide the Board with future economic benefits and consequently they are recognised on an accruals basis immediately in the Surplus or Deficit on the Provision of Services line in the Comprehensive Income and Expenditure Account when the authority is demonstrably committed to provision of the termination benefits.

Where termination benefits involve the enhancement of pensions, they are treated as pension costs for the purpose of the statutory transfer between the Pension Reserve and the General Fund of the amount by which the pension costs calculated in accordance with the Code are different from the contributions due under the pension scheme regulations. In the Movement in Reserves Statement appropriations are required to and from the Pension Reserve to remove notional debits and credits for termination benefits related to pensions enhancements and replace them with the cost of the cash paid, including any amounts due and not paid at the year end.

Post Employment Benefits

Employees of the Board are members of The Local Government Pensions Scheme, administered by Glasgow City Council.

The scheme provides defined benefits to members earned as employees of the Board. The Local Government scheme is accounted for as a defined benefits scheme:

- The liabilities of the pension fund attributable to the Board are included within the Balance Sheet on an actuarial basis using the projected unit method (i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based upon assumptions about mortality rates, employee turnover rates, projection of earnings for current employees, etc.
- Liabilities are discounted to their value at current prices using a discount rate of 4.3% (based upon the indicative return rate on long dated high quality corporate bonds)
- All assets are at bid value and are split into Quoted Prices in Active Markets and Prices not quoted in Active Markets, they are now shown in the notes in more detail.
- Split by Equity Securities, Debt Securities, Private Equity, Real Estate, Investment Funds, Derivatives Cash

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

8. Employee Benefits (Cont'd)

- The change in the net pensions liability is analysed into seven components:
 - Current service cost – the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employee worked.
 - Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.
 - Net Interest expenses – the expected increase in the present value of liabilities during the year as they move one year closer, less the fair value of plan assets debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - Gains/losses on settlements and curtailments – the result of actions to relieve the Board of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited/credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.
 - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve.
 - Contributions paid to the local government pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the Fund to be charged with the amount payable by the Board to the pension fund or directly to pensioners in the year, not the amount calculated in accordance to the relevant accounting standards. In the Movement in Reserves Statement this means that there are appropriations to and from the Pension Reserve to remove any notional debits and credits for retirement benefits and replace them with the cash paid or payable at the year end, to the pension fund and pensioners. The negative balance that arises on the Pension Reserve measures the beneficial impact on the Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Discretionary Benefits

The Board also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the local government pension scheme.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

9. Events after the reporting period

Events after the reporting period are those events (both favourable and unfavourable) that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue. Two types have been identified:

- Those that provide evidence of conditions that existed at the end of the reporting period – the Annual Accounts are adjusted to reflect this;
- Those that are indicative of conditions that arose after the reporting period – the Annual Accounts are not adjusted to reflect this. However, if the event is material, a disclosure is made within the notes of the nature and financial effect.

10. Exceptional items

When items of income and expenditure are material, their nature and amount is disclosed separately, either within the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to the understanding of the Board's financial performance.

11. Operating Leases

Board as Lessee

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense. Charges are made on a straight line basis over the life of the lease, even if it does not match the pattern of payment.

Board as Lessor

Where the Board grants an operating lease over an asset, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight line basis over the life of the lease, even if it doesn't match the pattern of payment.

12. Provisions, contingent liabilities and contingent assets

Provisions

Provisions are made where an event has taken place that gives the Board an obligation, either legal or constructive, as a result of a past event that results in a probable outflow of resources and a reliable estimate can be made of the amount of that obligation.

Provisions are charged as an expense to the Comprehensive Income and Expenditure Statement in the year the Board becomes aware of the obligation and measured at the best estimate at the Balance Sheet date, taking account of relevant risks and uncertainties.

When payments are eventually made they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year. Where it becomes less than probable that a transfer of economic benefits is now required; the provision is reversed and credited back to the relevant service.

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 1 - Accounting Policies (Cont'd)

12. Provisions, contingent liabilities and contingent assets (Cont'd)

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Board a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events, not wholly within the control of the Board. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but are disclosed as a note to the accounts, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

Contingent assets

A contingent asset arises where an event has taken place that gives the Board a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Board.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits.

13. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from HM Revenues and Customs. VAT receivable is excluded from income.

14. Reserves

Reserves are created by appropriating amounts out of the General Reserve Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Reserve Balance in the Movement in Reserves Statement so that there is no net charge against requisition income for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets and retirement benefits and these reserves do not represent usable resources for the Board.

Note 2 – Operating Leases

Board as Lessor

The Board leases out property under operating leases to provide suitable affordable accommodation to West Dunbartonshire Council and Alpha Pets. During the current financial year West Dunbartonshire Council terminated their lease due to restructuring of services. Alpha Pets lease was due to end on the 14 April 2016; however the company and the Board have a tacit relocation agreement.

The future minimum lease payments in future years are:

31 March 2015		31 March 2016
£		£
20,300	Not later than one year	20,300
72,782	Later than one year and not later than five years	74
0	Later than five years	0
<u>93,082</u>		<u>20,374</u>

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 2 – Operating Leases (Cont'd)

Board as Lessee

The Board has acquired a number of photocopiers, scanner and letter openers by entering into operating leases.

The future minimum lease payments due under non-cancellable leases in future years are:

31 March 2015		31 March 2016
£		£
4,504	Not later than one year	4,373
8,212	Later than one year and not later than five years	5,314
0	Later than five years	0
12,716		9,687

Note 3 – Defined Benefit Pension Schemes

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until employees retire, the Board has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Board participates in the following pension schemes:

The Strathclyde Local Government Pension Scheme, which is a defined benefit statutory scheme, operated as Strathclyde Pension Fund, and administered by Glasgow City Council in accordance with the Strathclyde Local Government Pension Scheme (Scotland) Regulations 1998. This is a funded scheme, meaning that the Board and employees pay contributions into a fund, calculated at a level intended to balance the pensions' liabilities with investment assets. The employers' contribution rate is set by the Fund actuaries following valuation. The employer contribution rate for 2014/15 was 19.3%, and 2015/16 is set at 19.3%. In 2015/16, the Board paid an employer's contribution of £0.312m (2014/15 £0.311m).

In addition, the Board is responsible for all pension payments relating to added years' benefits which it has awarded together with the related increases. Strain on the Fund costs are charged in year for any early retrials. There was no charge in 2015/16 (2014/15 no charge).

The Board fully complies with the international accounting standard (IAS 19) concerning the disclosure of information on pension. IAS 19 states that although the pension benefits will not be payable until the employee retires; the Board has a commitment to make these payments and must disclose the cost of this in its accounts at the time employees earn their future entitlements.

The Board recognised the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However the charge that the Board is required to make against its budget is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the general fund via the movement in reserve statement. The following transactions have been made in the comprehensive income and expenditure statement and the general fund balance via the movement in reserves statement during the year.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Note 3 – Defined Benefit Pension Schemes (Cont'd)

2014/15 £000		2015/16 £000
	Net cost of services	
463	Current service cost	524
463		524
	Financing and investment Income and Expenditure	
199	Net Interest	199
199		199
	Total post-employment benefit charged to the Surplus or Deficit on the provision of Services	723
(1,859)	Return on plan assets	96
	Actuarial gains and losses arising on changes in financial Assumptions	(2,202)
2,346		(177)
82	Actuarial gains and losses arising on experience assumptions	
	Total post-employment benefit charged to the comprehensive income and expenditure statement	(1,560)
1,231		
	Movement in Reserves Statement	
(662)	Reversal of net charges made to surplus of deficit for post employment benefits	(723)
	Actual amount charged against the General Fund balance in the year	
318	Employer contributions payable to Scheme	319

Pension Assets and Liabilities

The underlying assets and liabilities for retirement benefits attributable to the Board as at 31 March 2016 are as follows:

	2015/16 £000	2014/15 £000
Fair value of plan assets	16,599	16,221
Present Value of defined benefit obligations	(20,678)	(22,163)
Net (liabilities)/assets in the Strathclyde Pension Fund	(4,079)	(5,942)
Present Value of Unfunded Liabilities	(157)	(173)
Pre Local Government Reorganisation		
Net pension asset/(liability)	(4,236)	(6,115)

For the Strathclyde Local Government Pension Scheme at 31 March 2016 the Board has a net liability £4,079,000 and for the unfunded liabilities a net liability of £157,000. The Board's net liability of £4,236,000 at 31 March 2016 reflects the future obligations to fund retirement benefits. This represents a decrease in the net liability of £1,897,000 compared to the position at 31 March 2015.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Note 3 – Defined Benefit Pension Schemes (Cont'd)

Pension Assets and Liabilities (Cont'd)

The expected return on assets is based on long term future expected investment return for each asset class as at the beginning of the period. The expected rate of return is 2.6% as at 31/03/16, this is a decrease from 13.1% as at 31/03/15.

Liabilities are valued on an actuarial basis using the projected unit method which assesses the future liabilities of the fund discounted to their present value. The rate used to value liabilities is the basis of long dated high quality corporate bonds.

The movement during the year on the defined obligation is noted as:

2014/15		2015/16
£000		£000
18,200	Opening balance	22,336
463	Current service cost	524
788	Interest cost	717
108	Contributions by Members	108
2,346	Actuarial gains/losses in financial assumptions	(2,202)
82	Other Experience	(177)
(7)	Estimated unfunded benefits paid	(7)
(302)	Estimated benefits paid	(464)
658	Changes in demographic assumptions	0
22,336		20,835

The movement during the year regarding the fair value of the employer's assets is noted as:

2014/15		2015/16
£000		£000
13,656	Opening balance	16,221
1,859	Expected return on assets	(96)
589	Interest Income	518
108	Contributions by Members	108
311	Contributions by employer	312
7	Contributions in respect of unfunded benefits	7
(7)	Estimated unfunded benefits paid	(7)
(302)	Estimated benefit paid	(464)
16,221		16,599

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Note 3 – Defined Benefit Pension Schemes (Cont'd)

Pension Assets and Liabilities (Cont'd)

The Valuation Joint Board's share of the pension funds asset at 31 March 2016 comprised:

Asset Category	31 March 2016			31 March 2015		
	Quoted Prices in Active Markets £000	Prices not Quoted in Active Markets £000	Total £000	Quoted Prices in Active Markets £000	Prices not Quoted in Active Markets £000	Total £000
Equity Securities	6,039	13	6,052	5,946	12	5,958
Private Equity	0	1,615	1,615	0	1,579	1,579
Real Estate	0	1,783	1,783	0	1,482	1,482
Investment funds and unit trusts	150	6,423	6,573	177	6,621	6,798
Derivatives	4	0	4	5	0	5
Cash and Cash Equivalent	554	18	572	0	399	399
Totals	6,747	9,852	16,599	6,128	10,093	16,221

Asset and Liability Matching Strategy (ALM)

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching strategy (ALM) as this is used mainly by mature funds. The Fund does match, to the extent possible, the types of assets invested to the liabilities in the defined benefit obligation. As is required by the pensions and investment regulations, the suitability of various types of investment has been considered, as has the need to diversify investments to reduce the risk of being invested into narrow a range. The Fund invests in equities, bonds, properties and in cash.

Pension Assets and Liabilities (Cont'd)

The principal actuarial assumptions used at the balance sheet date are as follows:

31/03/2015		31/03/2016
13.1%	Expected rate of return	2.6%
2.4%	Inflation/pension increase rate	2.2%
4.3%	Salary increase rate	4.2%
3.2%	Discount rate	3.5%

Mortality

Based on these assumptions, the average future life expectancies at the age of 65 are:

	Males	Females
Current pensioners	22.1 years	23.6 years
Future Pensioners	24.8 years	26.2 years

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 3 – Defined Benefit Pension Schemes (Cont'd)

Sensitivity Analysis

The estimation of defined benefit obligation is sensitive to the actuarial assumptions. The sensitivity regarding the principal assumptions used to measure the schemes liabilities are set out below

	Approximate % increase to Employer Liability	Approximate monetary Amount (£000)
Member life expectancy (1 year increase)	3%	625
Rate for discounting fund liabilities (0.5% decrease)	5%	1,058
Rate of pension increase (0.5% increase)	6%	1,301

The total employee contributions expected to be made to the Local Government Pension Scheme for 2015/16 is £312,000 and unfunded benefits contribution of £7,000.

