

DRAFT AGENDA ITEM 1

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, LAURELHILL, STIRLING on FRIDAY 24
OCTOBER 2008 at 10.00 a.m.

PRESENT: Depute Provost McLaren; Councillors Biggam, Carleschi, Goss, Hughes, Paterson, and Simpson.

CONVENER: Councillor Simpson.

APOLOGIES: Councillors Blackwood, Jackson, MacDonald, McNeill and Patrick.

ATTENDING: Assessor; Assistant Assessors (I McGregor and P Wildman); Clerk (B Pirie); Treasurer (L Shaw) and Assistant to the Clerk (S Barton).

VJB11. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 29 August 2008.

VJB12. REVENUE BUDGET 2007/08 – REVIEW AS AT 31.08.08

There was submitted Report (circulated) dated 24 October 2008 by the Treasurer presenting the final audited accounts for the financial year 2007/2008. The accounts indicated a net deficit of £5000 for 2007/08.

Discussion took place on the following:-

- The position of the pension fund
- The increase in staff costs

NOTED the financial position as at 31 March 2008.

VJB13. REVENUE BUDGET 2008/09 – REVIEW AS AT 31.08.08

There was submitted Report (circulated) by the Treasurer dated 24 October 2008 advising of the forecast outturn for the financial year ending 31 March 2009. An underspend of £9000 was projected on a budget of £2.632 million.

Discussion took place on the following:-

- The overspend in computer charges
- The underspend in salary costs

NOTED the contents of the report.

VJB14. 2005 REVALUATION APPEALS REPORT

There was submitted Report (circulated) by the Assistant Assessor (East Division) providing an update on the present position of the 2005 Revaluation Appeals. It was noted that of 2692 appeals lodged in September 2005, 67 remain to be dealt with. A summary of the disposals was also provided.

NOTED the satisfactory disposal of the majority of 2005 Revaluation Appeals and the process in place for the disposal of those appeals which remain.

VJB15. RACE EQUALITY SCHEME

There was submitted Report (circulated) by the Assistant Assessor (West Division) advising of the three yearly review of the Board's Race Equality Scheme and seeking approval of the reviewed Scheme. The Scheme included an action plan detailing the arrangements in place to meet the Board's specific duties in terms of race equality.

AGREED to approve the reviewed Race Equality Scheme.

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: SCHEDULE OF MEETINGS 2009
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 6 February 2009
Author: CLERK TO THE BOARD

1. INTRODUCTION

- 1.1 The purpose of this Report is to propose dates and venues for ordinary meetings of the Valuation Joint Board for the remainder of 2009.

2. BACKGROUND

- 2.1 At the meeting of the Valuation Joint Board held on 29 August 2008, the Board agreed dates for 2009 of 6 February and 12 June.
- 2.2 The Treasurer to the Board has advised that the Audited Final Accounts will require to be considered by the Board at some point in early September. Therefore, to avoid the need for a special meeting of the Board it would be prudent for the Board to agree the remaining dates for 2009 incorporating a meeting in September at which the Audited Accounts can be considered.

2. PROPOSALS

- 2.1 It is proposed that the Board meet on the undernoted dates:-

Friday 4 September 2009 at 10am in Hillside House, Stirling
Friday 20 November 2009 at 10am in Hillside House, Stirling

- 2.2 Members are asked to note that Special Meetings of the Board may be convened outwith the proposed timetable.

3. RECOMMENDATIONS

- 3.1 The Valuation Joint Board is invited to:-

- (a) approve the proposed dates for Ordinary Meetings of the Board for the remainder of 2009; and

- (b) note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.

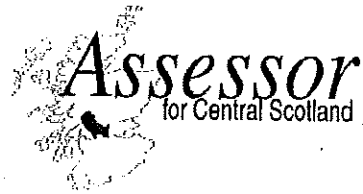
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Clerk to the Board

Date: 27 January 2009

Contact Officer: Shona Barton (01324) 506116

LIST OF BACKGROUND PAPERS

NIL



AGENDA ITEM 3

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Draft Revenue Budget 2009/2010 to 2011/2012

Meeting: Central Scotland Valuation Joint Board

Date: 6th February, 2009

Author: Joint Report by Treasurer and Assessor

1. Introduction

- 1.1 This report presents the Draft Revenue Budget for Central Scotland Valuation Joint Board for the financial year 2009/2010.
- 1.2 The report details the budget estimates for consideration and makes recommendations on the allocation of the net costs to Falkirk, Stirling and Clackmannanshire Councils.
- 1.3 The Assessor is responsible for three functions and services to the constituent authorities. These are the compilation and maintenance of the Electoral Register, the maintenance and annual publication of the Council Tax Valuation List, and the maintenance of the Valuation Roll. These are key services for the authorities, being important for local democracy and elections, and providing income from domestic and non-domestic taxation.

