

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 18 SEPTEMBER 2015 at 9.30 a.m.

COUNCILLORS:

Irene Hamilton
Gordon Hughes
Charles MacDonald (Convener)
Adrian Mahoney
Corrie McChord
Cecil Meiklejohn
Alan Nimmo

OFFICERS:

Ashley MacGregor, Assistant to the Treasurer
Brian Pirie, Assistant to the Clerk
Jane Wanless, Assistant Assessor
Peter Wildman, Assessor and Electoral
Registration Officer

ALSO ATTENDING:

Pat Kenny, Deloitte

VJB13. APOLOGIES

Apologies were intimated on behalf of Depute Provost Balsillie and Councillors Brisley, Holden, Murray and Turner.

VJB14. DECLARATIONS OF INTEREST

No declarations were made.

VJB15. MINUTE

The minute of the meeting held on 19 June 2015 was approved.

VJB16. FINAL ACCOUNTS AS AT 31 MARCH 2015 and EXTERNAL AUDIT REPORT

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts as at 31 March 2013.

The Board was required by law to prepare a Statement of Accounts setting out its financial position at the end of the financial year. Draft accounts must be submitted by 30 June to the Controller of Audit who will audit their accuracy and completeness. The 2013/14 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed a draft surplus of £144k. This meant that the Board now had a usable reserve of £763k.

In considering the final accounts the Board is required to have regard to the Audit Report by the External Auditors, Deloitte, which was appended to the report and which included the final Accounts for 2014/15

Decision

The Joint Board noted the 2014/15 Statement of Accounts and agreed their submission to the Controller of Audit and the External Auditor's report on the Audit.

VJB17. REVENUE BUDGET 2015/16 – REVIEW AS AT 31.07.15

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 July 2015.

A projected year end underspend of £154k was projected. This was attributed in the main to £158k savings arising from staffing vacancies. Additionally, the cabinet office had provided £94k, to offset costs associated with Individual Electoral Registration. The treasurer confirmed that this would fall into reserves to offset funding utilised in the year.

Decision

The Joint Board noted the report.

VBJ18. APPOINTMENT AS AN AEA EXAMINER

The Board considered a report by the Assessor and Electoral Registration officer advising of his additional employment as an examiner for the Association of Electoral Administrators.

In terms of Standing Orders, officers must seek the Board's consent should they engage in additional employment.

Decision

The Board approved the Assessor's employment as an examiner with the Association of Electoral Administration.

VJB19. DIGNITY AT WORK POLICY

The Board considered a report by the Assistant assessor presenting a Dignity at Work Policy and Procedure for approval.

The Dignity at Work Policy sets out the Board's commitment to ensuring an open and honest working environment where everyone is treated with dignity and respect. The Policy and associated Procedure were developed on consultation with the staff consultation Forum and will replace the current Anti Harassment Policy.

The Board sought clarification on the differences between the current Anti Harassment Policy and the proposed Policy.

Decision

The Board approved the 'Dignity at Work Policy' and 'Dignity at Work Procedure' as appended to the report.

VJB20. PLANNED MAIL CONTRACT

The Board considered a report by the Assessor and Electoral Registration Officer advising that he had entered into a contract for printing and postage associated with Individual Electoral Registration.

A contract, in the region of £85k, had been entered into with the Royal mail by the Assessor and electoral Registration Officer, following consultation with the Clerk. In terms of Contract Standing orders, any such agreement must be reported to the Board for Information.

Decision

The Board noted the decision of the Assessor and Electoral Registration officer to enter into planned mail agreements with the Royal Mail.