Note 4 – External Audit Costs

In 2015/16 the Board incurred the following fees relating to external audit in respect of external audit services undertaken in accordance with the Code of Audit Practice:

2014/15 £		2015/16 £
7,799	Fees payable for external audit services	7,800
<u>7,799</u>		<u>7,800</u>

Note 5 – Property, Plant and Equipment

Figures 2015/16

Cost or Valuation

	Land & Buildings £	Plant & Equipment £	Total £
As at 1 April 2015	916,743	105,855	1,022,598
Additions	0	28,036	28,036
As at 31 March 2016	<u>916,743</u>	<u>133,891</u>	<u>1,050,634</u>

Accumulated Depreciation and Impairment

As at 1 April 2015	(213,423)	(72,362)	(285,785)
Depreciation Charge	(5,866)	(13,687)	(19,553)
As at 31 March 2016	<u>(219,289)</u>	<u>(86,049)</u>	<u>(305,338)</u>
Net Book Value at 31 March 2015	703,320	33,493	736,813
Net Book Value at 31 March 2016	697,454	47,842	745,296

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS**

Note 5 – Property, Plant and Equipment (Cont'd)

Comparative Figures 2014/15

	Land & Buildings £	Plant & Equipment £	Total £
Cost or Valuation			
As at 1 April 2014	906,403	93,887	1,000,290
Additions	0	11,968	11,968
Revaluations	10,340	0	10,340
As at 31 March 2015	916,743	105,855	1,022,598

Accumulated Depreciation and Impairment

As at 1 April 2014	(207,558)	(58,045)	(265,603)
Depreciation Charge	(5,865)	(14,317)	(20,182)
As at 31 March 2015	(213,423)	(72,362)	(285,785)
Net Book Value at 31 March 2014	698,845	35,842	734,687
Net Book Value at 31 March 2015	703,320	33,493	736,813

Revaluations

The Board carries out a rolling programme that ensures that all property, plant and equipment required to be measured at fair value is re-valued at least every five years. All valuations were carried out by West Dunbartonshire Council's Internal Valuer. Valuations of land and buildings are carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

Note 6 – Intangible Assets

The Board accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of property, plant and equipment. The intangible assets include purchased licences.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Board. The useful lives assigned to software licences are: 5-10 years. The carrying amount of intangible assets is amortised on a straight-line basis

The movement on Intangible Asset balances during the year is as follows:-

2014/15		2015/16
£	Balance at start of year:	£
0	Gross carrying amount	5,843
0	Accumulated amortisation	0
0	Net carrying amount at start of year	5,843
5,843	Additions	2,522
0	Amortisation for the period	(1,169)
5,843	Net carrying amount at end of year	(1,353)
	Comprising:	
5,843	Gross carrying amounts	8,365
0	Accumulated amortisation	(1,169)
5,843		7,196

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
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Note 7 – Debtors

2014/15		2015/16
£		£
0	Central Government Bodies	51,211
3,918	Other Entities and Individuals	3,969
725,544	Other Local Authorities	671,127
<u>729,462</u>		<u>726,307</u>

Note 8 – Cash and Cash Equivalents

The balance of cash and cash equivalents is made up of the following elements:

2014/15		2015/16
£		£
400	Imprest	400
<u>400</u>		<u>400</u>

Note 9 – Creditors

2014/15		2015/16
£		£
2,757	Central Government Bodies	3,018
86,800	Other Entities and Individuals	105,096
11,763	Other Local Authorities	12,066
<u>101,320</u>		<u>120,180</u>

Note 10 – Balances & Reserves

At their Board meeting on the 16 November 2012, the Board approved a Balance and Reserves Policy. The table below details the movement on revenue reserves this year.

	£
Opening Balance at 1 April 2015	596,343
Gains/(Losses) on the fund	17,080
Closing Balance at 31 March 2016	<u>613,423</u>

The revenue reserves balance stands at £613,423 on 31 March 2016, of which £267,768 has been applied to balance the 2016/17 budget, leaving an unearmarked balance of £345,655.

Note 11 – Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it.

2014/15		2015/16	2015/16
£		£	£
0	Contributions from Authorities		0
68,362	Unapplied Capital contributions b/forward		50,550
	Capital expenditure incurred during the year:		
(8,915)	Upgrade PC's	(8,809)	
0	Servers	(21,748)	
(8,897)	Upgrade to buildings	0	(30,557)
<u>50,550</u>	Unapplied Capital contributions c/forward		<u>19,993</u>

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD MANAGEMENT COMMENTARY AND ANNUAL ACCOUNTS

Note 12 – Unusable Reserves

31 March 2015		31 March 2016
£		£
707,521	Capital Adjustment Account	717,356
34,802	Revaluation Reserve	34,802
(6,115,000)	Pension Reserve	(4,236,000)
(18,018)	Statutory Mitigation Account	(26,554)
(5,390,695)	Total Unusable Reserves	(3,510,396)

Capital Adjustment Account

The capital adjustment account absorbs the timing difference arising from the different arrangements for accounting for the consumption of non current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the comprehensive income and expenditure statement (with reconciling postings to the revaluation reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside by the Board as finance for the costs of acquisition, construction and enhancement.

The account contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the revaluation reserve was created to hold such gains. The movement in reserve statement provides detail of the source of all the transactions posted to the account.

Revaluation Reserve

The revaluation reserve contains the gains made by the Board arising from increases in the value of its property, plant and equipment (and intangible assets). The balance is reduced when assets with accumulated gains are:

- re valued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised

The reserve contains only revaluation gains accumulated since 1 April 2007, the date that the reserve was created. Accumulated gains arising before that date are consolidated into the balance on the capital adjustment account.

Pension Reserve

The pension reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the comprehensive income and expenditure as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However statutory arrangements requires benefits earned to be financed as the Board makes employer's contributions to pension funds or eventually pays any pension for which it is directly responsible. The debit balance on the pensions reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Statutory Mitigation Account

The statutory mitigation account absorbs the differences that would otherwise arise on the general fund balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the general fund balance is neutralised by transfers to or from this account.

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
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Capital Requisition Unapplied Account

The capital requisition unapplied account represents capital contributions from the constituent authorities which have not yet been spent.

Note 13 – Contingent Assets & Liabilities

The Board has not identified any Contingent Assets and Liabilities.

Note 14 – Contributions from Authorities

2014/15		2015/16
£		£
1,281,605	Argyll & Bute Council	1,281,605
664,783	East Dunbartonshire Council	664,783
718,072	West Dunbartonshire Council	718,072
<u>2,664,460</u>		<u>2,664,460</u>

Note 15 – Government Grants

The Board received a total of £139,809 of government grants in 15/16 to continue with the delivery of Individual Electoral Registration.

2014/15		2015/16
£		£
211,509	Cabinet Office	126,134
29,877	Scottish Government	13,675
<u>241,386</u>		<u>139,809</u>

Note 16 – Related Parties

It is a requirement of the Code that material transactions with related parties (i.e organisations with which the Board can influence or be influenced by) should be disclosed. The Board forms Group Accounts with three local authorities, namely West Dunbartonshire Council, East Dunbartonshire Council and Argyll & Bute Council. Sums paid by the local authorities to the Board are detailed in Note 14.

Independent auditor's report to the members of Dunbartonshire and Argyll & Bute Valuation Joint Board and the Accounts Commission for Scotland

I certify that I have audited the financial statements of the Dunbartonshire and Argyll & Bute Valuation Joint Board for the year ended 31 March 2016 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet and Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the 2015/16 Code).

This report is made solely to the parties to whom it is addressed in accordance with the Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of Treasurer and auditor

As explained more fully in the Statement of Responsibilities the Head of Finance and Resources at West Dunbartonshire Council, as Treasurer, is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements, irregularities, or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with the applicable law and the 2015/16 Code of the state of the affairs of the body as at 31 March 2016 and of the income and expenditure of the body for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2015/16 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014 and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with the Local Authority Accounts (Scotland) Regulations 2014; and
- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or
- There has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Peter Lindsay
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G2 1BT

29 September 2016

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**Report by Treasurer****Valuation Joint Board: 24 February 2017**

Subject: Audit Scotland's Annual Audit Report to Members and the Controller of Audit**1. Purpose**

- 1.1** The purpose of this report is to advise Members of Audit Scotland's report on the audit of the Joint Board's accounts 2015/16.

2. Background

- 2.1** Audit Scotland finalised their audit of the Joint Board's 2015/2016 annual accounts and signed the accounts with an unqualified audit certificate.
- 2.2** The audited annual report and final accounts were submitted to the Finance Sub-Committee on 28 September 2016 and are now submitted to Members as another agenda item at this meeting.
- 2.3** Audit Scotland is required to report on the audit of the Board's annual accounts and does this through the annual audit report which is attached for review. This report was previously submitted to the Finance Sub-group on 28 September 2016 for consideration.

3. Main Issues

- 3.1** Audit Scotland has confirmed that there are no key matters arising during the audit of the Annual Accounts.
- 3.2** This Annual Audit Report to Members and the Controller of Audit includes:
- (a) Key messages (page 3);
 - (b) Information on the audit of the financial statements (pages 5 to 7);
 - (c) Financial management and sustainability (pages 8 to 11);
 - (d) Governance and transparency (pages 12 to 14); and
 - (e) Best value (pages 15 and 16).
- 3.3** There were no recommendations identified in the report.

Recommendations

- 4.1** Members are requested to consider the report.

Stephen West
Treasurer
Date: 1 February 2017

Person to Contact: Gillian McNeilly, Finance Manager
West Dunbartonshire Council
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Appendix: Audit Scotland's Annual Audit Report to Members and the
Controller of Audit



Dunbartonshire and Argyll & Bute Valuation Joint Board

2015/16 Annual audit
report to Members and
the Controller of Audit

September 2016

Key contacts

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The Accounts Commission is a statutory body which appoints external auditors to Scottish local government bodies (www.audit-scotland.gov.uk/about/ac/). Audit Scotland is a statutory body which provides audit services to the Accounts Commission and the Auditor General (www.audit-scotland.gov.uk/about/).

The Accounts Commission has appointed Peter Lindsay as the external auditor of Dunbartonshire and Argyll & Bute Valuation Joint Board (the Board) for the period 2011/12 to 2015/16.

This report has been prepared for the use of Dunbartonshire and Argyll & Bute Valuation Joint Board and no responsibility to any member or officer in their individual capacity or any third party is accepted.

The information in this report may be used for the Accounts Commission's annual overview report on local authority audits published on its website and presented to the Local Government and Regeneration Committee of the Scottish Parliament.

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Key messages

Audit of financial statements

- Unqualified auditor's report on the 2015/16 financial statements.

Financial management and sustainability

- Although a deficit of £0.083m was anticipated, the Board operated within resource budgets for 2015/16, returning a surplus of £0.017m.
- Net Cost of Services has increased by £0.077m from £2.944m in 2014/15 to £3.021m in 2015/16.
- The Board's Balance Sheet as at 31 March 2016 discloses a net liability of £2.877m.
- We note that the Board's net pension liability has decreased by £1.879m.
- Good financial management remains a priority to ensure the continued financial sustainability of the Board.

Governance and transparency

- The Board's financial transactions are processed through West Dunbartonshire Council's financial systems. Our review of these systems found no material weaknesses and that internal controls were operating as intended.
- The Board also utilise the Council's internal audit function. We found that the work of internal audit is of a good quality allowing us to place reliance on a number of areas including work on internal controls.

Outlook

- Financial sustainability will remain a key challenge and expenditure should be closely monitored to identify and address any emerging budget pressures.
- It is anticipated that future planned draws on reserves may be required to ensure that a balanced budget is delivered for 2016/17 onwards.

Introduction

1. This report is a summary of our findings arising from the 2015/16 audit of Dunbartonshire and Argyll & Bute Valuation Joint Board (the Board). The report is divided into sections which reflect our public sector audit model.
2. The management of the Board is responsible for:
 - preparing financial statements which give a true and fair view
 - implementing appropriate internal control systems
 - putting in place proper arrangements for the conduct of its affairs
 - ensuring that the financial position is soundly based.
3. Our responsibility, as the external auditor of the Board, is to undertake our audit in accordance with International Standards on Auditing, the principles contained in the Code of Audit Practice issued by Audit Scotland in May 2011 and the ethical standards issued by the Auditing Practices Board.
4. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. It is the auditor's responsibility to form and express an opinion on the financial statements; this does not relieve management of their responsibility for the preparation of financial statements which give a true and fair view.
5. A number of reports, both local and national, have been issued by Audit Scotland during the course of the year. These reports, summarised at [appendix II](#) and [appendix III](#), include recommendations for improvements.
6. We have included in this report only those matters that have come to our attention as a result of our normal audit procedures; consequently, our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.
7. The cooperation and assistance afforded to the audit team during the course of the audit is gratefully acknowledged.
8. 2015/16 is the final year of the current five year audit appointment. From 2016/17 the auditor of the Board will be Audit Scotland. In accordance with agreed protocols and International Standards on Auditing we will be liaising with the incoming auditors as part of this transition.

Audit of the 2015/16 financial statements

Audit opinion	<ul style="list-style-type: none"> We have completed our audit of the Board and issued an unqualified independent auditor's report.
Going concern	<ul style="list-style-type: none"> The financial statements of the have been prepared on the going concern basis. We are unaware of any events or conditions that may cast significant doubt on the Board's ability to continue as a going concern.
Other information	<ul style="list-style-type: none"> We review and report on other information published with the financial statements, including the management commentary, annual governance statement and the remuneration report. We have nothing to report in respect of these statements.

Submission of financial statements for audit

- We received the unaudited financial statements on 15 June 2016, in accordance with the agreed timetable. The working papers were of a good standard and staff from the Board and West Dunbartonshire Council provided good support to the audit team which assisted the delivery of the audit to deadline.