2. Draft Revenue Budget 2009/2010

- 2.1 The summary of the Draft Revenue Budget for the Valuation Joint Board is attached as Appendix A.
- 2.2 The Draft Budget has been prepared on the basis of a carry forward of the current year's budget with adjustments for known variations.
- 2.3 The 2009/10 budget provision for additional duties as required by the Electoral Administration Act have now been allocated to the appropriate budget areas. The draft budget also includes a provision for £12,840 of costs relating to the Halarose system. These costs will be reallocated to constituent authorities as part of the overall reallocation on the basis as agreed in the approved Service Level Agreement.

- 2.4 Adjustments have been made to the base figures for 09/10 to produce the estimates for financial years 09/10 and 10/11. The provision for superannuation inflation has been calculated at 9.3%. 2.5% has been added to all other areas where there is deemed to be a requirement for an inflation provision.
- 2.5 The proposed budget sets an increase on the 2008/09 budget of £75,930 or 2.88%. This is in line with the indicative figures previously provided. This is due to the ongoing scrutiny of the budget and future efficiency savings that have been identified by the Treasurer and Assessor. A full summary of the three year budget is attached as Appendix B.

3. Requisitions

- 3.1 As previously agreed the requisitions from constituent authorities will be restricted to the amounts provided in the last three year budget estimates. Therefore for 2009/10 the net cost that requires to be allocated amongst the constituent authorities is £2,707,980.
- 3.2 On the basis of the draft budget the requisition is as follows:-

Falkirk	£ 1,334,360
Stirling	£ 955,080
Clackmannanshire	£ 418,540

4. Recommendations

The recommendations arising from this report are that the Joint Valuation Board :-

- (i) Formally approves the Valuation Joint Board's Revenue Budget for 2009/2010 of £2,707,980, as detailed in Appendix A.
- (ii) Agrees to requisition the constituent authorities for their share of the net expenditure as outlined in 3.2 above.

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Assessor/Electoral Registration Officer

Treasurer

Date : 9th January, 2009

LIST OF BACKGROUND PAPERS

1. Budget working papers (these are available from the Treasurer
Tel 01259 452033)

CENTRAL SCOTLAND VALUATION JOINT BOARD

	Base Budget 2008/2009 £	Amendments to Base Budget £	Base Budget 2008/2009 £	Variations £	Inflation Provision £	Budget 2009/2010 £
Employee Costs						
Gross Salaries	1,563,890	22,210	1,586,100	(28,450)	39,650	1,597,300
Employer's Superannuation	276,810	30,040	306,850	(5,500)	7,670	309,020
Employer's National Insurance	108,410	14,530	122,940	(2,210)	3,070	123,800
Canvassers	0	0	0	10,000	0	10,000
Superannuation Annual Charges	17,130	70	17,200	0	430	17,630
Employee Training	6,180	320	6,500	0	0	6,500
Conf. Exp. & Subsistence	0	1,500	1,500	0	0	1,500
Other Employee Costs	3,000	0	3,000	0	0	3,000
	1,975,420	68,670	2,044,090	(26,160)	50,820	2,068,750
Property Costs						
Repairs & Maintenance	10,000	(1,000)	9,000	0	0	9,000
Heat & Light - Gas	3,180	(1,480)	1,700	0	0	1,700
Heat & Light - Electricity	9,020	3,520	12,540	0	0	12,540
Property Rental	140,000	(4,000)	136,000	0	0	136,000
Service Charge	11,460	0	11,460	0	0	11,460
Rates	64,000	(1,170)	62,830	0	0	62,830
Water Charges	0	6,000	6,000	0	0	6,000
Cleaning Materials	1,000	0	1,000	0	0	1,000
Cleaning Services	13,240	0	13,240	0	400	13,640
Insurance	2,740	(560)	2,180	0	70	2,250
	254,640	1,310	255,950	0	470	256,420
Transport Costs						
Staff Travelling Expenses	20,000	0	20,000	2,000	0	22,000
Car Allowances	14,430	0	14,430	0	0	14,430
	34,430	0	34,430	2,000	0	36,430

