

AGENDA ITEM 3(a)

DRAFT

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, STIRLING on FRIDAY 21 MARCH 2014 at 10.00
a.m.**

COUNCILLORS: Depute Provost Donald Balsillie
Margaret Brisley
Gordon Hughes
Charles MacDonald (Convener)
Corrie McChord
Adrian Mahoney
Cecil Meiklejohn
Rosie Murray
Alan Nimmo
Steven Paterson
Sandy Turner

OFFICERS: Shona Barton, Assistant to Clerk
Douglas Smith, Internal Audit
Alex Torrance, Senior Accountancy Assistant
Jane Wandless, Assistant Assessor
Peter Wildman, Acting Assessor and Electoral
Registration Officer

VJB40. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost Hamilton and Councillor Holden.

VJB41. DECLARATIONS OF INTEREST

There were no declarations made.

VJB42. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 24 January 2014.

VJB43. REVENUE BUDGET 2013/14 – REVIEW AS AT 31.01.14

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 £111K.

Decision

The Board noted the contents of the report.

VJB44. INTERNAL AUDIT ANNUAL PLAN 2014-15

The Board considered a Report by the Internal Audit and Fraud Team Leader presenting the Annual Internal Audit Plan for 2014-15 on the Valuation Joint Board's internal control environment.

Decision

The Board approved the Annual Internal Audit Plan for 2014-15.

VJB45. NON-DOMESTIC APPEAL DISPOSAL

The Board considered a Report by the Assistant Assessor (a) providing information on the number of Revaluation Appeals submitted following the 2005 Revaluation; (b) advising of the details of the appeal disposals to date, and (c) outlining the future arrangements for the remaining outstanding appeals.

Discussion took place on the following:-

- the achievement of staff in dealing with a considerable increase in workload
- the Lands Tribunal process

Decision

The Board:-

- (1) noted the report, and**
- (2) asked that further information on the number of appeals upheld be provided at the next meeting.**

Depute Provost Balsillie entered the meeting during discussion of the following item of business.

VJB46. COMPLAINTS HANDLING PROCEDURE

The Board considered a Report by the Acting Assessor & Electoral Registration Officer which submitted for approval a revised complaints handling procedure.

The Public Services Reform (Scotland) Act 2010 gave the Scottish Public Services Ombudsman (SPSO) the authority to lead the development of simplified and standardised complaints handling procedures across the public sector. The SPSO has produced a Model Complaints Handling Procedure which has been used as a basis for the revision to the Board's existing procedure.

Discussion took place on the difference between the existing Policy and the revised version.

Decision

The Board approved the new complaints procedure and noted that it would be submitted to the SPSO for formal recognition.