Overview of the scope of the audit of the financial statements

- Information on the integrity and objectivity of the appointed auditor and audit staff, and the nature and scope of the audit, were outlined in our Annual Audit Plan issued to the Board in February 2016.
- As part of the requirement to provide full and fair disclosure of matters relating to our independence, we can confirm that we have not undertaken non-audit related services. The 2015/16 agreed fee for the audit was set out in the Annual Audit Plan and, as we did not carry out any work additional to our planned audit activity, the fee remains unchanged.
- The concept of audit risk is of central importance to our audit approach. During the planning stage of our audit we identified a number of key audit risks which involved the highest level of judgement and impact on the financial statements and consequently had the greatest effect on the audit strategy, resources and effort. We set out in our Annual Audit Plan the audit work we proposed to undertake to secure appropriate levels of assurance. [Appendix I](#)

sets out the significant audit risks identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

13. Our audit involved obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

Materiality

14. Materiality can be defined as the maximum amount by which auditors believe the financial statements could be misstated and still not be expected to affect the decisions of users of financial statements. A misstatement or omission, which would not normally be regarded as material by amount, may be important for other reasons (for example, an item contrary to law).
15. We consider materiality and its relationship with audit risk when planning the nature, timing and extent of our audit and conducting our audit programme. Specifically with regard to the financial statements, we assess the materiality of uncorrected misstatements, both individually and collectively.
16. We summarised our approach to materiality in our Annual Audit Plan. Based on our knowledge and understanding of the Board we set our planning materiality for 2015/16 at £30,500 (1% of gross expenditure). We report all misstatements greater than £1,000. Performance materiality was calculated at £24,500, to reduce to an

acceptable level the probability of uncorrected and undetected audit differences exceeding our planning materiality level.

17. On receipt of the financial statements and following completion of audit testing we reviewed our materiality levels and concluded that our original calculation remained appropriate.

Evaluation of misstatements

18. All misstatements identified during the audit, which exceeded our misstatement threshold, have been amended in the financial statements. There were no unadjusted errors.

Significant findings from the audit

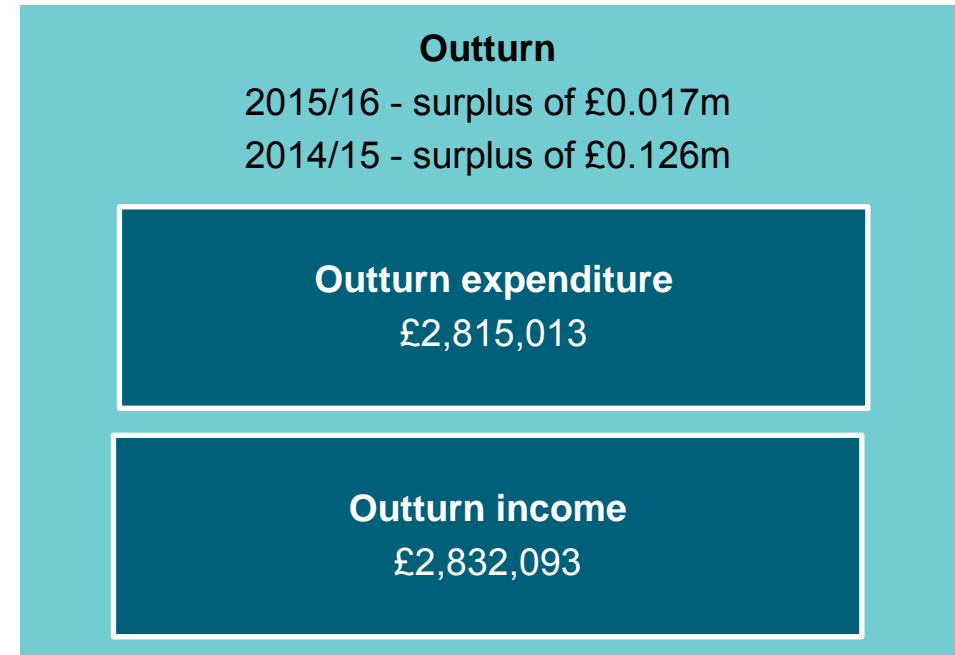
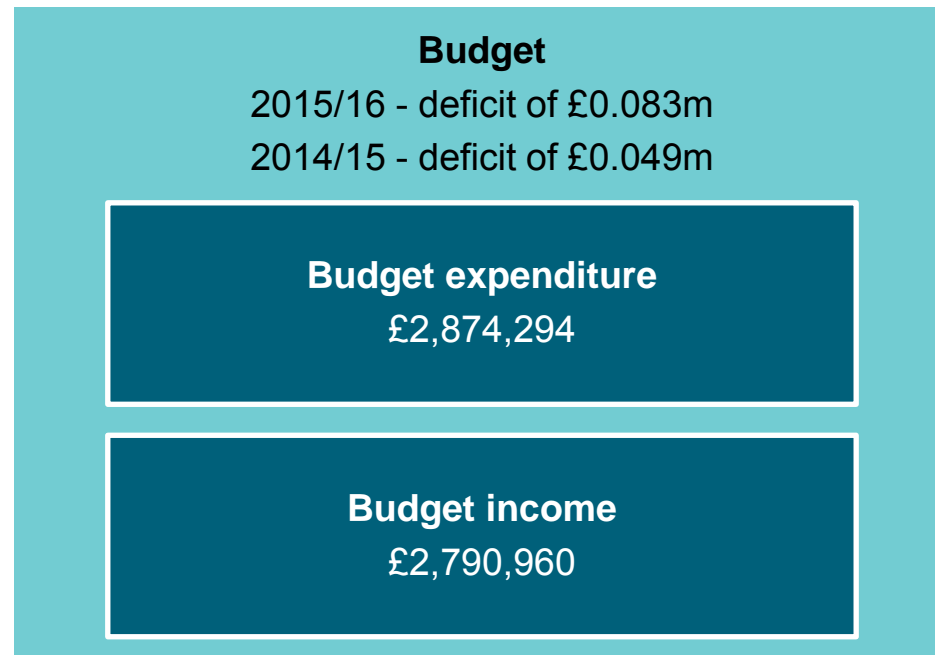
19. International Standard on Auditing 260 requires us to communicate to you significant findings from the audit, including:
 - The auditor's views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.
 - Significant difficulties encountered during the audit.
 - Significant matters arising from the audit that were discussed, or subject to correspondence with management.
 - Written representations requested by the auditor.
 - Other matters which in the auditor's professional judgment, are significant to the oversight of the financial reporting process.
20. There are no matters, other than those set out elsewhere in this report, to which we wish to draw your attention.

Future accounting and auditing developments

Code of Audit Practice

21. A new Code of Audit Practice will apply to all audits from financial year 2016/17. There will be a focus on four areas:
 - Financial sustainability
 - Financial management
 - Governance and transparency; and
 - Value for money
22. In addition, as well as the annual audit report, other significant outputs, such as the annual audit plan, will be published on Audit Scotland's website.

Financial management and sustainability



Financial management

23. In this section we comment on the Board's financial outcomes and assess the financial management arrangements.
24. The Board sets an annual budget to meet its commitments for the forthcoming financial year. Regular monitoring of expenditure and

income against agreed budgets is central to effective financial management.

Financial outcomes

25. The Board returned a surplus of £0.017m for the financial year 2015/16, compared to a budgeted position which anticipated a planned deficit of £0.083m to be funded from reserves.

26. The surplus as presented in the management commentary (and in the table above), of £0.017m is different to that disclosed in the accounts as it is prior to statutory financial adjustments arising such as pension and accrued employee benefits. As the budget is prepared and monitored in this way, it is appropriate for the management commentary details to be presented as such.
27. The Board has recorded a surplus against budget for each of the last three years. Sound budget setting and monitoring is a key financial control and it is essential, particularly in light of the ongoing financial challenges, that appropriate budgets are set and variances are monitored and investigated promptly.
28. The Board's Net Cost of Services from the Comprehensive Income & Expenditure Statement shows an increase of £0.077m from £2.944m in 2014/15 to £3.021m in 2015/16. The main contributory factor was a £0.112m increase in employee costs due to the increased costs of temporary staff in 2015/16.
29. When compared to budget, the Board's expenditure was lower than expected. This contributed to the year end surplus position. Underspends were recorded against employee costs, property, supplies & services and payments to other bodies. The year end surplus position was further increased by a higher than anticipated level of grant income.
30. A reserves policy introduced by Members of the Board in recent years has led to the Board being able to accumulate and hold reserves. During 2015/16 the Board's usable reserves decreased by £0.013m as a result of an increase in capital requisitions applied to fund capital expenditure.
31. As at 31 March 2016 the Board held total usable reserves of £0.633m, of which £0.020m relates to unapplied capital reserves. The remaining balance comprises revenue reserves of £0.613m of which £0.268m is earmarked to fund the budget gap in 2016/17 and £0.345m is general reserves.

Financial management arrangements

32. As auditors, we need to consider whether the Board has established adequate financial management arrangements. We do this by considering a number of factors, including whether:
- financial regulations are comprehensive, current and promoted within the Board
 - reports monitoring performance against budgets are accurate and provided regularly to budget holders
 - monitoring reports do not just contain financial data but are linked to information about performance.
33. We reviewed the Board's financial regulations and concluded that they are comprehensive and current. The financial regulations are available on the Board's website.
34. Revenue budget monitoring reports are submitted to the Board on a biannual basis. As well as providing comments on income and expenditure to date, the reports forecast the year-end outturn.

Conclusion on financial management

35. We have concluded that the Board's financial management arrangements are broadly satisfactory.

Financial sustainability

36. Financial sustainability means that the Board has the capacity to meet the current and future needs of its users.
37. In assessing financial sustainability we are concerned with whether:
- there is an adequate level of reserves
 - spending is being balanced with income in the short term
 - long term financial pressures are understood and planned for
 - investment in services and assets is effective.
38. Effective long-term financial planning, asset management and workforce planning are crucial to sustainability.

Financial planning

39. Looking ahead, it is clear that the financial climate for public services for the period 2016/17 to 2017/18 remains very challenging. The Board will continue to face financial constraints which may increase the pressure on them to deliver their statutory duties and meet established performance targets. The Board will again need to be prepared to face the challenging financial environment ahead. The Board anticipates that, given the increased workload and the forecasted reduction in funding for local

government, future levels will fall and will require careful monitoring to ensure the Board remains operational.

40. The Board's 2016/17 budget includes a proposal to allow a standstill contribution from constituent authorities through the use of balances of £0.268m. This use of reserves results in projected available resources for future use of £0.288m.

Pension liability

41. The net liability on the Board's balance sheet decreased by £1.867m, from £4.744m in 2014/15 to £2.877m in 2015/16. This decrease is driven by changes in pension actuary's assumptions, mainly by the increase in the net discount rate over this period.
42. The pension liability represents the difference between expected future pension payments and the underlying value of pension fund assets available to meet this cost.
43. A material net liability can highlight a potential going concern issue however we recognise that the appointed actuary is of the view that the asset holdings and contributions from employees and employers together with increases in contributions provide security over future liabilities. In light of these factors, it is reasonable that the accounts are prepared on a going concern basis.

Conclusion on financial sustainability

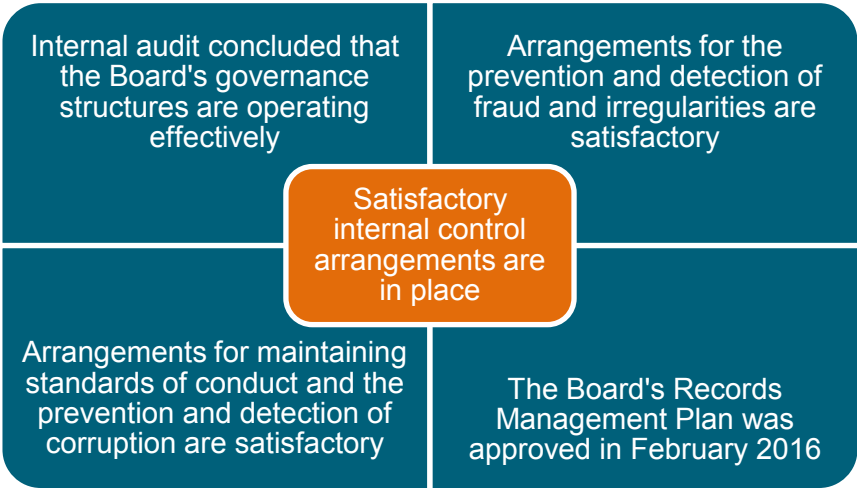
44. We have concluded that the Board has an adequate level of reserves, is containing its expenditure within annual budgets and has credible medium term financial plans in place. Overall we

conclude that the financial position is sustainable currently and in the foreseeable future.

Outlook

45. It is recognised that over the medium term the funding position of local government bodies across Scotland is likely to involve a further period of contraction in available resources. With further funding reductions expected, local government bodies face tough decisions to balance their budgets. These decisions must be based on a clear understanding of the current financial position and the longer-term implications of decisions on services and finances.
46. It is currently forecast that the Board will be required to address a budget gap of £0.298m by 2018/19, depending on local government settlement levels.

Governance and transparency



- 47. Members and management of the Board are responsible for establishing arrangements to ensure that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and for monitoring the adequacy and effectiveness of these arrangements. We concluded that the Board has effective overarching and supporting governance arrangements which provide an appropriate framework for organisational decision making.
- 48. Citizens should be able to hold the Board to account about the services it provides. Transparency means that citizens have access

to understandable, relevant and timely information about how the Board is taking decisions and how it is using its resources. Overall we concluded that the Board is open and transparent.

Corporate governance

- 49. The Code of Audit Practice gives auditors a responsibility to review and report on audited bodies' corporate governance arrangements and we found that the Board has satisfactory governance arrangements in place. A new Code of Corporate Governance was approved in June 2016. As part of our 2015/16 audit work, a number of other policies and procedures were reviewed. These included the Board's Financial Regulations, Standing Orders and Scheme of Delegated Powers. No issues were identified with the documents reviewed. Policies and procedures are comprehensive and suitably up to date.