	Base Budget 2008/2009 £	Amendments to Base Budget £	Base Budget 2008/2009 £	Variations £	Inflation Provision £	Budget 2009/2010 £
Third Party Payments						
Accounts Commission - Audit Fees	9,270	0	9,270	0	280	9,550
Payments to Contractors	0	5,000	5,000			5,000
Electoral Administration Act	60,000	0	60,000	(60,000)	0	0
	69,270	5,000	74,270	(60,000)	280	14,550
Support Services						
Financial Services	19,550	7,230	26,780	0	800	27,580
Personnel Services	23,960	(1,300)	22,660	0	680	23,340
Clerking of the Board	9,200	0	9,200	0	280	9,480
	52,710	5,930	58,640	0	1,760	60,400
TOTAL EXPENDITURE	2,639,050	2,980	2,642,030	20,620	53,330	2,715,980
Income						
Other Income	0	0	0	(1,000)	0	(1,000)
Sales	(7,000)	0	(7,000)	0	0	(7,000)
	(7,000)	0	(7,000)	(1,000)	0	(8,000)
NET EXPENDITURE	2,632,050	2,980	2,635,030	19,620	53,330	2,707,980
				Increase in budget		2.88%
						75,930

CENTRAL SCOTLAND VALUATION JOINT BOARD - REVENUE BUDGET 2009/2010

	£	£
2008/2009 REVENUE BUDGET		2,632,050

AMENDMENTS TO BASE BUDGET**Employee Costs**

Increments and Reduced Hours	(13,420)	
Increased pay award 08/09	7,770	
Superannuation Annual Charges	70	
Increased Employers Superannuation Contribution	25,110	
Increased National Insurance Contributions	12,600	
Canvassers - allocation of Electoral Admin Act	10,000	
Increased Employee Training	320	
Conference and Expenses	1,500	
Increase to Management of Vacancies	(1,440)	42,510

Property costs

Actual rental costs (review pending)	(4,000)	
New GL code Water Charges	6,000	
Reduction in Rates costs (water charges previously included here)	(1,170)	
Increased energy costs	2,040	
Reduction in property maintenance	(1,000)	
Insurance per 08/09 Outturn	(560)	1,310

Transport Costs

Increased Travel Costs New Duties	2,000	2,000
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Supplies and Services

Increased Hospitality	500	500
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Administration

Reduction in legal fees	(1,000)	
Reduction in Stationery	(5,000)	
Insurance per 08/09 Outturn	(580)	
Additional Postages Costs - New Duties	15,000	
Additional Printing - New Duties	2,910	
Saving in Telecommunications	(2,000)	
Removal of subscriptions	(300)	
Additional Advertising - New Duties	3,000	12,030

Computer - Revision of Coding

Software Maintenance Support - Code no longer in use	(51,100)	
Software Development - Code no longer in use	(6,000)	
GIS - Code no longer in use	(6,660)	
Computer Hardware Purchase - Estimate New Code	2,000	
Computer Hardware Maintenance - New Code	3,540	
Computer Peripherals - New Code	1,000	
Computer Consumables - New Code	1,000	
Computer Software Purchase	(17,040)	
Computer Software Maintenance - New Code	56,930	

12/01/2009

APPENDIX A

Disaster Recovery	(1,610)	
Computer Services (Internet, GIS etc)	32,260	14,320

Third Party Payments

Payments to Contractors - New Duties	5,000	
Electoral Administration Act costs fully allocated	(60,000)	(55,000)

Support Services

Revised charges	5,930	5,930
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Income

Additional Income - Interest on Revenue Balances etc	(1,000)	(1,000)
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Total Base Budget Amendments		22,600
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2009/2010 BASE BUDGET		2,654,650
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Inflation Provision	53,330	53,330
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2009/2010 OUTTURN BUDGET		2,707,980
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BUDGET ANALYSIS

