

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 16 NOVEMBER 2012 at 10.00 a.m.**

**PRESENT:** Depute Provost Balsillie; Councillors Holden, MacDonald, Dr C R Martin (substituting for Councillor Mahoney), Murray, Nimmo, Simpson (substituting for Councillor McChord) and Turner.

**CONVENER:** Councillor MacDonald.

**ATTENDING:** Assessor and Electoral Registration Officer; Depute Assessor; Assistant Assessor; Assistant to Treasurer (L Shaw); Revenues and Payments Manager (S Mackay), and Assistant to Clerk (S Barton).

**VJB22. APOLOGIES**

Apologies for absence were submitted on behalf of Depute Provost Hamilton and Councillors Brisley, Hughes, Mahoney, McChord, Meiklejohn and Paterson.

**VJB23. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB24. MINUTE**

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 7 September 2012.

**VJB25. REVENUE BUDGET 2012/13 – REVIEW AS AT 30.09.12**

There was submitted (circulated) a Report by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2013.

Discussion took place on the following:-

- the budget allocated to the review of IT services
- the current level of reserves and the anticipated future budget allocation for the additional reserves
- the arrangements in place for the current canvas and the proposed Spring canvas

**NOTED** the contents of the Report.

**VJB26. CENTRAL SCOTLAND VALUATION JOINT BOARD – ANNUAL AUDIT AND FRAUD PLAN 2012-13**

There was submitted (circulated) a Report by the Treasurer presenting the Annual Audit and Fraud Plan for 2012-13 on the Valuation Joint Board's internal control environment.

Discussion took place on the following:-

- the possible risks to the Joint Board in relation to fraud
- the measures currently in place to minimise fraud
- the general increase in fraud across the country since the economic downturn
- the low numbers of prosecutions relating to valuation and electoral fraud

**AGREED** to approve the Annual Audit and Fraud Plan for 2012-13.

Councillor Holden entered the meeting during discussion of the foregoing item of business.

**VJB27. NON-DOMESTIC APPEAL DISPOSAL**

There was submitted (circulated) a Report by the Assistant Assessor (a) providing an update on the progress being made with Revaluation Appeals; (b) advising that there had been a significant increase in the numbers of Appeals being submitted and that this represented an increase of 194% on the previous Revaluation, and (c) outlining the process for dealing with the remaining Appeals before the statutory deadline of 31 December 2013.

Discussion took place on the following:-

- the implications if the outstanding Appeals were not dealt with before the statutory deadline
- the possible impact of the extra workload on KPI targets
- the outcomes of significant legal challenges which may have influence on some outstanding Appeals
- the additional resource and staffing implications of the increased numbers of Appeals
- the Revaluation process and the examples of shared working by Assessors' offices in Scotland

Having heard from Depute Provost Balsillie, the Joint Board **AGREED** that a Report should be prepared by the Assessor to provide further information on the Appeals process and the possible resource implications and that this be submitted to the meeting of the Joint Board to be held in January 2013.

**NOTED** the contents of the Report.

#### **VJB28. INTERIM VALUATION PERFORMANCE REPORT**

There was submitted (circulated) a Report by the Depute Assessor providing information on the Key Performance Indicators for the period from April to September 2012.

**NOTED** the performance achieved at this part year.

#### **VJB29. DATES FOR FUTURE MEETINGS 2013**

There was submitted (circulated) a Report by the Clerk to the Board proposing dates for meetings of the Valuation Joint Board for 2013.

**AGREED:-**

- (1) to approve the dates of Friday 5 April, Friday 21 June, Friday 20 September and Friday 8 November 2013 for ordinary meetings of the Joint Board;
- (2) that a Special Meeting of the Joint Board be held on Friday 25 January 2013, and
- (3) to note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.