Internal control

- 50. While auditors concentrate on significant systems and key controls in support of the opinion on the financial statements, their wider responsibilities require them to consider the financial systems and controls of audited bodies as a whole. However, the extent of this work should also be informed by their assessment of risk and the activities of internal audit.
- 51. Financial transactions are processed through West Dunbartonshire Council's financial systems. It is therefore the responsibility of the

Council's management to maintain adequate financial systems and associated internal controls.

52. Our review of these systems was conducted as part of the 2015/16 audit of West Dunbartonshire Council and supplemented by specific work on the Board's financial statements. No material weaknesses in the accounting and internal controls system were identified during the audit which could adversely affect the ability to record, process, summarise and report financial and other relevant data so as to result in a material misstatement in the financial statements.
53. An internal audit of the Board's governance structures and procedures was carried out. The audit report concluded that systems examined were working effectively but identified some opportunities to strengthen internal controls and enhance the service provided. These opportunities focussed on the completeness of the register of interests, improvements to budgetary control reviews and consistency between the Board and the council's procurement policies.

Internal audit

54. Internal audit is an important element of the Board's governance structure. Our review established that the work of internal audit is of a good quality allowing us to place reliance on a number of areas including internal controls. This not only avoided duplication of effort but also enabled us to focus on other key risk areas.

Arrangements for the prevention and detection of fraud

55. In our Annual Audit Plan we highlighted the responsibility audited bodies have for establishing arrangements to prevent and detect fraud and other irregularities. In our opinion the overall arrangements for the prevention of fraud within the Board are satisfactory, although it should be noted that no system can eliminate the risk of fraud entirely.

Arrangements for maintaining standards of conduct and the prevention and detection of corruption

56. The arrangements for the prevention and detection of corruption in the Board are satisfactory and we are not aware of any specific issues that we need to record in this report.

Risk Management

57. The Board has developed a Risk Management Policy aimed at identifying, evaluating and managing all business risk. The 'Board Risk Register', which is approved by the Board annually, contains the actions required or planned to mitigate the main strategic risks.
58. Other risks are contained in an 'Operational Risk Register', with all actions being collated into a single Risk Action List. The Risk Registers are reviewed annually and when new risks are identified

and progress against the Action List is monitored by the Management Team on a regular basis.

59. The Board's Risk Registers were reviewed as part of governance testing carried out during the 2015/16 audit. We concluded that the Board have effective and appropriate risk management arrangements in place.

Following an interim report by the Keeper which highlighted two areas for improvement, the Board made the required amendments and submitted the updated Plan in January 2016. The Keeper issued a formal letter of agreement to approve the Plan in February 2016.

Transparency

60. When assessing transparency we consider if:
- Meetings are held in public.
 - Papers and corporate documents are available online and there is only limited use of taking papers in private.
 - Financial statements are clearly presented and budget monitoring papers are concise and clear.
61. Meetings of the Board are held in public and papers available from the website. The website also publishes information on corporate policies, targets and performance. We concluded that the financial statements are clear and actual expenditure and income clearly linked to budgeted figures, as described in the commentary.

Records Management

62. The Public Records (Scotland) Act 2011 became fully effective in January 2013. The Act requires public authorities to prepare and implement a Records Management Plan. The Board submitted their Plan to the Keeper in advance of the 30 September 2015 deadline.

Best Value

63. Best value is a key factor to consider when planning policies, programmes and projects and when taking any spending decisions. The Board should have systems and processes to ensure that it can demonstrate that it is delivering best value by assessing and reporting on the economy, efficiency, effectiveness and equality in service provision.

Performance management

64. Audited bodies have a specific responsibility to ensure that arrangements have been made to secure Best Value. Auditors of local government bodies also have a responsibility to review and report on the arrangements that specified audited bodies have made to prepare and publish performance information in accordance with directions issued by the Accounts Commission.
65. New performance management reports were introduced in 2014/15 to improve focus on performance throughout the year. The Board recognises that there is scope to increase the effectiveness of these reports by improving the presentation and we welcome this commitment to enhanced performance monitoring.
66. The Management Commentary in the Board's 2015/16 annual report provides a comprehensive and balanced review of the Board's performance for the year ended 31 March 2016. Key performance indicators (KPIs) have been established to facilitate performance monitoring with suitably challenging performance

targets established. Balanced performance reporting is a cornerstone of public performance reporting and is a key element of public accountability. We welcome the Board's approach to performance reporting.

Overview of performance targets in 2015/16

67. The Board have published a Public Performance Report for 2015/16 which is available on the Board's website (<http://www.dab-vjb.gov.uk>). Due to the Public Performance Report being extensive and publically available we have limited the information in this section of the report to key issues.
68. In particular the Assessor notes that the Board:
- Achieved its target of 98% new Council Tax entries within six months and marginally missed the three month target of 95%.
 - Achieved its target of 80% for issuing the Valuation Notice within three months of the effective date of alteration.
 - Achieved the six month target of 94% for issuing the Valuation Notice within six months of the effective date of alteration.

National performance audit reports

69. Audit Scotland carries out a national performance audit programme on behalf of the Accounts Commission and the Auditor General for Scotland. During 2015/16, a number of reports were issued which are of direct interest to the local government sector. These are outlined in [appendix III](#).

Equalities

- 70. The Equality Act 2010 introduced a new public sector 'general duty' which encourages equality to be mainstreamed into public bodies' core work. The Act requires that by no later than 30 April 2015 and every two years thereafter, public bodies must publish a report on the progress made to achieve the quality of outcomes it has set.
- 71. The Board published an equalities report in April 2015. This report details the steps the Board are taking to achieve equality of service provision. In accordance with the requirements of the Act, a follow up report on progress will be issued in 2017.

Outlook

- 72. We confirm the financial sustainability of the Board on the basis of its financial position. Operation of the Board is dependent on Local Authority funding. As their funds are projected to decrease in the next few years this may have a negative impact on funding available to the Board. It is anticipated that future planned draws on reserves may be required to ensure that a balanced budget is delivered for 2016/17 onwards given the forecast reduction in funding for local government and the increasing workload to the Board.

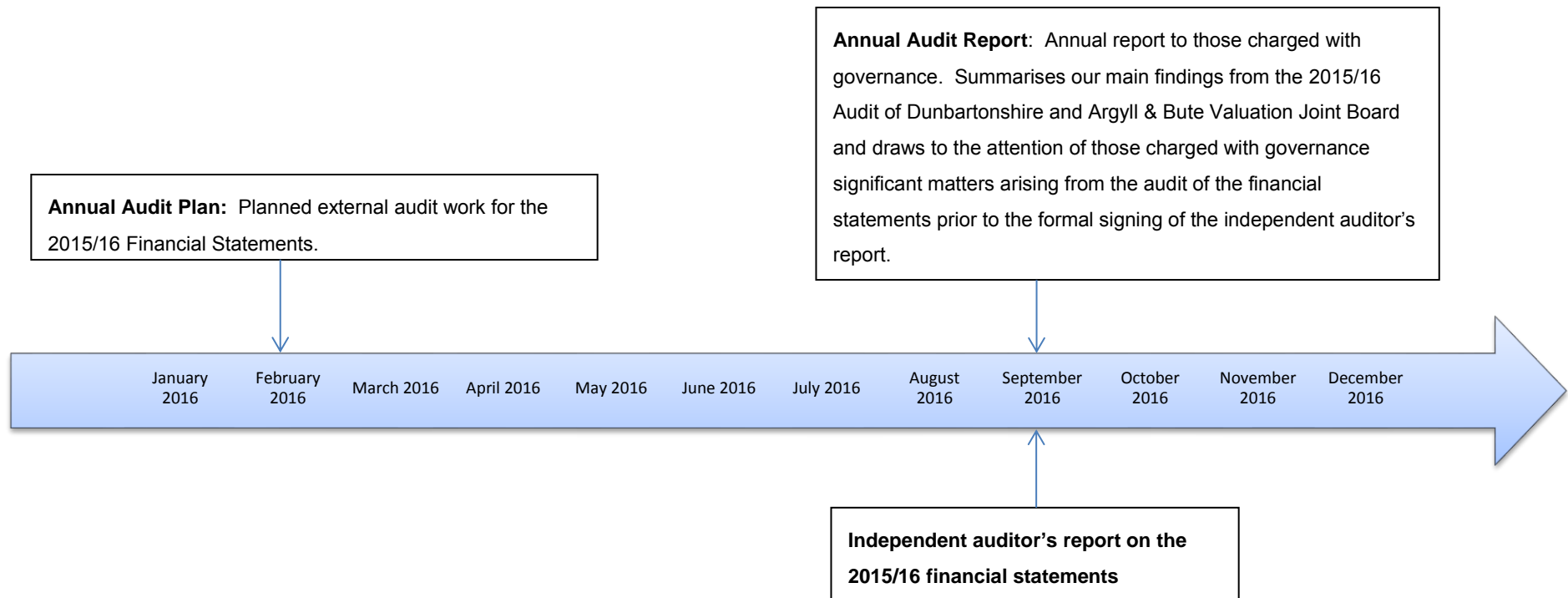
Appendix I: Significant audit risks

The table below sets out the financial statement audit risks we identified during the course of the audit and how we addressed each risk in arriving at our opinion on the financial statements.

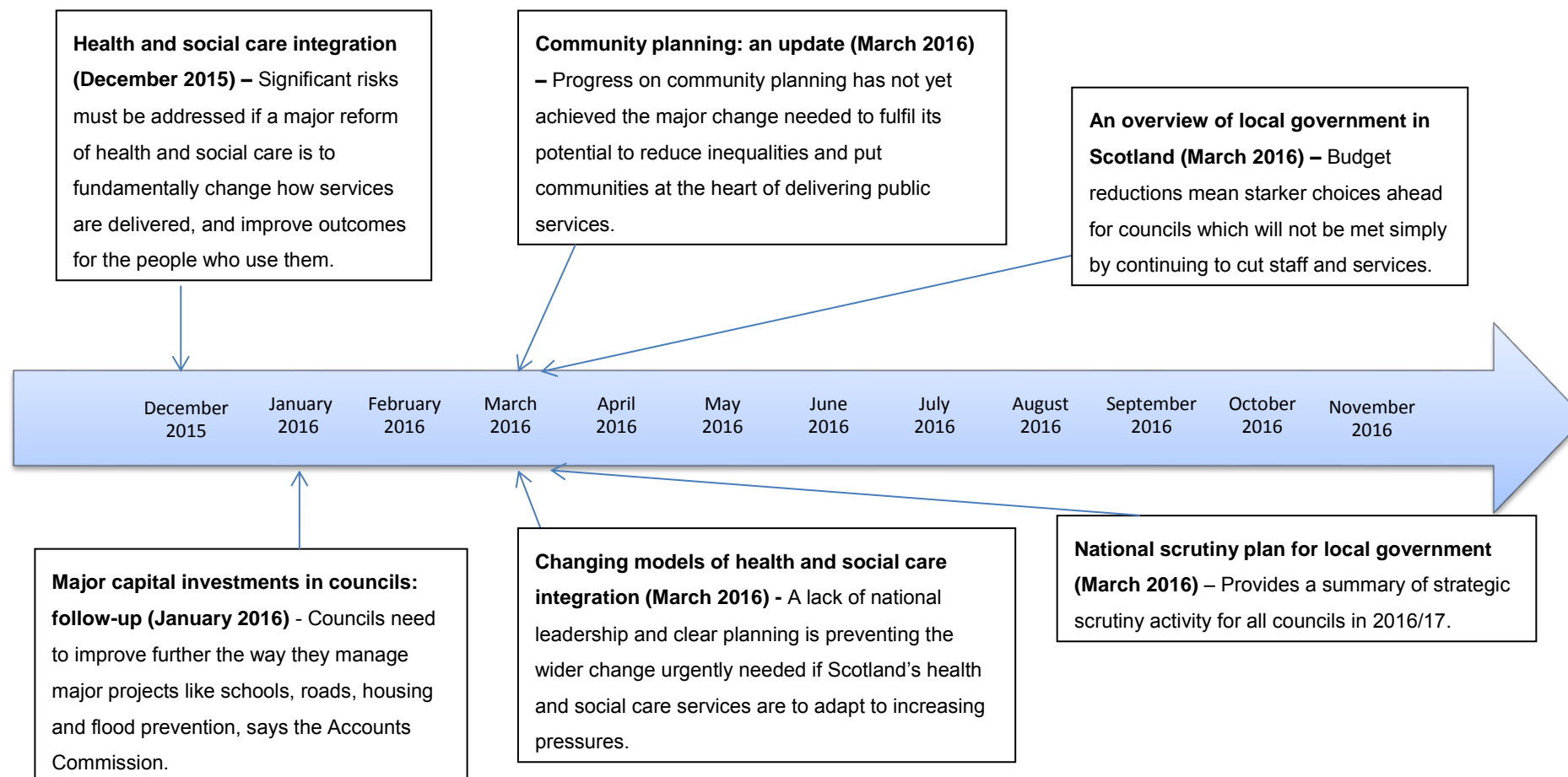
Audit Risk	Assurance procedure	Results and conclusions
Risk of material misstatement		
<p>Risk of management override of control</p> <p>As stated in ISA 240, management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>Risk</p> <p>Management's ability to manipulate accounting records and prepare fraudulent or biased financial statements by overriding controls that otherwise appear to be operating effectively.</p>	<ul style="list-style-type: none"> • Detailed testing of journal entries • Review of accounting estimates • Evaluating significant transactions that are outside the normal course of business • Focused testing of accruals and prepayments. 	<p>No issues have arisen as part of our audit work that would indicate management override of controls affecting the outturn or year-end position.</p>
<p>Management commentary</p> <p>The 2014 Regulations require that the accounts include a management commentary. Scottish Government guidelines on format and</p>	<ul style="list-style-type: none"> • Testing of the Board's compliance with the requirements of the 2014 Regulations • Detailed review of the management commentary included as part of annual 	<p>Our review of the management commentary in the Board's 2015/16 accounts identified no instances of non-compliance with the 2014 Regulations.</p>

