

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Committee Room 3, Garshake Road, Dumbarton on Friday, 20 June 2014 at 11.00 a.m.

Present: Councillors Donald MacMillan, John McAlpine and Richard Trail, Argyll & Bute Council; Councillors Manjinder Shergill*, John Jamieson, Jim Gibbons and Vaughan Moody, East Dunbartonshire Council; and Councillors Jim Brown, Tommy Rainey* and Kath Ryall, West Dunbartonshire Council.

*Arrived later in the meeting.

Attending: David Thomson, Assessor & Electoral Registration Officer; Robert Nicol, Depute Assessor & Electoral Registration Officer; Gillian McNeilly, Finance Manager; Joanne Thomson, Finance Officer; Barry McEwan, Divisional Assessor and Nuala Quinn-Ross, Committee Officer.

Also

Attending: Laurence Slavin, Senior Auditor and Ian Docherty, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillors John Semple, Argyll & Bute Council; Jonathan McColl and Lawrence O'Neill, 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 MEETING

The Minutes of Valuation Joint Board held on 22 November 2013 were submitted and approved as a correct record.

MEMBERSHIP CHANGE

The Joint Board noted and welcomed Councillor Donald MacMillan who has been appointed to represent Argyll & Bute Council on the Dunbartonshire and Argyll & Bute Valuation Joint Board following the resignation of Councillor Fred Hall.

The Chair, Councillor Brown, on behalf of the Board expressed his thanks to former Councillor Fred Hal, for his time and contribution to the Board. The Board agreed that thanks and best wishes for the future be intimated to former Councillor Hall.

It was noted that following Councillor Hall's resignation there was now Argyll & Bute Council vacancies on the Recruitment and Property Sub-Committees.

Following discussion the Board agreed that Councillor Richard Trail, Argyll & Bute Council be appointed to both the Recruitment and Property Sub-Committees as the Argyll & Bute representative.

Note:- Councillors Rainey and Shergill entered the meeting during consideration of this item.

ELECTORAL REGISTRATION

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

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

- (a) that the Board's thanks be conveyed to all staff involved in the preparations for the recent European Parliamentary election; and
- (b) 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 providing an update of the 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 2010 Revaluation appeals;
- (2) to note the progress made in relation to the disposal of running roll appeals;

- (3) to note the progress made in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists; and
- (4) to note that the review of Council Tax bands in Bishopbriggs was completed by the target date.

BEST VALUE – SERVICE PLANNING

A report was submitted by the Assessor & Electoral Registration Officer seeking approval of the Service Plan for 2014-17 and the Annual Service Calendar for 2014/15, as detailed within the appendices to the report.

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 Service Plan for 2014 - 2017 and the Annual Service Calendar for 2014/15.

The Joint Board requested that the Assessor and Electoral Registration Officer consider a more truncated format for future reports to the Board.

BEST VALUE - PERFORMANCE REPORTING AND PLANNING

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

- (a) providing an update on progress in relation to Best Value, including the external performance reports for the year 2013/14; and
- (b) seeking approval of the Valuation Key Performance Indicator targets for 2014/15, as detailed within the report.

The Joint Board agreed:-

- (1) to note the performance in relation to the Valuation Roll and Council Tax List Key Performance Indicators for 2013/14;
- (2) to approve Key Performance Indicator targets for 2014/15;
- (3) to note the performance in relation to the annual electoral canvass; and
- (4) to note the Electoral Commission's satisfaction with the engagement planning in respect of Individual Electoral Registration.

BEST VALUE – CUSTOMER SERVICE UPDATE

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

- (a) advising on the results from the Customer Consultation process during 2013/14; and
- (b) advising on the results of the first year of operation of the new Complaints Procedure.

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 implementation of, and results arising from the new Complaints Procedure.

BEST VALUE – RISK MANAGEMENT UPDATE

A report was submitted by the Assessor & Electoral Registration Officer seeking approval of the Risk Register and Action Plan, as detailed within the appendices to the report.

After discussion and having heard the Assessor & Electoral Registration Officer and the Senior Auditor in further explanation of the report and in answer to Members' questions, the Joint Board agreed to approve the Risk Register and Action Plan for 2014.

BEST VALUE – AUDIT UPDATE

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

- (a) advising of the Report of the Internal Audit Electoral Registration systems completed during 2013/14;
- (b) seeking approval of the Audit Plan, as detailed within the report; and
- (c) advising of an Audit Plan which was completed during 2013/14.

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 contents of the Internal Audit of Electoral systems and approve the Action plan thereto; and
- (2) to note the content of the 2013/24 External Audit Plan and the actions already taken to mitigate the risks.

POLICY & PROCEDURE ON INDIVIDUAL PERFORMANCE MANAGEMENT FOR SENIOR OFFICERS

A report was submitted by the Assessor & Electoral Registration Officer seeking approval of a Policy & Procedure on Individual Performance Management for Senior Officers and the establishment of a Performance Management Committee, to carry out the Performance Management Review of the Assessor and ERO, as detailed within the appendix to the report.

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) the implementation of a Policy & Procedure on Individual Performance Management for Senior Officers; and
- (2) that a Performance Management Committee be established, consisting of the Board Convenor and Vice Convenor, to carry out the Performance Management Review of the Assessor & Electoral Registration Officer.

DRAFT ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2014

A report was submitted by the Treasurer to the Valuation Joint Board advising of the draft Annual Report and Financial Statements for the year ending 31 March 2014.

After discussion and having heard the Assessor & Electoral Registration Officer and Finance Manager in further explanation of the report and in answer to Members' questions, the Joint Board agreed to note the financial statements for the year to 31 March 2014.

DATES OF FUTURE MEETINGS

The following dates, times and venues were agreed by the Joint Board for future meetings:-

Finance Sub-Committee Wednesday, 24 September 2014 at 11.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton.

Valuation Joint Board Friday, 21 November 2014 at 11.00 a.m. in Victoria Halls, Helensburgh

ANY OTHER COMPETENT BUSINESS

Board Members' expressed an interest in obtaining further details on the operations of the Valuation Joint Board perhaps through training/development session.

The Assessor & Electoral Registration Officer advised that could be considered as programme of officer presentations on operational matters at future Board meetings and would be considered further at the next meeting of the Joint Board.

The meeting closed at 11.55 a.m.

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