



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

Council Offices
Garshake Road
Dumbarton
G82 3PU

11 November 2014

Dear Sir/Madam

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

You are requested to attend a meeting of the above Board to be held in **Victoria Halls, Sinclair Street, Helensburgh G84 8TU** on **Friday, 21 November 2014** at **11.00 a.m.**

The business is as shown on the attached agenda.

Tea and coffee will be provided on arrival and a light buffet lunch will be provided after the meeting.

I shall be obliged if you will advise Nuala Quinn-Ross (Tel. 01389 737210 email nuala.quinn-ross@west-dunbarton.gov.uk) if you are unable to attend the meeting.

Yours faithfully

PETER HESSETT

Clerk to the Valuation Joint Board

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

FRIDAY, 21 NOVEMBER 2014

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. PRESENTATION – INDIVIDUAL ELECTORAL REGISTRATION

A presentation will be given by the Assessor & Electoral Registration Officer on Individual Electoral Registration.

4. MINUTES OF PREVIOUS MEETINGS *(pages 1 - 8)*

- (a) Minutes of Valuation Joint Board held on 20 June 2014; and
- (b) Minutes of Valuation Joint Board Finance Sub-Committee held on 24 September 2014.

5. ELECTORAL REGISTRATION PROGRESS *(pages 9 - 12)*

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

6. NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS *(pages 13 - 15)*

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

7. PERSONNEL POLICY – RIGHT TO REQUEST FLEXIBLE WORKING *(pages 17 - 31)*

Submit report by the Assessor & Electoral Registration Officer seeking approval of a new Right to Request Flexible Working Policy.

8. PUBLIC SECTOR EQUALITY DUTY – IMPROVING EQUALITY OUTCOMES PROJECT *(pages 33 - 63)*

Submit report by the Assessor & Electoral Registration Officer seeking approval of replacement Equality Outcomes for implementation within the Valuation Joint Board.

9. DEFALCATION PROCEDURES – STRATEGY FOR THE PREVENTION AND DETECTION OF FRAUD AND CORRUPTION *(pages 65 – 76)*

Submit report by the Treasurer to the Valuation Joint Board seeking approval of a new 'Strategy for the Prevention and Detection of Fraud and Corruption' for implementation within the Valuation Joint Board.

10. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO THOSE CHARGED WITH GOVERNANCE 2013/2014 *(pages 77 - 95)*

Submit report by the Treasurer to the Valuation Joint Board advising of Audit Scotland's report on the audit of the Joint Board's accounts for 2013/14.

11. ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2014 *(pages 97 - 154)*

Submit report by the Treasurer to the Valuation Joint Board presenting the audited annual report and final accounts for the year ending 31 March 2014.

12. REVENUE & CAPITAL BUDGETARY CONTROL REPORT TO 30 SEPTEMBER 2014 *(pages 155 - 159)*

Submit report by the Treasurer to the Valuation Joint Board advising on the progress of both the revenue budget 2014/15 and the 2014/15 capital programme.

13. REVENUE ESTIMATES 2015/2016 *(pages 161 - 168)*

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft revenue estimates for 2015/16 and the level of constituent contribution.

14. CAPITAL ESTIMATES 2015/16 *(pages 169 - 171)*

Submit report by the Treasurer to the Valuation Joint Board seeking approval of the draft capital estimate for 2015/16.

15. DATE OF FUTURE MEETING

It is suggested that the next meeting of the Valuation Joint Board be held in Council Chambers, Southbank Marina, Kirkintilloch on Friday, 12 June 2015 at 11.00 a.m.

For information on the above agenda please contact Nuala Quinn-Ross, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737210 e-mail: nuala.quinn-ross@west-dunbarton.gov.uk