Audit Risk	Assurance procedure	Results and conclusions
<p>content were issued in May 2015. However, officers may have to refer to wider Government Financial Reporting Manual guidance in order to construct a fully compliant commentary.</p> <p>Risk</p> <p>The Board's management commentary in the 2015/16 accounts may not comply with the 2014 Regulations.</p>	<p>accounts audit work.</p>	
<p>Risks identified from the auditor's wider responsibility under the Code of Audit Practice</p>		
<p>IER funding gap</p> <p>There is a risk that the Board may not receive funding to cover the additional cost of the 2015/16 canvass. Although a bid has been made for additional funding, there is no guarantee for the Board that this will be granted.</p> <p>Risk</p> <p>The Board is unable to obtain additional funding which will increase the cost of services provided in 2015/16.</p>	<ul style="list-style-type: none"> • Review Board and committee minutes for update on funding bid • Review of budget monitoring reports to identify action taken to address funding shortfall • Regular liaison with Assessor and key finance staff. 	<p>A bid for additional funding of £50,707 was made to the Cabinet Office in January 2016 and payment for this amount was received by the Board at the financial year end.</p> <p>£13,675 was also received from the Scottish Government for the additional work involved in collecting information on young people following the lowering of the voting age for the Local Government register.</p>

Appendix II: Summary of local audit reports 2015/16



Appendix III: Summary of Audit Scotland national reports 2015/16



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Dunbartonshire and Argyll & Bute Valuation Joint Board

28 September 2016

Dunbartonshire and Argyll & Bute Valuation Joint Board Annual Audit Report

1. International Standard on Auditing (UK and Ireland) 260 (ISA 260) requires auditors to report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action. We are drawing to your attention matters for your consideration before the financial statements are approved and certified. We also present for your consideration our draft annual report on the 2015/16 audit which identifies significant findings from the financial statements audit. The section headed "Significant findings from the audit in accordance with ISA260" in the attached annual audit report sets out the issues identified. This report will be issued in final form after the financial statements have been certified
2. Our work on the financial statements is now substantially complete. Subject to the satisfactory conclusion of any outstanding matters and receipt of a revised set of financial statements for final review, we anticipate being able to issue an unqualified auditor's report on 29 September 2016 (the proposed report is attached at Appendix A). There are no anticipated modifications to the audit report.
3. In presenting this report to the Joint Board we seek confirmation from those charged with governance of any instances of any actual, suspected or alleged fraud; any subsequent events that have occurred since the date of the financial statements; or material non-compliance with laws and regulations affecting the entity that should be brought to our attention.
4. We are required to report to those charged with governance all unadjusted misstatements which we have identified during the course of our audit, other than those of a trivial nature (£1,000) and request that these misstatements be corrected. No unadjusted misstatements were noted.
5. As part of the completion of our audit we seek written assurances from the Treasurer on aspects of the financial statements and judgements and estimates made. A draft letter of representation under ISA580 is attached at Appendix B. This should be signed and returned by the Treasurer with the signed financial statements prior to the independent auditor's opinion being certified.

APPENDIX A: Proposed Independent Auditor's Report

Independent auditor's report to the members of Dunbartonshire and Argyll & Bute Valuation Joint Board and the Accounts Commission for Scotland

I certify that I have audited the financial statements of the Dunbartonshire and Argyll & Bute Valuation Joint Board for the year ended 31 March 2016 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet and Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the 2015/16 Code).

This report is made solely to the parties to whom it is addressed in accordance with the Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of Treasurer and auditor

As explained more fully in the Statement of Responsibilities the Head of Finance and Resources at West Dunbartonshire Council, as Treasurer, is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements, irregularities, or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with the applicable law and the 2015/16 Code of the state of the affairs of the body as at 31 March 2016 and of the income and expenditure of the body for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2015/16 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014 and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with the Local Authority Accounts (Scotland) Regulations 2014; and
- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or
- There has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Peter Lindsay
Senior Audit Manager
Audit Scotland
4th Floor South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow
G2 1BT

29 September 2016

Appendix B: ISA 580 - Letter of Representation
Peter Lindsay
Senior Audit Manager
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Building
Glasgow
G2 1BT

Dear Peter,

Dunbartonshire and Argyll & Bute Valuation Joint Board

Annual Accounts 2015/16

1. This representation letter is provided in connection with your audit of the financial statements of the Dunbartonshire and Argyll & Bute Valuation Joint Board for the year ended 31 March 2016 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view of the financial position of the Dunbartonshire and Argyll & Bute Valuation Joint Board, as at 31 March 2016 and its comprehensive net expenditure for the year then ended.
2. I confirm to the best of my knowledge and belief, and having made appropriate enquiries of senior officers and the Board, the following representations given to you in connection with your audit of the Dunbartonshire and Argyll & Bute Valuation Joint Board for the year ended 31 March 2016.

General

3. I acknowledge my responsibility and that of the Dunbartonshire and Argyll & Bute Valuation Joint Board for the financial statements. All the accounting records requested have been made available to you for the purposes of your audit. All material agreements and transactions undertaken by Dunbartonshire and Argyll & Bute Valuation Joint Board have been properly reflected in the financial statements. All other records and information have been made available to you, including minutes of all management and other meetings.
4. The information given in the Management Commentary, Governance Statement and Remuneration Report, present a balanced picture of the Dunbartonshire and Argyll & Bute Valuation Joint Board and is consistent with the financial statements.
5. I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements other than those identified in the auditor's report to those charged with governance (ISA260).

Financial Reporting Framework

6. The financial statements have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, the Local Government in Scotland Act 2003 and the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

7. Disclosure has been made in the financial statements of all matters necessary for them to show a true and fair view of the transactions and state of affairs of Dunbartonshire and Argyll & Bute Valuation Joint Board for the year ended 31 March 2016.

Accounting Policies & Estimates

8. All material accounting policies adopted are as shown in the Summary of Significant Accounting Policies included in the financial statements. The continuing appropriateness of these policies has been reviewed since the introduction of IAS 8 and on a regular basis thereafter, and takes account of the requirements set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.
9. The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. There are no changes in estimation techniques which should be disclosed due to their having a material impact on the accounting disclosures.

Going Concern

10. The Board has assessed Dunbartonshire and Argyll & Bute Valuation Joint Board's ability to carry on as a going concern, as identified in the Management Commentary, and have disclosed, in the financial statements, any material uncertainties that have arisen as a result.

Related Party Transactions

11. All transactions with related parties have been disclosed in the financial statements. I have made available to you all the relevant information concerning such transactions, and I am not aware of any other matters that require disclosure in order to comply with the requirements of IAS24, as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

Events Subsequent to the Date of the Statement of Financial Position

12. There have been no material events since the date of the Balance Sheet which necessitate revision of the figures in the financial statements or notes thereto including contingent assets and liabilities.
13. Since the date of the Balance Sheet no events or transactions have occurred which, though properly excluded from the financial statements, are of such importance that they should be brought to your notice.

Corporate Governance

14. I acknowledge as Treasurer my responsibility for the corporate governance arrangements. I confirm that I have disclosed to the auditor all deficiencies in internal control of which I am aware.
15. The corporate governance arrangements have been reviewed and the disclosures I have made are in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16. There have been no changes in the corporate governance arrangements or issues identified, since the 31 March 2016, which require disclosure.

Fraud

16. I have considered the risk that the financial statements may be materially misstated as a result of fraud. I have disclosed to the auditor any allegations of fraud or suspected fraud affecting the financial statements. There have been no irregularities involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements.

Assets

17. The assets shown in the Balance Sheet at 31 March 2016 were owned by Dunbartonshire and Argyll & Bute Valuation Joint Board, other than assets which have been purchased under operating leases. Assets are free from any lien, encumbrance or charge except as disclosed in the financial statements.

Liabilities

18. All liabilities have been provided for in the books of account, including the liabilities for all purchases to which title has passed prior to 31 March 2016.

Carrying Value of Assets and Liabilities

19. The assets and liabilities have been recognised, measured, presented and disclosed in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16. There are no plans or intentions that are likely to affect the carrying value of classification of the assets and liabilities within the financial statements.

Provisions

20. Provisions have been made in the financial statements for all material liabilities which have resulted or may be expected to result, by legal action or otherwise, from events which had occurred by 31 March 2016 and of which Dunbartonshire and Argyll & Bute Valuation Joint Board could reasonably be expected to be aware. The amount recognised as a provision is the best estimate of the expenditure likely to be required to settle the present obligation at 31 March 2016.

Other matters

Pension Fund

21. The pension assumptions made by the actuary in the IAS19 report for Dunbartonshire and Argyll & Bute Valuation Joint Board have been reviewed and I confirm that they are consistent with management's own view.

Yours sincerely

Stephen West
Treasurer

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 24 February 2017

Subject: Revenue & Capital Budgetary Control Report to 31 January 2017 (Period 10)

1. Purpose

- 1.1 The purpose of this report is to advise the Board on the progress of both the revenue budget 2016/17 and the 2016/17 capital programme.

2. Background

2.1 Revenue

At the meeting of the Joint Board on 22 January 2016, Members agreed the revenue estimates for 2016/17. A total net budget of £2,932,228 was approved.

- 2.2 At the meeting of the Joint Board on 17 June 2016 Members agreed that the Assessor undertake an exercise to identify employees who may be interested in Voluntary Early Retirement / Voluntary Severance (VER/VS). Members were also asked to note that information on any efficiencies or spend to save opportunities identified/ actioned – including VER/VS – would be brought back to the next Board meeting.

2.3 Capital

Following the 2015/16 year end, £19,993 of capital resources was carried forward for future use (slightly higher than the level anticipated when the capital projects were agreed - £19,510).

- 2.4 At the meeting of the Joint Board on 22 January 2016 Members agreed to a 2016/17 Capital Plan of:

Project	Estimated Cost £	Total £
<u>Standard Bids</u>		
Communication line to Campbeltown	<u>£16,000</u>	£16,000
Planned Upgrade of Personal Computers	£5,655	
Server Renewal	<u>£3,200</u>	£8,855
		£24,855
<u>Additional Bid</u>		
Purchase of property (up to)	<u>£75,000</u>	£75,000

- 2.5 This plan was to be funded from the remaining unapplied capital resources and a capital contribution from the constituent authorities. This has been incorporated into this 2016/17 budgetary control report.

3. Main Issue

Revenue

- 3.1 The summary report attached as Appendix 1 highlights a favourable projected year end variance against budget of £74,151.
- 3.2 Although the report indicates a favourable variance, the present variance should be viewed in the knowledge that there are a number of variable factors, which could arise between now and the 31 March and could affect the year end results.
- 3.3 Further analysis of the main variances is detailed in Appendix 2 of this report. It should be noted that although the staffing cost is projecting an overspend by the year end, it includes spend on voluntary early retirement (VER) and voluntary severance (VS) of £139,281 which is partially offset by other staffing savings of £119,057, resulting in a net adverse variance of £20,224.
- 3.4 As previously agreed by the Board, staff have been approached to identify interest in VER/ VS. At this time, this process is ongoing. However, based on current information, a projection of spend on this by the year end is £139,281. This has been incorporated into this report.
- 3.5 Based upon these projections, the effect on the reserves held is as follows:

	Total Reserves £
Opening Reserves	(613,423)
Transfer from reserves for use in the budget	267,768
Budgeted available reserves by 31/3/17	(345,655)
Total projected underspend – transfer to reserves	(74,151)
Current projection on available reserves by 31/3/17	(419,806)
 Prudential Target	 (100,000)

Capital

- 3.6 A summary sheet is attached (Appendix 3) which highlights a projected underspend at the year end on the standard bid programme of £13,753 (of which £11,250 is slippage and the remaining £2,503 is available for future use) and a projected underspend of £49,400 on the purchase of the property.
- 3.7 At this time, it is anticipated that the communication line to Campbeltown will not go ahead in the current year, due to contractor issues. If this is the case, the remaining project spend and allocated income will be carried forward into 2017/18.
- 3.8 The projected underspend on upgrade of Personal Computers is due to a fall in the estimated cost and a reappraisal of the number required due to staffing.
- 3.9 The purchase of the part of 235 Dumbarton Road which was formerly owned by the Scottish Children's Reporter Administration (SCRA) has been completed

and the underspend results in a lesser contribution being requested from constituent authorities, with a nil net effect to the Board.