2009/2010 Budget increase over 2008/2009	Value	75,930
	Percentage	2.88%

12/01/2009

APPENDIX A

2009/10

	Base Budget		Halarose		Electoral Administration Act	Total Requisition
Clackmannanshire :	15.40%	£405,810	20.00%	£2,570	16.94%	£418,540
Falkirk :	49.20%	£1,296,490	50.00%	£6,420	52.42%	£1,334,360
Stirling :	35.40%	£932,840	30.00%	£3,850	30.64%	£955,080
		£2,635,140		£12,840	£60,000	£2,707,980

CENTRAL SCOTLAND VALUATION JOINT BOARD

INDICATIVE REVENUE BUDGET 2010/11 AND 2011/12

	Draft Budget 2009/10 £	Adjustment £	Indicative Budget 2010/11 £	Adjustment £	Indicative Budget 2011/12 £
<u>Employee Costs</u>					
Gross Salaries	1,597,300	39,930	1,637,230	40,930	1,678,160
Employer's Superannuation	309,020	28,740	337,760	31,410	369,170
Employer's National Insurance	123,800	3,100	126,900	3,170	130,070
Canvassers	10,000	250	10,250	260	10,510
Superannuation Annual Charges	17,630	440	18,070	450	18,520
Employee Training	6,500	0	6,500	0	6,500
Conf. Exp. & Subsistence	1,500	0	1,500	0	1,500
Other Employee Costs	3,000	0	3,000	0	3,000
Employee Costs	2,068,750	72,460	2,141,210	76,220	2,217,430
<u>Property Costs</u>					
Repairs & Maintenance	9,000	50	9,050	500	9,550
Heat & Light - Gas	1,700	40	1,740	40	1,780
Heat & Light - Electricity	12,540	310	12,850	320	13,170
Property Rental	136,000	3,400	139,400	3,490	142,890
Service Charge	11,460	0	11,460	0	11,460
Rates	62,830	0	62,830	0	62,830
Water Charges	6,000	150	6,150	150	6,300
Cleaning Materials	1,000	0	1,000	0	1,000
Cleaning Services	13,640	340	13,980	350	14,330
Insurance	2,250	60	2,310	60	2,370
Property Costs	256,420	4,350	260,770	4,910	265,680
<u>Transport Costs</u>					
Staff Travelling Expenses	22,000	0	22,000	0	22,000
Car Allowances	14,430	360	14,790	370	15,160
Transport Costs	36,430	360	36,790	370	37,160
<u>Supplies and Services</u>					
Furniture	500	0	500	0	500
Clothing	300	0	300	0	300
Bottled Water	1,200	0	1,200	0	1,200
Hospitality	1,000	0	1,000	0	1,000
Supplies and Services	3,000	0	3,000	0	3,000
<u>Administration</u>					
Office Equipment Maintenance	5,000	0	5,000	0	5,000
Printing	9,000	0	9,000	0	9,000
Photocopying	3,000	0	3,000	0	3,000
Stationery	11,000	0	11,000	0	11,000
Publications	5,000	0	5,000	0	5,000
Insurance	12,570	310	12,880	320	13,200
Advertising	5,000	0	5,000	0	5,000
Postages	87,500	0	87,500	0	87,500
Telecommunications	10,000	0	10,000	0	10,000
Legal Fees	6,000	0	6,000	1,000	7,000
Subscriptions	0	0	0	0	0
Miscellaneous Supplies	500	0	500	0	500
Administration	154,570	310	154,880	1,320	156,200

