

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

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 27 September 2017 at 12 noon.

**Present:** Councillors Graham Archibald Hardie, Donald MacMillan and Richard Trail, Argyll & Bute Council; Councillors John Jamieson, Vaughan Moody and Sandra Thornton, East Dunbartonshire Council and Councillor Jonathan McColl, West Dunbartonshire Council.

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

**Also attending:** Carol Hislop, Senior Audit Manager and Mary Rocks, Auditor, Audit Scotland.

**Apologies:** Apologies for absence were intimated on behalf of Councillor Iain Paterson, Argyll & Bute Council and Councillors Jim Brown and Marie McNair, West Dunbartonshire Council

**Councillor Richard Trail in the Chair**

### **DECLARATIONS OF INTEREST**

Councillor McColl advised that his sister had recently become an employee of the Valuation Joint Board and he would take no part in any discussions regarding staff issues, he also advised that he would seek further clarification on this matter from the Clerk to the Joint Board.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Valuation Joint Board held on 23 June 2017 were submitted and approved as a correct record.

## **ELECTORAL REGISTRATION**

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

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

- (1) to note the Cabinet Office grant funding position as detailed within the report; and
- (2) otherwise to note the contents of the report.

## **NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) advising on the progress in relation to the Assessor's Non-Domestic Rating (NDR) Valuation function;
- (b) providing an update on the Report of the 'Barclay Review' of NDR; and
- (c) advising on progress in relation to the Assessor's Council Tax Valuation function.

At the request of the Chair, Councillor Trail, the Assessor and Electoral Registration Officer verbally provided further information on the recently published Barclay Review.

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 note that the deadline for receipt of appeals to be submitted in respect of the 2017 Revaluation is 30 September 2017;
- (2) to note the re-introduction of Shooting Rights into the Valuation Roll;
- (3) to note the progress in receipt and disposal of appeals relating to the 2010 revaluation cycle;
- (4) to note the progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists;
- (5) to note the progress in relation to the disposal of Council Tax appeals;
- (6) to note the recommendations of the Barclay Review; and

- (7) that updates be provided to future meetings of the Joint Board of developments arising from the recommendations of the Barclay Review.

### **RENEWAL OF THE BOARD'S INSURANCE CONTRACTS**

A report was submitted by the Assessor and Electoral Registration Officer providing an update on the renewal of the Board's Insurance arrangements.

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 note that the full tender exercise was unsuccessful in that the bids received were non-compliant with the tender specification; and
- (2) to note that, as a result, a revised contract had been placed with Zurich Municipal, who have been the Joint Board's insurers for a number of years.

### **PROPERTY REPORT**

A report was submitted by the Assessor and Electoral Registration Officer seeking approval of a Licence with Argyll & Bute Council for the Joint Board's occupation of the Old Quay Pier Building, Campbeltown.

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 Licence with Argyll & Bute Council for the Joint Board's occupation of Old Quay Pier Building, Campbeltown; and
- (2) that authority be delegated to the Assessor and Electoral Registration Officer to sign the agreement on behalf of the Joint Board.

### **REGISTERS OF GIFTS & HOSPITALITY AND CONFLICTS OF INTEREST**

A report was submitted by the Assessor and Electoral Registration Officer seeking Joint Board approval of revised Guidance on the Acceptance of Gifts and Hospitality and Recording Conflicts of Interest, including associated Declaration Forms and Registers.

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 to approve the revised Guidance on the Acceptance of Gifts and Hospitality and Recording Conflicts of Interest, including associated Declaration Forms and Registers.

## **CODE OF GOOD GOVERNANCE**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) seeking approval to develop a Local Code of Good Governance for the Joint Board; and
- (b) seeking approval to carry out a self-assessment of the Joint Board's Compliance with best practice in Good Governance.

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 development of a Local Code of Good Governance for the Joint Board; and
- (2) that a self-assessment of the Joint Board's compliance with best practice in Good Governance be undertaken.

## **INTERNAL AUDIT UPDATE – ELECTORAL REGISTRATION PROCEDURES**

A report was submitted by the Assessor and Electoral Registration Officer:

- (a) presenting the Internal Audit of the Joint Board's Electoral Registration processes carried out during 2017/18; and
- (b) seeking approval of the Action Plan included within the report.

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 note the contents of the audit report and the Assessor and Electoral Registration Officer's compliance with legislation;
- (2) to approve the Action Plan, as detailed within the appendix to the report; and
- (3) to note that the agreed actions would be completed by 30 September 2017.

## **REVENUE & CAPITAL BUDGETARY CONTROL REPORT TO 31 AUGUST 2017 (PERIOD 5)**

A report was submitted by the Treasurer to the Valuation Joint Board advising on the progress of both the revenue budget and the capital programme for 2017/18.

After discussion and having heard the Finance Manager in further explanation of the report, the Joint Board agreed:-

- (1) to note the favourable revenue variance of £0.062m (2% of the total budget); and
- (2) to note the 2017/18 budgetary position of the capital account.

### **ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

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 2017.

After discussion and having heard the Finance Manager in further explanation of the report and in answer to Members' questions, the Joint Board agreed the audited Annual Accounts for the year ended 31 March 2017.

### **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 2016/17.

After discussion and having heard the Treasurer and the Senior Audit Manager in further explanation of the report and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the issues raised within the report; and
- (2) to note the contents of the report by the Joint Board's external auditors, as detailed within the appendix to the report.

### **DATE OF NEXT MEETING**

After discussion and having heard the Assessor & Electoral Registration Officer the Joint Board agreed that authority be delegated to the Assessor & Electoral Registration Officer to identify a suitable date for the next meeting of the Joint Board in consultation with the Chair and Vice Chair.

The meeting closed at 12.56 p.m.