- 3.10** With an assumption that the funds allocated to the communication line to Campbeltown (totalling £11,250) will be carried forward into 2017/18 and be fully utilised, the underspend in the standard bid programme results in £2,503 of unapplied capital receipts projected to be carried forward into financial year 2017/18 and available for future projects. The underspend on the purchase of the property results in less funding being requested from the constituent authorities in 2016/17 and therefore will not result in and carry forward of funding into 2017/18.

4. Conclusion and Recommendation

4.1 Members are asked to:

- i) Note the favourable revenue variance on the annual budget of £74,151 after accounting for additional projected spend on VER/VS, as previously agreed by the Board of £139,281;
- ii) Note the projected available reserves by 31 March 2017 of £419,806; and
- iii) Note the 2016/17 budgetary position of the capital account and the projected resources to be carried forward into 2017/18.

.....
Stephen West
Treasurer
Date: 1 February 2017

Person(s) to Contact:	Gillian McNeilly, Finance Manager West Dunbartonshire Council Telephone (01389) 737194
Appendix 1	Revenue BCR Period 10
Appendix 2	Revenue Analysis Report
Appendix 3	Capital BCR Period 10

MONTH END DATE 31 January 2017

PERIOD 10

ESTIMATE 2016/17	DESCRIPTION	SPEND TO DATE	% SPEND TO DATE	FORECAST SPEND 2016/17	FORECAST VARIANCE	Variance %	STATUS
£ 2,347,226	EMPLOYEE COSTS	£ 1,876,077	80%	£ 2,367,450	£ 20,224	1%	Adverse
124,679	PROPERTY COSTS	73,766	59%	121,940	(2,739)	-2%	Favourable
21,800	SUPPLIES & SERVICES	14,347	66%	20,600	(1,200)	-6%	Favourable
7,800	PAYMENT TO OTHER BODIES	2,334	30%	7,000	(800)	-10%	Favourable
399,317	ADMINISTRATION COSTS	208,082	52%	404,052	4,735	1%	Adverse
37,206	OTHER EXPENDITURE	25,000	67%	35,506	(1,700)	-5%	Favourable
2,938,028	GROSS EXPENDITURE	2,199,606	75%	2,956,548	18,520	1%	Adverse
(5,800)	GROSS INCOME	(97,556)	1682%	(98,471)	(92,671)	-1598%	Favourable
2,932,228	NET EXPENDITURE	2,102,050	72%	2,858,077	(74,151)	-3%	Favourable
(267,768)	BALANCES USED						
2,664,460	AUTHORITIES CONTRIBUTIONS						

UNDERSPEND	(74,151)	-3%
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MONTH END DATE

31 January 2017

PERIOD

10

Budget Area	Budget	Spend to Date	% Spend to Date of Total Budget	Forecast Spend	Forecast Variance		Status
	£	£	%	£	£	%	
EMPLOYEE COSTS	2,347,226	1,876,077	80%	2,367,450	20,224	1%	↓
Variance Narrative							
Main Issues	The adverse variance is due to the anticipated costs of Voluntary Severance / Voluntary Early Retirement. This is partially offset by vacancies and savings in overtime, training and canvassers.						
Mitigating Action	Spend will continue to be monitored to minimise the overspend, where appropriate						
Anticipated Outcome	An adverse variance is anticipated						
GROSS INCOME	(5,800)	(97,556)	1682%	(98,471)	(92,671)	1598%	↑
Variance Narrative							
Main Issues	Government grant income has now been confirmed. This was not confirmed at the time of budget setting.						
Mitigating Action	No action required.						
Anticipated Outcome	A favourable variance is anticipated						

MONTH END DATE **31 January 2017**

PERIOD **10**

ORIGINAL BUDGET	2015/16 YEAR END ADJUST'S**	2016/17 BUDGET	LINE NO.	DESCRIPTION	SPEND TO DATE	% SPEND TO DATE	FORECAST SPEND	FORECAST VARIANCE	Variance %	STATUS
£ 16,000	£ (4,750)	£ 11,250	1	COMMUNICATION LINE TO CAMPBELTOWN	£ 0	0%	£ 0	£ 11,250	100%	Favourable
5,655	0	5,655	2	PC REFRESH	0	0%	3,241	2,414	43%	Favourable
3,200	5,233	8,433	3	SERVER RENEWAL	5,233	62%	8,433	0	0%	Nil Variance
UP TO 75,000	0	UP TO 75,000	4	PURCHASE OF PROPERTY	25,000	33%	25,600	49,400	66%	Favourable
99,855	483	100,338	5	GROSS EXPENDITURE	30,233	30%	37,274	63,064	63%	Favourable
		(19,993)	6	UNAPPLIED CAPITAL RECEIPTS CARRIED FORWARD	(5,233)	26%	(19,993)	0	0%	Nil Variance
		(5,434)	7	AGREED LEVEL OF CONSTITUENT CONTRIBUTIONS	0	0%	(5,434)	0	0%	Nil Variance
		UP TO (75,000)	8	AGREED LEVEL OF CONSTITUENT CONTRIBUTIONS	(25,000)	33%	(25,600)	(49,400)	66%	Adverse
		(100,427)	9	GROSS INCOME	(30,233)	51%	(51,027)	(49,400)	0%	Adverse
		(89)	10	TOTAL BALANCE CARRIED FORWARD			(13,753)			
			11	UNEARMARKED BALANCE CARRIED FORWARD			(2,503)			
			12	EARMARKED BALANCE CARRIED FORWARD			(11,250)			

** MOVEMENT IS DUE TO SLIPPAGE OR ACCELERATE SPEND

**DUNBARTONSHIRE AND ARGYLL AND BUTE VALUATION JOINT
BOARD**

Report by Treasurer

Valuation Joint Board – 24 February 2017

Subject: Revenue Estimates 2017/2018

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval of the draft revenue estimates for 2017/18 and the level of constituent contribution.

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 2017/18 budgets and council tax levels earlier than this. This means that the Valuation Joint Board needs to agree its budget before that date.

- 2.2 Scottish Government provides grant funding to local authorities for Valuation Joint Board activities through Grant Aided Expenditure (GAE) allocations for:

- Council Tax Valuation;
- Electoral Registration; and
- Lands Valuation.

- 2.3 GAE allocations are updated regularly from various sources of information collected by Scottish Government. Changes in these allocations results in changes to funding to local authorities for the services. Therefore the allocation of Valuation Joint Board expenditure between the three Constituent authorities can change, which in turn changes the allocation of the contribution from the authorities to the Joint Board.

- 2.4 The GAE allocations for 2017/18 have not yet been published and therefore the draft budget has been allocated based upon GAE allocations for 2016/17, similar to previous years.

- 2.5 Following the Board's decision on 17 June 2016, an exercise has been undertaken during 2016/17 to identify staff interested in voluntary early retirement (VER) / voluntary severance (VS). The spend in 2016/17 to progress this exercise is likely to be £139,281 and has been taken account of in projections of spend. However, this reduces staffing costs on a net ongoing basis of £137,376.

Further information on this exercise to date is reported elsewhere on the agenda.

3. Main Issues

3.1 In recognition of the financial situation facing councils, every effort has been made to identify efficiencies which allows for a 2% reduction in Council contribution to be recommended for 2017/18. As a result, the following assumptions have been applied:

- Staff turnover has been assumed at 3%;
- The provision for price inflation has only been added to protected lines and known increases; and
- Pay award of 1.2% has been assumed in 2017/18 and 1.0% for 2018/19 onwards.

3.2 As noted in Appendix 1, when the budget was agreed for 2016/17, the reserves were expected to reduce by £267,768 to balance the net budget position. Current projections indicate that there is likely to be a net favourable in year position of £74,151, resulting in the reserve decreasing by £193,617 by the year end. This would result in a year end reserve balance of £419,806. This equates to an available reserve of £319,806 and prudential reserve of £100,000.

3.3 The 2017/18 draft estimate (Appendix 1) shows a proposal to allow a 2% reduction in contribution from constituent authorities through the use of balances of £80,824. This reduction reflects the position where the constituent authorities have received a further significant reduction in funding from the Scottish Government in 2017/18. The use of reserves results in projected available resources for future use of £338,982 (including the prudential reserve). The main movements from the agreed budget 2016/17 and the draft budget 2017/18 is detailed in Appendix 2.

3.4 At this time, indicative estimates for 2018/19 and 2019/20 identify budget gaps of £163,519 in 2018/19 and £202,708 (cumulative) in 2019/20 (Appendix 1). The budget gaps identified will require to be funded through either the use of reserves; additional constituent contributions; and/or service efficiencies.

3.5 It is proposed that the expected year end reserves position of £419,806 is carried forward to be used as required to help meet the budget gap over future years, and potentially further VER/VS opportunities. The surplus will be monitored and its use will be reviewed if any material changes occur.

Comparison of 2016/17 budget to 2016/17 projected outturn

- 3.6** There is an overall projected favourable variance of £74,151 with the main variances described in the budgetary control report which is reported elsewhere on the agenda and summarised below:

- Staffing (including spend on VER/VS) £20,224 Adv
- Income (including grant income for EIR) £92,671 Fav

It should be noted that the costs of EIR were included within the original budget, however the grant income wasn't, as confirmation of the grant income had only recently been confirmed.

Ongoing VER/VS consideration 2017/18

- 3.7** With consideration to the current economic climate and with a view to seeking future efficiencies, the VER/VS exercise agreed by the Board (noted in 2.5) will continue into 2017/18. As previously agreed, any approval of an individual being granted the opportunity for VER/VS would be based upon individual cost benefit analysis – which would consider costs incurred against saving expected. Through current delegated authority, this would be delegated to the Assessor and reported back to the Board at a later date.
- 3.8** Any one off costs incurred would be funded through (and up to the value of) free reserves held and any ongoing annual costs would be included in future budgets.

Contributions from Authorities

- 3.9** As in previous years, it is recommended that the budget for 2017/18 be apportioned to the councils on the basis of their GAE figures per Appendix 3.
- 3.10** As stated in 2.4 the GAE allocations for 2017/18 are not yet known, therefore the allocation proposed is from the GAE allocations in 2016/17.
- 3.11** The proposed apportionment for 2017/18 budget is:

	% Share	£
Argyll & Bute	48.94%	1,277,975
West Dunbartonshire	26.38%	688,949
East Dunbartonshire	24.67%	644,247
		<hr/> 2,611,171 <hr/>

4. Risk Analysis

- 4.1** There are a number of assumptions within the draft budget. These assumptions (e.g. Voluntary Early Retirement/ Voluntary

Severance; cost of valuation appeals; grant anticipated from the UK Government/Cabinet Office and changes to costs associated with accommodation in Campbeltown) may lead to additional burdens if they do not come to the conclusion anticipated.

5. Conclusions and Recommendations

5.1 The Joint Board is requested to:

- (a) Agree the draft revenue budget for 2017/2018 per Appendix 1:
- (b) Agree that any surplus as at 31 March 2017 be carried forward into 2017/18, for future use;
- (c) Note the indicative budgets for 2018/19 and 2019/20;
- (d) Note that the future VER/VS opportunities will continue to be considered (and approved) by the Assessor and reported back to the Board at a later date;
- (e) Note that free reserves will continue to be held to help manage future budgets and the level of constituent authority contributions (including use in VER/VS opportunities or funding ongoing budget spend); and
- (f) Agree that the requisition is based on each council's GAE figures with the apportionment being as identified at 3.11.

.....
Stephen West
Treasurer
Date: 1 February 2017

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

Appendix 1 Probable Outturn 2016/17;
Draft Revenue Estimates 2017/2018;
Indicative Estimates for 2018/19 and 2019/20.

