

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, LAURELHILL, STIRLING on FRIDAY 10 SEPTEMBER 2010 at 10 a.m.

PRESENT: Depute Provost McLaren; Councillors Biggam, Blackwood, Goss, Hughes, McNeill, Nimmo, Paterson, Patrick, Meiklejohn (substituting for Councillor Ritchie) and Simpson.

CONVENER: Councillor Simpson

APOLOGIES: Councillors Balsillie, C MacDonald & Ritchie.

ATTENDING: Assessor; Treasurer; Assistant Assessor (P Wildman); Susan Mackay (Clackmannanshire Council) and Assistant to Clerk (S Barton)

DECLARATIONS OF INTEREST: None.

VJB9. PRESENTATION BY ASSESSOR AND ELECTORAL REGISTRATION OFFICER

The Board heard a presentation from Brian Byrne, Assessor and Electrical Registration Officer. The presentation covered the following:-

- The specific duties of the Assessor, including valuations and as ERO dealing with the registration of electors
- The core activities, being the updating and maintenance of the Valuation Roll, the Council Tax List and the Electoral Register
- The Statutory posts of the Assessor
- That the Assessor is answerable to the Valuation Joint Board for the running of services and to the Scottish Courts for valuations and registrations
- The responsibilities of the Valuation Joint Board
- The purpose of valuation and the different methods used for valuation
- Appeals – who deals with them and how to go about submitting one
- Scottish Assessors' Association – functions, joint working and resource sharing

The Convener thanked Mr Byrne for his informative presentation.

VJB10. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 18 June 2010.

VJB11. APPOINTMENT OF TREASURER

There was submitted Report (circulated) dated 2 September 2010 by the Clerk to the Board providing an update on the Senior Management positions at Clackmannanshire Council and asking members to appoint a new Treasurer.

AGREED to appoint Ms Nikki Bridle, Director of Finance and Corporate Services, Clackmannanshire Council, to the post of Treasurer to the Valuation Joint Board.

VJB12. REVENUE BUDGET 2010/11 – REVIEW AS AT 31.07.10

There was submitted Report (circulated) by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2011.

Discussion took place in relation to the possibility of shared premises and shared services as a way to cut costs.

NOTED the contents of the report.

VJB13. RISK ASSESSMENT REPORT

There was submitted Report (circulated) dated 30 August 2010 by the Assessor presenting for consideration the risk strategy as was agreed as part of the Internal Audit Report submitted to the Board in June 2010.

NOTED the current risk assessment analyses for all functions.

AGREED to continue consideration of the Report to the next meeting of the Board, to allow Members to undertake further scrutiny of the strategy with a view to deciding whether they wish to be more involved in the work of compiling the risk registers.

Councillor Patrick left the meeting during discussion of the foregoing item of business.

VJB14. CAPABILITY POLICY

There was submitted Report (circulated) dated 2 September 2010 by the Assessor presenting for approval a Board Specific Capability Policy & Procedure.

AGREED to approve the Capability Policy and Procedure.

VJB15. MANAGEMENT TEAM RESTRUCTURING

There was submitted Report (circulated) dated 31 August 2010 by the Assessor setting out proposals for a Management Team restructuring in the Assessors Office.

AGREED to approve the changes to the management structure as outlined in the Report.

Councillors Meiklejohn and Paterson left the meeting during discussion of the foregoing item of business.

VJB16. JOINT FRAMEWORK AGREEMENT

There was submitted Report (circulated) dated 31 August 2010 by the Assessor (a) providing information on the joint framework agreement for computer equipment, and (b) seeking approval for the Assessor to sign up to this agreement on behalf of the Valuation Joint Board.

AGREED to authorise the Assessor to sign the Framework Agreement with each of the listed firms for supply of the relevant equipment that they have each tendered to provide.

VJB17. INTERIM VALUATION PERFORMANCE REPORT

There was submitted Report (circulated) dated 30 August 2010 by the Depute Assessor providing information on (a) performance indicators for Valuation Roll work, and (b) performance indicators for Valuation List work.

NOTED the performance achieved by the Assessors office at this part year stage.