

The background of the slide is the coat of arms of the City of Vancouver. It features a shield divided into four quadrants. The top-left quadrant shows a city skyline with a prominent tower. The top-right quadrant depicts a stag's head with large antlers. The bottom-left quadrant shows a three-masted sailing ship on the water. The bottom-right quadrant features a grizzly bear standing on its hind legs. Above the shield is a crown with four maple leaves. A banner at the bottom contains the motto in Gaelic.

**AGENDA ITEM**

**3**

**MINUTE**

## **AGENDA ITEM 3**

**DRAFT**

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 20 NOVEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

Donald Balsillie  
Margaret Brisley  
Irene Hamilton  
Gordon Hughes  
Charles MacDonald (Convener)  
Corrie McChord  
Alan Nimmo  
Sandy Turner

**OFFICERS:**

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

**VJB21. APOLOGIES**

Apologies were intimated on behalf of Depute Provost Hamilton and Councillors Mahoney and Meiklejohn.

**VJB22. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB23. MINUTE**

The minute of the meeting held on 18 September 2015 was approved.

**VJB24. REVENUE BUDGET 2015/16 – REVIEW AS AT 30 SEPTEMBER 2015**

The Board considered a report by the Treasurer setting out the Revenue Budget position at 30 September 2015.

A year end underspend of £63k was projected. This was attributed in the main to savings arising from the management team restructure and an underspend in the year to date in temporary canvasser costs.

A number of requests for voluntary severance had now been approved, with £72k allocated within the budget to meet the likely costs.

The Board sought further information on the requests for voluntary severance and in particular the impact on service provision.

The Assessor gave a detailed overview, following questions, on the current position regarding reserves, highlighting the need to maintain sufficient reserves but acknowledging that the level of reserves held by the Board would be discussed with the constituent authorities as part of the budget setting process. He also outlined the process for developing the budget, which involves consultation with relevant officers within each authority.

### **Decision**

**The Board noted the report.**

## **VJB25. INTERIM VALUATION PERFORMANCE REPORT**

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April to 30 September 2015.

The service performances as measured by performance indicators for valuation roll work and for valuation list work were set out.

In regard to valuation roll work, which measures the period taken to change the valuation roll, 540 changes were made during the period - of these 84% were amended within 3 months, 99% within 6 months and 1% took longer – against targets of 82%:93% and 7% respectively.

In regard to the valuation list work, the time taken to add houses to the valuation list, 677 new entries were registered in the period, with 97% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 97%; 99% and 1% respectively.

### **Decision**

**The Board noted the report.**

## **VJB26. STRESS MANAGEMENT POLICY**

The Board considered a report by the Assistant assessor presenting the Boards' Stress Management policy for approval.

The policy which was based upon Clackmannanshire Council's policy will apply to all employees and had been developed in consultation with the Staff Consultation Forum. It provides a definition of stress together with the role of staff, managers and the management team in applying the policy.

The Board asked for further detail on the terms of the policy and in particular whether it differed significantly from those in place in Falkirk and Stirling Councils.

### **Decision**

**The Board approved the Stress Management Policy.**

## **VJB27. DATES FOR FUTURE MEETINGS 2016 AND APPOINTMENTS**

The Board considered a report by the Clerk setting out a proposed timetable for meetings in 2016 and advising of an appointment to the Board.

The timetable for 2016 provides for 4 meetings. Previously the Board has scheduled 5 meetings, with a meeting in March traditionally following shortly after the Budget Setting meeting in January/February. It was recommended, following a review of business that a meeting in March would be superfluous. A budget meeting was set for 12 February 2016 however this may be subject to change.

Councillor Paterson had resigned from the Board. Stirling Council had appointed Councillor Jim Thomson, previously a substitute member, to the Board with Councillor Alycia Hayes appointed as a substitute member.

### **Decision**

**The Board agreed:-**

- (i) to meet on Friday 12 February, Friday 17 June, Friday 16 September and Friday 18 November 2016;**
- (ii) to note that Special Meetings of the Board may be convened as necessary and with the planned timetable;**
- (iii) to note the resignation of Councillor Steve Paterson; and**
- (iv) to note the appointment of Councillor Jim Thomson as Councillor Paterson's successor and the appointment of Councillor Alycia Hayes as a substitute member.**