

**DRAFT AGENDA ITEM 3**

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD  
held within HILLSIDE HOUSE, STIRLING on FRIDAY 8 NOVEMBER 2013 at  
10.00 a.m.**

**COUNCILLORS:**

Margaret Brisley  
Charles MacDonald (Convener)  
Corrie McChord  
Adrian Mahoney  
Cecil Meiklejohn  
Alan Nimmo  
Sandy Turner

**OFFICERS:**

Shona Barton, Assistant to Clerk  
Brian Byrne, Assessor and Electoral Registration  
Officer  
Liz Shaw, Assistant to Treasurer  
Jane Wandless, Assistant Assessor  
Peter Wildman, Depute Assessor

**VJB26. APOLOGIES**

Apologies for absence were intimated on behalf of Depute Provosts Irene Hamilton and Donald Balsillie; Councillors Rosie Murray and Steven Paterson.

**VJB27. DECLARATIONS OF INTEREST**

There were no declarations made.

**VJB28. MINUTES**

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 20 September June 2013.

In relation to item VJB22 – Post of Assessor, the Convener advised that there were still outstanding nominations on the Appointments Committee there being only 2 nominations received for the 6 places available.

The Board agreed:-

- (1) to nominate Councillor Meiklejohn to the remaining place available for a Falkirk Council Member;
- (2) to nominate Councillors Brisley and McChord to the two places available for Stirling Council Members, and

- (3) that the Clerk should seek a nomination from Clackmannanshire Council for the remaining place.

**VJB29. ASSESSOR POST – INTERIM ARRANGEMENTS**

With reference to the Minutes of the Meeting held on 20 September 2013 (Paragraph VJB22 refers), the Board considered a report by the Assessor and Electoral Registration Officer which outlined proposals for the interim arrangements in respect of the appointment of a new Assessor.

The report advised that there were still discussions ongoing with the partner authority Chief Executives in relation to the position of Electoral Registration Officer, and that the current Assessor was preparing an options report on the matter.

The Board, agreed to appoint Peter Wildman as Acting Assessor and, subject to Council approval as Acting Electoral Registration Officer both from 1 January 2014.

**VJB30. REVENUE BUDGET 2013/14 – REVIEW AS AT 30.09.13**

The Board considered a report by the Treasurer which advised of the forecast outturn for the financial year ending 31 March 2014.

The report outlined the current budget for the financial year and showed that there was a projected outturn against the budget of £126K.

The Board noted the contents of the report.

**VJB31. PROPERTY REPORT**

The Board considered a report by the Depute Assessor which advised that the new lease for Hillside house had been agreed.

The report also outlined the terms of the lease and the reduction in rent which has been secured by the conclusion of the new lease.

The Board noted the conclusion of the new lease.

**VJB32. INTERIM VALUATION PERFORMANCE REPORT**

The Board considered a report by the Depute Assessor which provided information on the Key Performance Indicators for the period from April to September 2013.

The report outlined the performance for both Valuation Roll work and Valuation List work and also provided comments on the performance for the year to date.

The Board noted the performance achieved for the period from April to September 2013.

### **VJB33. RECRUITMENT PROCEDURES AND DISCLOSURE POLICY**

The Board considered a report by the Depute Assessor which outlined the proposed changes to the recruitment procedures and the disclosure policy in terms of meeting the requirements of the Cabinet Office's Terms of Use for connecting the Board's Electoral Management System to the Government Digital Service (GDS)

The report outlined the proposed changes to both policies and advised that consultation had already taken place with the trade union and with staff and that no issues had been raised.

Discussion took place on how the cost of additional disclosure checks would be met.

The Board approved the Recruitment Procedures and the changes to the Disclosure Policy.

### **VJB34. DATES FOR FUTURE MEETINGS 2014**

The Board considered a report by the Clerk which advised of proposed dates for meetings in 2014.

The report outlined the dates for ordinary meetings of the Board, the proposed date for the budget meeting and also advised that Special Meetings of the Board can be convened outwith the proposed timetable.

The Board agreed:-

- (1) to approve the dates of Friday 21 March, Friday 20 June, Friday 26 September and Friday 21 November 2014 for ordinary meetings of the Board;
- (2) that a Special Meeting of the Board be held on Friday 24 January 2014 for the purpose of considering the budget, and
- (3) to note that Special Meeting of the Board may be convened as necessary outwith the planned timetable.

### **VJB35. VALEDICTORY**

The Convener advised that this was the last meeting with Brian Byrne, Assessor and Electoral Registration would attend as he was retiring at the end of December 2013. The Convener provided a synopsis of Brian's career and thanked Brian on behalf of the partner authorities for the contribution he has made to the Board over the last eight years. The Convener then presented Brian with a card and gift on behalf of the Board.

Mr Byrne thanked the Convener for his kind words and expressed his thanks to the Board Members for their support during his time as Assessor and Electoral Registration Officer.