APPENDIX B

	Budget 2009/10 £	Adjustment £	Budget 2010/11 £	Adjustment £	Budget 2011/12 £
Computer					
Computer Hardware Purchase	2,000	1,800	3,800	1,000	4,800
Disaster recovery	24,130	0	24,130	0	24,130
Computer Hardware Maintenance	3540	0	3,540	0	3,540
Computer Software Purchase	1,000	0	1,000	0	1,000
Computer Software Maintenance	56930	1,420	58,350	1,460	59,810
Computer Peripherals	1000	0	1,000	0	1,000
Computer Consumables	1000	0	1,000	0	1,000
Computer Services	32,260	0	32,260	0	32,260
Computer Charges	121,860	3,220	125,080	2,460	127,540
Third Party Payments					
Accounts Commission - Audit Fees	9,550	240	9,790	240	10,030
Payments to contractors	5,000	0	5,000	0	5,000
Third Party Payments	14,550	240	14,790	240	15,030
Support Services					
Financial Services	27,580	690	28,270	710	28,980
Personnel Services	23,340	580	23,920	600	24,520
Clerking of the Board	9,480	240	9,720	240	9,960
Support Services	60,400	1,510	61,910	1,550	63,460
TOTAL EXPENDITURE	2,715,980	82,450	2,798,430	87,070	2,886,500
Income					
Sales	(7,000)	0	(7,000)	0	(7,000)
Other Income	(1,000)	(500)	(1,500)	0	(1,500)
Income	(8,000)	(500)	(8,500)	0	(8,500)
NET EXPENDITURE	2,707,980	81,950	2,789,930	87,070	2,877,000
INDICATIVE REQUISITION TO CONSTITUENT LOCAL AUTHORITIES					
Authority		%		%	
Clackmannanshire	418,540		430,380		442,610
Falkirk	1,334,360		1,372,230		1,411,330
Stirling	955,080		982,350		1,010,490
	2,707,980	3.03	2,789,930	3.12	2,877,000

AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2008/09 – REVIEW AS AT 30.11.08
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 6th February, 2009
Author: TREASURER

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Joint Board of the forecast outturn for the financial year ending 31 March 2009.

2. BACKGROUND

- 2.1 The budget for the financial year 2008/09 is £2.632 million. The projected outturn against the budget shows an overspend of £3K (see Appendix A).
- 2.2 The main reason for the reported overspend relates to a reduction in Employee Costs offset by additional computer charges.
- 2.3 The Additional budget required as a result of the new duties of The Electoral Administration Act is anticipated at this stage to be fully spent.

3. RECOMMENDATIONS

- 3.1 The Joint Board is asked to note the contents of this report.

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Treasurer

LIST OF BACKGROUND PAPERS

1. Various working papers associated with the production of the outturns.

Any person wishing to inspect the above background papers should contact the Treasurer, Muir Wilson, on Alloa (01259) 452033.

CENTRAL SCOTLAND VALUATION JOINT BOARD

SummaryNovember

	Budget 08/09	Budget to 30th Nov	Actual to 30th Nov	Outturn 31st Mar 09
	£	£	£	£
<u>Employee Costs</u>				
Gross Salaries	1,563,890	1,082,368	971,185	1,538,220
Employer's Superannuation	276,810	191,580	174,690	252,410
Employer's National Insurance	108,410	75,031	80,017	115,610
Canvassers		0	5,091	0
Occupational Sick Pay	0	0	59,903	0
Professional Subscriptions		0	110	110
Agency Staff		0	6,360	6,360
Superannuation Annual Charges	17,130	9,989	6,050	17,200
Severance Payments	0	0	1,214	1,220
Staff Advertising	0	0	4,231	4,230
Employee Training	6,180	4,120	6,474	6,470
Conf. Exp. & Subsistence	0	0	1,231	1,500
Other Employee Costs	3,000	2,000	4,230	5,000
	1,975,420	1,365,088	1,320,786	1,948,330
				(27,090)
<u>Property Costs</u>				
Repairs & Maintenance	10,000	6,666	7,730	10,000
Heat & Light - Gas	3,180	2,120	930	1,700
Heat & Light - Electricity	9,020	6,013	1,500	12,540
Property Rental	140,000	105,000	123,601	140,000
Service Charge	11,460	8,595	11,402	11,460
Rates & Water	64,000	64,000	62,832	62,830
Water Charges	0	0	4,671	7,600
Furnishings	0	0	0	0
Cleaning Materials	1,000	667	829	1,000
Cleaning Services	13,240	8,826	7,702	13,200
Insurance	2,740	2,740	2,177	2,180
	254,640	204,627	223,374	262,510
				7,870
<u>Transport Costs</u>				
Staff Travelling Expenses	20,000	13,842	15,321	20,450
Car Allowances	14,430	9,987	9,829	14,200
	34,430	23,829	25,150	34,650
				220
<u>Supplies and Services</u>				
Furniture	500	333	1,689	2,500
Removal Charges		0	265	270
Materials	0	0	148	150
Equipment Maintenance	0	0	4,123	270
Clothing	300	200	105	300
Bottled Water	1,200	800	685	1,030
Hospitality	500	333	754	1,130
	2,500	1,666	7,789	5,670
				3,170
<u>Administration</u>				
		0	380	0
Office Equipment Maintenance	5,000	3,333	4,280	7,200
Printing	6,090	4,060	8,577	0
Photocopying	3,000	2,000	(1,313)	3,000
Stationery	16,000	10,666	12,198	10,000
Publications	4,500	3,000	5,519	6,000
Advertising	2,000	1,333	2,846	2,000
Insurance	13,150	8,474	12,570	12,570
Professional Fees		48,329	68,064	72,500
Postages	72,500	7,999	6,005	10,000
Telecommunications	12,000	0	64	100
Legal Fees	7,000	4,666	3,759	7,000
Subscriptions	300	200	0	300
Miscellaneous Supplies	1,000	667	448	750
	142,540	94,727	126,247	134,270
				(8,270)