Appendix 2 Main variances between 2016/17 approved estimate and
2017/18 draft estimate

Appendix 3 Details in GAE allocations 2015/16 & 2016/17

VALUATION JOINT BOARD
PROBABLE OUTTURN 2016/17 AND DRAFT ESTIMATES 2017/18 TO 19/20

Appendix 1

2015/16		2016/17					2017/18	2018/19	2019/20
OUTTURN	DESCRIPTION	DRAFT	REVISED	PERIOD 10	PROBABLE AT	VARIANCE PROBABLE FROM	INDICATIVE	INDICATIVE	INDICATIVE
		ESTIMATE	ESTIMATE	ACTUAL	P10	REVISED	ESTIMATE	ESTIMATE	ESTIMATE
		£	£	£	£	£	£	£	£
1,663,168	APT&C - SALARIES	1,698,546	1,698,546	1,352,841	1,636,694	(61,852)	1,591,076	1,622,267	1,644,167
7,698	APT&C - OVERTIME	10,000	10,000	3,321	5,000	(5,000)	5,000	5,000	5,000
88,474	APT&C - TEMP	75,000	75,000	45,263	58,000	(17,000)	60,000	60,000	50,000
308,607	APT&C - SUPERANN	327,819	327,819	234,344	284,187	(43,632)	286,078	292,098	296,324
128,541	APT&C - N.I.	168,448	168,448	131,846	158,268	(10,180)	160,695	163,590	165,272
5,040	TRAINING COSTS	6,700	6,700	5,702	5,700	(1,000)	3,000	2,500	2,500
45,644	TRAVEL & SUBSISTENCE	50,000	50,000	33,504	50,000	0	45,000	45,000	45,000
1,013	OTHER EMPLOYEE COSTS	1,500	1,500	1,793	2,000	500	1,500	1,500	1,500
6,753	PENSION INCREASES	9,212	9,212	810	6,712	(2,500)	8,500	8,500	8,500
0	ILL-HEALTH RET'MENT PREMIUMS	0	0	21,608	21,608	21,608	21,000	21,000	21,000
0	STRAIN ON FUND/SEVERANCE	0	0	45,045	139,281	139,281	0	0	0
2,254,939	EMPLOYEE COSTS	2,347,226	2,347,226	1,876,077	2,367,450	20,224	2,181,848	2,221,455	2,239,263
36,905	RATES	52,000	52,000	48,638	52,000	0	44,000	45,000	46,000
1,581	FURNITURE & FITTINGS	2,000	2,000	504	2,000	0	1,000	1,000	1,000
10,156	ELECTRICITY	11,656	11,656	6,018	11,656	0	12,239	12,239	12,851
8,311	GAS	11,139	11,139	3,724	9,500	(1,639)	10,300	10,609	10,927
17,075	CONTRACT CLEANING	17,498	17,498	13,215	17,498	0	17,673	17,850	18,029
6,714	OFFICE ACCOMMODATION	9,285	9,285	(766)	9,285	0	9,564	9,755	10,048
8,253	REPAIRS & MAINTENANCE	15,000	15,000	796	15,000	0	15,000	15,000	15,000
3,523	OTHER PROPERTY COSTS	6,100	6,100	1,637	5,000	(1,100)	5,000	5,000	5,000
92,518	PROPERTY COSTS	124,679	124,679	73,766	121,940	(2,739)	114,776	116,453	118,855
233	CLOTHING UNIFORMS ETC	800	800	36	400	(400)	300	300	300
1,343	COMPUTER EQUIPMENT	1,000	1,000	3	1,000	0	1,000	1,000	1,000
0	OFFICE EQUIPMENT	1,000	1,000	138	500	(500)	500	500	500
0	COMPUTER CONSUMABLES	200	200	0	200	0	200	200	200
6,897	COMPUTER LICENCES	8,000	8,000	6,521	8,000	0	8,200	8,400	8,600
2,858	MACHINE RENTAL / LEASE	7,800	7,800	6,343	7,800	0	9,800	9,800	9,800
2,283	OTHER S & S	3,000	3,000	1,306	2,700	(300)	3,200	3,200	3,200
13,614	SUPPLIES & SERVICES	21,800	21,800	14,347	20,600	(1,200)	23,200	23,400	23,600
7,800	AUDIT FEES & OUTLAYS	7,800	7,800	2,334	7,000	(800)	7,000	7,000	7,000
7,800	PAYMENTS TO OTHER BODIES	7,800	7,800	2,334	7,000	(800)	7,000	7,000	7,000
27,901	PRINTING	24,500	24,500	9,948	24,500	0	24,500	24,500	24,500
22,137	STATIONERY	25,000	25,000	14,783	25,000	0	25,000	25,000	25,000
142,923	POSTAGES	127,000	127,000	110,806	140,000	13,000	135,000	135,000	135,000
15,660	TELEPHONES	25,000	25,000	7,747	19,000	(6,000)	22,000	22,500	23,000
7,007	TELEPHONES/INTERNET REG.	8,000	8,000	7,885	7,885	(115)	8,000	8,000	8,000
5,021	BOOKS & PUBLICATIONS	4,250	4,250	2,347	4,250	0	4,800	4,900	5,000
5,879	LAND VAL. APPEAL COURT	4,000	4,000	1,103	2,000	(2,000)	4,000	6,000	6,000
26,443	ELECTORAL SYSTEM SUPPORT	25,900	25,900	26,309	27,250	1,350	26,906	27,579	28,268
6,123	ELECTORAL PARTICIPATION	7,500	7,500	5,545	6,000	(1,500)	6,000	6,000	6,000
133,334	CENTRAL ADMIN COSTS	130,667	130,667	0	130,667	0	128,054	125,493	122,983
11,856	INSURANCE	11,500	11,500	16,265	11,500	0	11,500	12,000	12,000
5,541	OTHER ADMIN COSTS	6,000	6,000	5,344	6,000	0	6,000	6,000	6,000
409,826	ADMIN COSTS	399,317	399,317	208,082	404,052	4,735	401,760	402,972	401,751

2015/16		2016/17					2017/18	2018/19	2019/20
OUTTURN	DESCRIPTION	DRAFT	REVISED	PERIOD 10	PROBABLE AT	VARIANCE PROBABLE FROM	INDICATIVE	INDICATIVE	INDICATIVE
		ESTIMATE	ESTIMATE	ACTUAL	P10	REVISED	ESTIMATE	ESTIMATE	ESTIMATE
		£	£	£	£	£	£	£	£
2,633	COURSES & CONFERENCES	6,500	6,500	2,099	4,800	(1,700)	6,000	6,000	6,000
810	MISCELLANEOUS	806	806	0	806	0	810	810	810
32,503	VALUATION APPEALS PANEL	30,000	30,000	22,901	30,000	0	30,000	40,000	40,000
370	TEMPORARY INTEREST	(100)	(100)	0	(100)	0	(100)	(100)	(100)
36,316	OTHER EXPENDITURE	37,206	37,206	25,000	35,506	(1,700)	36,710	46,710	46,710
2,815,013	GROSS EXPENDITURE	2,938,028	2,938,028	2,199,606	2,956,548	18,520	2,765,295	2,817,989	2,837,179
26,156	RENTAL INCOME	1,800	1,800	900	1,800	0	1,800	1,800	1,800
1,667	SALES FEES & CHARGES	4,000	4,000	2,895	3,000	(1,000)	1,500	1,500	1,500
139,809	SPECIFIC GOVERNMENT GRANT	0	0	93,761	93,671	93,671	70,000	40,000	20,000
167,632	GROSS INCOME	5,800	5,800	97,556	98,471	92,671	73,300	43,300	23,300
2,647,381	NET EXPENDITURE	2,932,228	2,932,228	2,102,050	2,858,077	(74,151)	2,691,995	2,774,689	2,813,879
2,664,460	REDUCTION IN CONTRIBUTION ASSUMED CONSTITUENT CONTRIBUTION	2,664,460	2,664,460		2,664,460	0	2%	0%	0%
							2,611,171	2,611,171	2,611,171
	TRANSFER TO/(FROM) RESERVES	(267,768)	(267,768)		(267,768)	0	0	0	0
	BUDGET GAP/ (SURPLUS)	0	0		(74,151)	(74,151)	80,824	163,519	202,708

MOVEMENT IN RESERVES					
(SURPLUS)/DEFICIT B/FWD	613,423		613,423	419,806	338,982
USE OF EARMARKED BALANCES	0		0	0	0
TRANSFER TO/(FROM) RESERVES	(267,768)		(193,617)	(80,824)	0
SURPLUS/(DEFICIT) C/FWD	345,655		419,806	338,982	338,982
NOTE ON AVAILABLE BALANCES					
SURPLUS/(DEFICIT) C/FWD	345,655		419,806	338,982	338,982
LESS PRUDENTIAL TARGET	100,000		100,000	100,000	100,000
AVAILABLE FOR USE	245,655		319,806	238,982	238,982

2017/18 REVENUE ESTIMATES SUBMISSION**Overview of General position:**

	£	%
(a) Revenue Budget		
Draft Net Expenditure 2017/18	2,691,995	
2016/17 Approved Expenditure	2,932,228	
Decrease in Net Expenditure	<u>(240,234)</u>	<u>(8.19%)</u>

Main Variances (>£3,000):

	£	£	%
<u>Increases</u>			
Staffing pay award	20,000		0.68%
Postages	<u>8,000</u>		0.27%
		28,000	
<u>Decreases</u>			
Staffing (including Structural changes)	(155,000)		(5.29%)
Non Domestic Rates	(8,000)		(0.27%)
Staffing Temporary/Canvassers	(15,000)		(0.51%)
Overtime	(5,000)		(0.17%)
Training	(3,700)		(0.13%)
Travel & Subsistence	<u>(5,000)</u>		(0.17%)
		(191,700)	
<u>Movement in income</u>			
Grant Income (not anticipated for 2016/17 budget setting)		<u>(70,000)</u>	<u>(2.39%)</u>
		<u><u>(233,700)</u></u>	<u><u>(7.97%)</u></u>

**Scottish Government GAE allocation to Consituent Authorities
Allocation of the Requisition**

Appendix 3

	2015/16 GAE Allocation		2016/17 GAE Allocation		Contribution
	£000's	%	£000's	%	£
COUNCIL TAX VALUATION					
EAST DUNBARTONSHIRE COUNCIL	179	32.78	180	33.03	
WEST DUNBARTONSHIRE COUNCIL	179	32.78	177	32.48	
ARGYLL & BUTE COUNCIL	188	34.43	188	34.50	
	546	100	545	100	
ELECTORAL REGISTRATION					
EAST DUNBARTONSHIRE COUNCIL	120	32.70	121	33.06	
WEST DUNBARTONSHIRE COUNCIL	120	32.70	119	32.51	
ARGYLL & BUTE COUNCIL	127	34.61	126	34.44	
	367	100	366	100	
LANDS VALUATION					
EAST DUNBARTONSHIRE COUNCIL	190	17.69	189	17.58	
WEST DUNBARTONSHIRE COUNCIL	229	21.32	228	21.21	
ARGYLL & BUTE COUNCIL	655	60.99	658	61.21	
	1,074	100	1,075	100	
<u>COMBINED TOTAL</u>					
EAST DUNBARTONSHIRE COUNCIL	489	24.61	490	24.67	644,247
WEST DUNBARTONSHIRE COUNCIL	528	26.57	524	26.38	688,949
ARGYLL & BUTE COUNCIL	970	48.82	972	48.94	1,277,975
	1,987	100	1,986	100	2,611,171

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Treasurer

Valuation Joint Board – 24 February 2017

Subject: Capital Estimates 2017/18**1. Purpose**

- 1.1 The purpose of this report is to seek approval of the Draft Capital Estimates for 2017/18.

2. Background

- 2.1 Following good practice authorities should aim to set capital budgets prior to 1 April each year, to allow spend to start on the agreed programme. Therefore, the Valuation Joint Board needs to agree its capital plan in order that the constituent councils may incorporate any capital requisition figures into their own budgets.
- 2.2 Based upon projections for the 2016/17 outturn (as reported within the budgetary control report for period 9, reported elsewhere on the agenda), the Board is likely to carry forward £11,250 earmarked for the slippage in timing of spend for the communication line to Campbeltown, and a further £2,503 of unearmarked resources.

3. Main Issues

- 3.1 Appendix 1 details the new projects that the Assessor proposes for inclusion in the updated capital programme.
- 3.2 There are currently 2 bids for capital funding totalling £15,020. Should this total bid be approved, it is proposed that the cost of this be met by:
- (a) use of the unallocated capital resources which are currently expected to be carried forward from 2016/17; and
 - (b) a capital contribution for the remainder from Constituent authorities.
- 3.3 In summary the capital contribution being requested from Constituent authorities is:

	£
Bids for capital funding	15,020
Unearmarked Capital Receipts	(2,503)
Contribution from authorities	<u>12,517</u>

- 3.4 The Capital funding required as calculated in 3.3 would result in a Constituent contribution of:

Authority	Percentage allocation	£
Argyll & Bute Council	48.94%	£6,126
West Dunbartonshire Council	26.38%	£3,302
East Dunbartonshire Council	24.67%	£3,089
Total		£12,517

4. Conclusions & Recommendations

4.1 The Joint Board is requested to:

- a) Agree the additional capital spend (as detailed in Appendix 1) to be progressed for 2017/18 Capital Plan of £15,020;
- b) Agree the use of the unearmarked capital receipts currently held with the remainder of the programme funded through Constituent contributions, allocated as noted in 3.4 (£12,517); and
- c) Note the likely slippage of spend and earmarked resources into 2017/18 of the communication line to Campbeltown (anticipated to be £11,250).

Stephen West

Treasurer

Date: 1 February 2017

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

Appendix: 2017/18 Capital Plan

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**Capital Plan 2017/18****SUMMARY OF ALL BIDS**

Project	Estimated Cost £
Upgrade of Personal Computers	£4,020
Replacement of Flexitime Recording System	£11,000
Total	£15,020

DETAIL OF BIDS**Planned Upgrade of Personal Computers****Estimate**

The Board will be aware that the Assessor has a planned programme of upgrading personal computers (PCs) and laptops. 2 PCs have been identified for replacement during 2017/18, and based on current recommended prices, the replacements should cost in the region of £324 for each. 10 Laptops have been identified for replacement during 2017/18, and based on current recommended prices, the replacements should cost in the region of £337 for each.

Total Estimated Cost £4,020

Replacement of Flexitime Recording System**Estimate**

The Board's current Flexitime Recording System is approximately 20 years old, whilst it still functions adequately the underlying software and hardware is no longer supported by the supplier and they will no longer commit to being able to repair any faults that may occur. Based on current recommended prices, a replacement system covering both locations is likely to cost in the region of £11,000 including installation.

Total Estimated Cost £11,000

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board – 24 February 2017

Subject: Renewal/Re-Tendering of the Board's Insurance Contracts

1. Purpose

- 1.1** To seek authority to re-tender the Board's Insurance Contracts.

