

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 14 JUNE 2013

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETING (Pages 1 – 7)

Submit, for approval as a correct record, the Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 16 November 2012.

4. CLERK TO THE VALUATION JOINT BOARD (Page 9)

Submit report by the Assessor & Electoral Registration Officer providing an update with respect to the position of Clerk to the Joint Board.

5. ELECTORAL REGISTRATION (Pages 11 – 17)

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

6. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS (Pages 19 – 21)

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

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**7. BEST VALUE AND PERFORMANCE MANAGEMENT AND PLANNING –
UPDATE (Pages 23 – 146)**

Submit report by the Assessor & Electoral Registration Officer:-

- (a) providing an update on progress in relation to Best Value and, in particular, advising on external performance reports for the year 2012/13;
- (b) seeking approval of the update to the Service Plan for 2011-14, and the Annual Service Calendar for 2013/14;
- (c) advising of the results from the Customer Consultation process during 2012/13;
- (d) seeking approval of the new Complaints Procedure;
- (e) advising of an Audit Plan completed during 2012/13; and
- (f) seeking approval of the Joint Board's updated Risk Register and Action Plan.

**8. PERSONNEL POLICIES – ATTENDANCE MANAGEMENT AND
PARENTAL LEAVE (Pages 147 – 183)**

Submit report by the Assessor & Electoral Registration Officer:-

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

9. PUBLIC SECTOR EQUALITY DUTY (Pages 185 – 214)

Submit report by the Assessor & Electoral Registration Officer:-

- (a) providing an update on the ongoing requirements which the Equality Act 2010 places on the Valuation Joint Board and the Assessor; and
- (b) seeking approval of the new Public Sector Equality Duty.

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10. FREEDOM OF INFORMATION

(Pages 215 – 228)

Submit report by the Assessor & Electoral Registration Officer:-

- (a) providing an update on the ongoing requirements which the Freedom of Information (Scotland) Act 2002 places on the Valuation Joint Board and the Assessor; and
- (b) seeking approval of the New Model Publication Scheme, which has been produced and approved by the Scottish Information Commissioner until 31 May 2017.

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

(Pages 229 – 280)

Submit report by the Treasurer to the Valuation Joint Board presenting the draft audited annual report and financial statements for the year ending 31 March 2013.

12. RECRUITMENT OF DEPUTE ASSESSOR & ELECTORAL REGISTRATION OFFICER

The Joint Board is requested:-

- (a) to note the resignation of Alistair Boyd as Depute Assessor & Electoral Registration Officer with effect from 1 September 2013; and
- (b) to give consideration to the arrangements for a meeting of the Recruitment Panel to be held in order that a new appointment can be made.

Note: Members are requested to note that the Recruitment Panel comprises of the following Members: Councillors Fred Hall (Argyll & Bute Council), Vaughan Moody (East Dunbartonshire Council) and Jim Brown (West Dunbartonshire Council).

13. DATES OF FUTURE MEETINGS

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

Finance Sub-Committee Wednesday, 18 September 2013 at 11.00 a.m. in
Committee Room 3, Council Offices, Garshake
Road, Dumbarton.

Valuation Joint Board Friday, 22 November 2013 at 11.00 a.m. in
Southbank Marina, Kirkintilloch.