	Budget 08/09	Budget to 30th Nov	Actual to 30th Nov	Outturn 31st Mar 09
	£	£	£	£
Computer				
IBM Hardware/Software Lease - DO NOT USE	0	0	999	1,000
Software Maintenance Support - DO NOT USE	51,100	38,325	0	0
Computer Hardware Purchase		0	4,005	4,010
Software Development/Upgrades - DO NOT USE	6,000	4,000	0	0
Disaster recovery	25,740	17,158	40,859	23,730
Computer Hardware Maintenance	0	0	9,645	5,780
GIS - DO NOT USE	6,660	4,440	1,957	0
Computer Software Purchase	18,040	12,025	1,380	1,380
Computer Software Maintenance	0	0	53,547	55,670
Computer Peripherals		0	771	770
Computer Consumables		0	899	900
Computer Services		0	15,296	35,200
	107,540	75,948	129,358	128,440
				20,900
Third Party Payments				
Payments to Contractors		0	143	140
Accounts Commission - Audit Fees	9,270	6,179	(2,698)	9,270
Electoral Administration Act	60,000	39,996	0	60,000
	69,270	46,175	(2,555)	69,410
				140
Support Services				
Financial Services	19,550	0	0	26,000
Personnel Services	23,960	0	0	23,960
Clerking of the Board	9,200	0	(114)	9,200
	52,710	0	(114)	59,160
				6,450
TOTAL EXPENDITURE	2,639,050	1,812,060	1,830,035	2,642,440
				3,390
Income				
Other Grants		0	(18,691)	0
Valuation Roll - Sales		0	(826)	0
Electoral Roll - Sales		0	(3,463)	0
Sales	(7,000)	(4,666)	(339)	(7,000)
	(7,000)	(4,666)	(23,319)	(7,000)
				0
NET EXPENDITURE	2,632,050	1,807,394	1,806,716	2,635,440
				3,390

November Outturn

Analysis of outturn variation to BudgetEmployee

Savings from Staff Vacancies and reduced hours off-set by estimated cost of additional 0.5% pay award	Underspend	(£27,090)
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Property costs

Water Charges outturn per last year actual plus increase costs of energy	Overspend	£7,870
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Transport Costs

Minor Variance	Overspend	£220
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Supplies and Services

Various minor overspends Office Furniture and hospitality	Overspend	£3,170
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Administration

Printing Budget not required this year	Underspend	(£8,270)
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Computer Equipment

Review of coding structure currently being carried out (budgets being revised for 09/10)	Overspend	£20,900
Additional work undertaken by external contractor and upgrade to disaster Recovery Leased Line		

Third Party Payments

Minor Variance	Overspend	£140
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Support Services

Outturn based on last years actuals	Overspend	£6,450
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Income

Income from Ministry of Justice will be offset by additional expenditure	Overspend	£0
Carried forward to next year if not fully spent during 08/09		

Overspend		<u>£3,390</u>
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AGENDA ITEM

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Disability Equality Scheme
Meeting: Central Scotland Valuation Joint Board
Date: 6th February, 2009
Author: Peter Wildman, Assistant Assessor (West Division)

1.0 INTRODUCTION

- 1.1 This report is to advise members of the Valuation Joint Board of the Annual Progress Report in respect of the Board's Disability Equality Scheme and seeks the Board's approval of the Annual Report.