2. Background

- 2.1** The Board's current insurance policies require to be renewed, to continue to comply with good procurement practice, on 1 August 2017.
- 2.2.** The Board receives advice and assistance from West Dunbartonshire Council's Resources Service in ensuring appropriate insurance coverage is in place.
- 2.3** The Board has a number of areas of insurance cover requirement: Property, Combined Liability, Officials' Indemnity, Miscellaneous Risks and Group Personal Accident/Travel.
- 2.4** A separate report to this Board meeting seeks approval of an updated set of Standing Orders and Financial Regulations. Part P of the Procurement section of the Financial Regulations places conditions that must be satisfied before a tender where the value of the contract is likely to be greater than £50,000 can be commenced.

3. Progress

- 3.1** As referred to above, the new Financial Regulations require the following conditions to be in place prior to a tender process commencing:
1. Sufficient budgetary provision exists (Capital, Revenue or both) in terms of the Standing Orders and these Financial Regulations;
 2. Express Board, or other relevant authority has been granted in accordance with Standing Orders or the Board's Scheme of Delegation; and
 3. A Contract Strategy, in a format approved by the Corporate Procurement Manager, has been agreed.
- 3.2** Following discussion with West Dunbartonshire Council's Insurance team and Procurement team and advice provided by the Council's insurance advisors, it has been established that the contract for

insurance which requires to be procured would be for a period of up to 5 years. This will likely mean that the cost of the contract over a 5 year period will exceed the £50,000 rule noted at 4.1 above. Therefore, in order to proceed, approval of the Board is required.

- 3.3** The advice received also suggests that the tender should seek to provide a contract for an initial 3 year period with options to extend by up to a further 2 years by means of either a further single 2 year period, or two, single, 1 year periods. The option to extend past the initial 3 years will depend on circumstances at that time.
- 3.4** In terms of the other two conditions of the Financial Regulations noted at 4.1 above, there is sufficient budgetary provision available and the Assessor & Electoral Registration Officer will continue to liaise with the Procurement Team to generate the appropriate contract strategy.
- 3.5** In considering the procurement approach the Assessor & Electoral Registration Officer, following advice from the Insurance and Procurement team and insurance advisors may seek to obtain variations in cover and excess levels in order to maximise value for money whilst recognising levels of risk associated with these.

4. Next Steps

- 4.1** Following approval, the Assessor & Electoral Registration Officer will undertake the work required to procure the necessary insurance policies.
- 4.2** It is anticipated that the Assessor & Electoral Registration Officer will be delegated responsibility for approving the successful tenders.

5. Recommendations

- 5.1** It is recommended that the Board:
 - (1)** notes the position with regard to the renewal of the main insurance contracts on 1 August 2017; and
 - (2)** delegates authority to the Assessor & Electoral Registration Officer to re-tender and award the main insurance contracts with a new contract to come into effect from 1 August 2017 for an initial contract period of 3 years with an option to extend for up to a further one two year period or a further two 12 month periods.

Person to contact:
David Thomson (Assessor and ERO)
Tel: 0141 562 1260
E-mail: david.thomson@dab-vjb.gov.uk

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**Report by Treasurer****Valuation Joint Board: 24 February 2017**

Subject: Audit Scotland's Annual Audit Plan 2016/17**1. Purpose**

- 1.1 The purpose of this report is to present Audit Scotland's Annual Audit Plan for the audit of financial year 2016/17 to the Board for information.

2. Background

- 2.1 Audit Scotland has produced their Annual Audit Plan which provides an overview of the audit approach to be adopted and describes the outputs the Board can expect to receive. The plan is appended to this report for noting.

3. Main Issues

- 3.1 The Annual Audit plan identifies the main areas of activity in the Summary of Planned Activity within Exhibit 1 on page 4 of the attachment.
- 3.2 A summary of the proposed audit timetable is provided within Exhibit 4 on page 8 of the appended plan.
- 3.3 The fee for the local audit for 2016/17 is £7,000. This is a reduction from the charge in 2015/16 (£7,800).

4. Recommendations

- 4.1 The Board is asked to note Audit Scotland's audit plan for the audit of financial year 2016/17.

Stephen West**Treasurer****Date: 16 February 2017**

Person to Contact: Gillian McNeilly, Finance Manager
West Dunbartonshire Council
Telephone (01389) 737194
E-mail: gillian.mcneilly@west-dunbarton.gov.uk

Appendix: Audit Scotland's Annual Audit Plan 2016/17

Dunbartonshire and Argyll & Bute Valuation Joint Board

Annual Audit Plan 2016/17

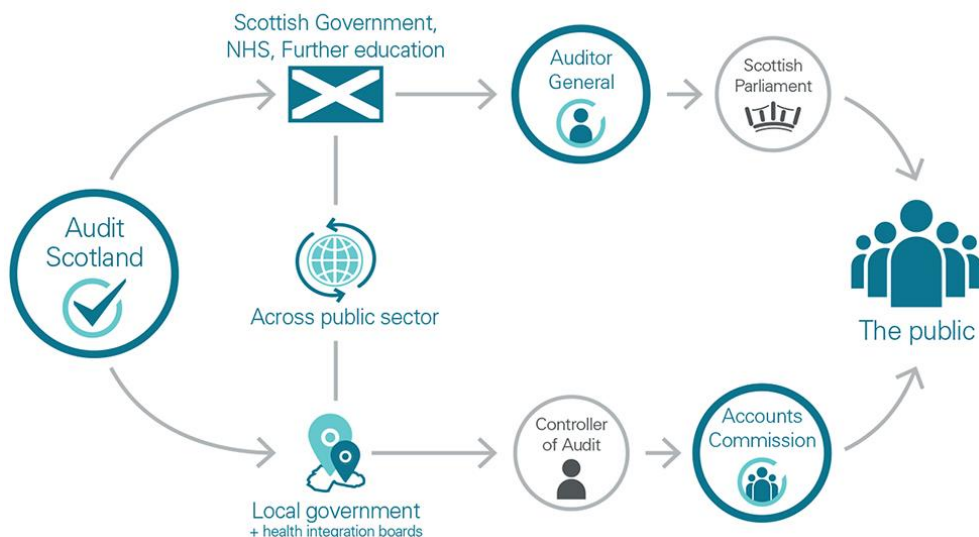


Prepared for Dunbartonshire and Argyll & Bute Valuation Joint Board
February 2017

Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



About us

Our vision is to be a world-class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

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Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit and is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and any other relevant guidance. This plan identifies our audit work to provide an opinion on the financial statements and related matters and meet the wider scope requirements of public sector audit including the new approach to Best Value. The wider scope of public audit contributes to conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

Audit risks

2. Based on our discussions with staff, attendance at Board meetings and a review of supporting information we have identified the following main risk areas for Dunbartonshire and Argyll & Bute Valuation Joint Board (DABVJB). We have categorised these risks into financial risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

Exhibit 1

Audit Risk	Management assurance	Planned audit work
Financial statement issues and risks		
<p>1 Risk of management override of controls</p> <p>ISA 240 also requires auditors to consider management's ability to manipulate accounting records and prepare fraudulent or biased financial statements by overriding controls that otherwise appear to be operating effectively.</p>	<ul style="list-style-type: none"> Owing to the nature of this risk, assurances from management are not applicable. 	<ul style="list-style-type: none"> Detailed testing of journals. Review of accounting estimates for bias. Focused testing of accruals and prepayments. Evaluating significant transactions that are outside the normal course of business.
Wider dimension risks		
<p>2 Financial sustainability</p> <p>It is anticipated that net expenditure will exceed constituent contributions during 2016/17. There is a risk of insufficient levels of reserves being maintained if costs efficiencies are not achieved.</p>	<ul style="list-style-type: none"> Effective budget monitoring arrangements in place. 	<ul style="list-style-type: none"> Review financial monitoring reports and the financial position. Specific audit work on financial planning and governance including the robustness of long term financial planning. Regular liaison with Assessor and key finance staff.

Reporting arrangements

3. Audit reporting is the visible output for the annual audit. All annual audit plans and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

4. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officer(s) to confirm factual accuracy.

5. We will provide an independent auditor's report to Dunbartonshire and Argyll & Bute Valuation Joint Board and the Auditor General for Scotland that the audit of the financial statements has been completed in accordance with applicable statutory requirements. We will provide the Accountable Officer and Auditor General for Scotland and the Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen in the course of the audit.

Exhibit 2

2016/17 Audit outputs

Audit Output	Target date	Board Date
Annual Audit Report including ISA 260 requirements	20 September	27 September
Signed Independent Auditor's Report	28 September	

Audit fee

6. The proposed audit fee for the 2016/17 audit of Dunbartonshire and Argyll & Bute Valuation Joint Board is £7,000. In determining the audit fee, we have taken account of the risk exposure of the board, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited financial statements, with a complete working papers package by 30 June.

7. Where our audit cannot proceed as planned through, for example, late receipt of unaudited financial statements or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises outwith our planned audit activity.

Responsibilities

Dunbartonshire and Argyll & Bute Valuation Joint Board and Treasurer

8. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

9. The audit of the financial statements does not relieve management or the Dunbartonshire and Argyll & Bute Valuation Joint Board, as those charged with governance, of their responsibilities.

Appointed auditor

10. Our responsibilities as independent auditor are established by the Local Government (Scotland) Act 1973 and the Code of Audit Practice, and guided by the auditing profession's ethical guidance.

11. Auditors in the public sector give an independent opinion on the financial statements. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Audit scope and timing

Financial statements

12. The statutory financial statements audit will be the foundation and source for the majority of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of the board and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation and understanding how the board will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

13. We will give an opinion on the financial statements as to whether they:

- give a true and fair view in accordance with applicable law and the Code of the state of the affairs of the board as at 31 March 2017 and of the income and expenditure for the year
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the Code
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003

Materiality

14. Materiality defines the maximum error that we are prepared to accept and still conclude that that our audit objective has been achieved. It helps assist our planning of the audit and allows us to assess the impact of any audit adjustments on the financial statements. We calculate materiality at different levels as described below. The calculated materiality values for the board Dunbartonshire and Argyll & Bute Valuation Joint Board are set out in [Exhibit 3](#).



Exhibit 3

Materiality values

Materiality level	Amount
Planning materiality - This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of gross expenditure for the year ended 31 March 2016 based on the latest audited accounts.	£28,000
Performance materiality - This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement we have calculated performance materiality at 80% of planning materiality.	£22,000
Reporting threshold - We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount.	£1,000



15. We review and report on other information published with the financial statements including the management commentary, annual governance statement and the remuneration report. Any issue identified will be reported to the Board.

Timetable

16. To support the efficient use of resources it is critical that a financial statements timetable is agreed with us for the production of the unaudited accounts. An agreed timetable is included at [Exhibit 4](#) which takes account of submission requirements and planned Board dates:

Exhibit 4

Financial statements timetable

 Key stage	 Date
Consideration of unaudited financial statements by those charged with governance	23 June
Latest submission date of unaudited financial statements with complete working papers package	30 June
Latest date for final clearance meeting with the Treasurer	6 September
Agreement of audited unsigned financial statements; Issue of Annual Audit Report including ISA 260 report to those charged with governance	20 September
Independent auditor's report signed	28 September

Internal audit

17. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible and as part of our planning process we carry out an assessment of the internal audit function. Internal audit is provided by the Internal Audit section of West Dunbartonshire Council.

18. Overall, we concluded that the internal audit service of West Dunbartonshire Council operates in accordance with Public Sector Internal Audit Standards

(PSIAS) and has sound documentation standards and reporting procedures in place.

19. In respect of our wider dimension audit responsibilities we plan to consider the work carried out by internal audit in regards to:

Electoral Registration

Audit dimensions

20. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#).

Exhibit 5

Audit dimensions



21. In the local government sector, the appointed auditor's annual conclusions on these four dimensions will contribute to an overall assessment and assurance on best value.

Financial sustainability

22. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on the body's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps
- whether the DABVJB can demonstrate the affordability and effectiveness of funding and investment decisions it has made

Financial management

23. Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether DABVJB has arrangements in place to ensure systems of internal control are operating effectively
- whether DABVJB can demonstrate the effectiveness of budgetary control system in communicating accurate and timely financial performance
- how DABVJB has assured itself that its financial capacity and skills are appropriate
- whether DABVJB board has established appropriate and effective arrangements for the prevention and detection of fraud and corruption

Governance and transparency

24. Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether DABVJB can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision-making and finance and performance reports
- the quality and timeliness of financial and performance reporting

Value for money

25. Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- the DABVJB can provide evidence that it is demonstrating value for money in the use of its resources
- DABVJB can demonstrate that there is a clear link between money spent, output and outcomes delivered
- DABVJB can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it

Independence and objectivity

26. Auditors appointed by Audit Scotland must comply with the Code of Audit Practice. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has in place robust arrangements to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Assistant Auditor General, who serves as Audit Scotland’s Ethics Partner.

27. The engagement lead for Dunbartonshire and Argyll & Bute Valuation Joint Board is Carol Hislop, Senior Audit Manager. Auditing and ethical standards require the appointed auditor, Audit Scotland, to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware

of any such relationships pertaining to the audit of Dunbartonshire and Argyll & Bute Valuation Joint Board.

Quality control

28. International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires that a system of quality control is established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor's report or opinion is appropriate in the circumstances.

29. The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews, internal quality reviews and is currently reviewing the arrangements for external quality reviews.

30. As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

Dunbartonshire and Argyll & Bute Valuation Joint Board

Annual Audit Plan 2016/17

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