2.0 BACKGROUND

- 2.1 The Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005 places both General and Specific Duties on public bodies, including the Valuation Joint Board, in respect of promoting equality for disabled people and taking action to prevent acts of disability discrimination before they occur.
- 2.2 The Specific Duties required the Valuation Joint Board to prepare and publish a Disability Equality Scheme. The Joint Board's Scheme was published in December 2006. The Scheme is a timetabled and realistic plan, setting out our arrangements for meeting the General and Specific Duties in terms of disability equality.
- 2.3 The Specific Duties also require the Valuation Joint Board to report annually on the progress it has made towards meeting its obligations under the Disability Discrimination Acts.

3.0 CURRENT POSITION

- 3.1 In order for the Valuation Joint Board to meet its obligations under the Disability Discrimination Acts a proposed Annual Report has been produced.
- 3.2 The Annual Report is required to be published so that it is publicly available and accessible to all sectors of the community. It is proposed to publish the Report on the internet and also to provide copies to local libraries. We will also provide it in large font, audiotape or Braille format on request
- 3.3 By publishing the Annual Report the Board is not only ensuring that its legal obligations are met but it is also sending a clear signal of the Board's commitment and determination to actively promote equality of opportunity for disabled people.

4.0 RECOMMENDATION

- 4.1 Members are asked to approve the proposed Disability Equality Scheme Annual Report.

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Peter Wildman
Assistant Assessor (West Division)
Date: 23rd January 2009

LIST OF BACKGROUND PAPER :

- 1. Proposed Central Scotland Valuation Joint Board - Disability Equality Scheme Annual Report



Central Scotland Valuation Joint Board Disability Equality Scheme

Annual Progress Report

February 2009

Disability Equality Scheme

Introduction

The Disability Equality Duty builds on and extends our commitment to equal opportunities. The Disability Equality Scheme, along with its associated action plan, is part of the overall development of equal opportunities within the Central Scotland Valuation Joint Board area.

The promotion of opportunity and the elimination of discrimination, in relation to disabled persons, is a process to which I am personally committed. This has required changes to our operations in the past year and will require further actions in the years to come. This report details the progress made to date and highlights the way forward.

Brian Byrne
Assessor and Electoral Registration Officer
Central Scotland Valuation Joint Board

February 2009

The year to December 2008

1. Making sure the Disability Scheme works

- Issues highlighted regularly at Management Team meetings.
- Scheme published on the CSVJB website at <http://www.saa.gov.uk/resources/218209/DISABILITYEQUALITYSCHEME2.pdf>
- Senior staff have attended seminars on equality issues and in particular access to electoral services.
- Equality champion participates in local Equality forum.

2. Identifying the relevant functions and policies

- A process to review all VJB Policies to ensure that they do not contain any barriers to the promotion of disability equality is being established.

3. Ensuring Access to buildings, functions and services

- Standard Forms converted to Arial font.
- Doorbell button relocated to a more accessible location (previous location was reported as inaccessible by a wheelchair user).

4. Employment

- Monitoring forms are issued to and the returns collated for:
 - All retirees, resignations and redundancies as required.
 - All applicants for new posts.
 - All staff.

Any job applicants who have identified themselves as having a disability, who meet the requirements of the person specification for the advertised post have been interviewed.

Actions for year to December 2009

- Through the management team the VJB will ensure that equalities' issues remain to the fore and that all staff remain committed to ensure that the delivery of services is not discriminatory and promotes equality.
- The CSVJB building is to be re-examined to ensure disabled accessibility.
- The VJB will continue to provide support to disabled staff and will encourage staff to "self declare" disabilities to assist in removing the stigma of disability and also to ensure that the VJB is properly meeting the needs of disabled people.
- Training of staff will continue with accent on the early awareness of the Disability Equality Scheme in the induction procedures.
- All staff training to be monitored.
- Review of VJB policies is to commence.

Results of Monitoring

Applications for New Posts

Year	No. of Posts Advertised	No. of Applicants	No. of Applicants with a Declared Disability	No. of Successful Candidates	No. of Successful Candidates with a Declared Disability
2008	3	35	2	4	1

Retirals, Resignations and Redundancies

Year	No. of Resignations, Retirals and Redundancies	No. of Resignations, Retirals and Redundancies with a Declared Disability
2008	4	2

Current Staffing

Year	No. of Staff	No. of staff with a Declared Disability
2008	58	2



**Central Scotland Valuation Joint Board
Disability Equality Scheme**

Annual Progress Report

February 2009

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