

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 17 JUNE 2011 at 10.00 a.m.**

**PRESENT:** Councillors Balsillie, Biggam, Blackwood, Goss, C MacDonald, McLaren, Paterson and Simpson.

**CONVENER:** Councillor Simpson.

**APOLOGIES:** Councillors McNeill, Nimmo, Patrick, and Ritchie

**ATTENDING:** Assessor; Assistant to Treasurer (L Shaw); Depute Assessor (I Balance); Depute Electoral Registration Officer (R Taylor); Assistant Assessor (P Wildman) and Assistant to Clerk (B Pirie).

**DECLARATIONS OF INTEREST:** None.

**VJB1. MINUTE**

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 4 March 2011.

**VJB2. IMPLEMENTATION OF SINGLE STATUS**

There was submitted Report (circulated) by the Assessor/Electoral Registration Officer advising (a) of progress in the implementation of Single Status within the Service, and (b) summarising the next stages of implementation, namely to present a pay model to staff and staff representatives along with proposed terms and conditions.

Discussion focussed on:-

- the processes followed by the Service to date in implementing Single Status
- the introduction of a 90 day notice period for staff with respect to implementation.

**NOTED.**

**VJB3. BEST VALUE REPORT 2011**

There was submitted Report (circulated) by the Depute Assessor showing performance levels on work completed between 1 April 2010 and 31 March 2011.

Discussion focussed on:-

- the potential to develop indicators for the electoral registration function
- the background to the introduction of key performance indicators nationally

- the advantages and disadvantages of the current indicators and in particular their focus on process rather than outcomes
- the proportion of staff time allocated to the valuation and electoral registration functions
- the use of performance information as a management tool to improve service delivery
- the need to manage staff effectively

**NOTED.**

#### **VJB4. ELECTORAL REPORT**

There was submitted Report (circulated) by the Depute Electoral Registration Officer advising of progress in electoral matters, with particular regard to the Scottish Parliamentary elections in May 2011.

Discussion focussed on:-

- the relationship between the local authorities and the Post Office and the role of the Post Office
- the process leading to the deletion of an individual's name from the electoral register
- the arrangements for the Annual Canvass
- the advent of individual registration and the likely impact on the accuracy of the electoral register
- the potential to utilise electronic media and social networking sites to maintain the accuracy of the register
- the need for the register to be both complete and accurate
- the extent to which the current register is complete
- the impact of the introduction of individual registration on the register in Northern Ireland
- the funding arrangements for Local, Scottish and National elections
- the source of card for polling cards.

**NOTED.**

#### **VJB5. SERVICE LEVEL AGREEMENT WITH FORTH VALLEY GIS**

There was submitted Report (circulated) by the Assistant Assessor (a) summarising the current contract between the Board and Forth Valley GIS; (b) advising of the implications of the constituent authorities' tendering for a new GIS contract in 2012, and (c) advising that the current contract between the Board and Forth Valley GIS had been extended to June 2012 to allow the Service to review its needs and to prepare for the outcome of the tendering process.

Discussion focussed on:-

- the nature of the relationship between the Board and Forth Valley GIS
- the difference in value of the Board's contract with Forth Valley GIS compared to those of the constituent authorities

- the nature of the Board's contract with Forth Valley GIS

**NOTED.**

#### **VJB6. DRAFT FINAL ACCOUNTS AS AT 31 MARCH 2011**

There was submitted Report (circulated) by the Treasurer (a) summarising the impact of the adoption of International Financial Reporting Standards (IFRS) on the preparation and presentation of the Board's accounts, and (b) presenting the draft Statement of Accounts 2010/11 for approval prior to submission to the Controller of Audit.

Discussion took place on:-

- the year end surplus of £89,000
- the accounting procedures leading to a decrease in liabilities of approximately £3m
- the work undertaken by the Treasurer's staff in moving to IFRS.

**AGREED** the draft Statement of Accounts for 2010/11 and their submission to the Controller of Audit.

#### **VJB7. RECOVERY OF PAY IN ADVANCE**

There was submitted Joint Report (circulated) by the Assessor and Treasurer (a) advising of a change in April 2011 of the payment cycle of staff within the Service from four weekly to monthly; (b) outlining the current arrangements whereby staff are paid in arrears/advance; (c) summarising advice from the Treasurer on potential stewardship issues relating to the current arrangements; (d) setting out proposals to recover the advance element of staff pay, and (e) summarising the outcome of discussions with staff on the proposed recovery arrangements.

Discussion focussed on:-

- the current pay arrangements
- the implications of the current advance/arrears arrangement
- the implications, in terms of net repayment, of the proposed default repayment period of 12 months
- the management of a similar recovery arrangement in Clackmannanshire Council
- the proportion of Service staff who had signed a letter to the Board expressing opposition to the proposed recovery arrangements
- the options available to the Board and the impact, in terms of budget, of not implementing the proposed arrangements
- the number of instances when staff had failed, on leaving the Service, to repay their "advances".

Councillor Blackwood, seconded by Councillor MacDonald, moved that the Board retains the current monthly payment arrangement when staff are paid in arrears/advance and that the practice be reviewed at a later date.

By way of an Amendment, Councillor Paterson, seconded by Councillor Goss, moved that the Board approves the proposed recovery arrangements as detailed in paragraph 3 of the Report and that the default repayment period be set at 24 months.

On a division, 4 members voted for the Motion and 5 members voted for the Amendment.

Accordingly **AGREED** the terms of the Amendment.



## **AGENDA ITEM 2**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: DEPUTE ASSESSOR**  
**Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**Date: 9 SEPTEMBER 2011**  
**Author: BRIAN BYRNE, ASSESSOR AND ELECTORAL REGISTRATION OFFICER**

#### **1. INTRODUCTION**

- 1.1 A revised management structure was approved by the Board at the meeting on 10 September 2010. This established a senior management team of Assessor, one Depute Assessor, an Assistant Assessor and a Depute ERO to balance the workload and to assist in a review of the future resources provided to the Assessor by the Valuation Joint Board.
- 1.2 The purpose of this Report is to advise Members that Mr Ian Ballance, the current Depute Assessor has intimated his wish to retire from the post in October 2011. In the interim the workload of the Depute Assessor will be shared between the senior management team, but in terms of service delivery the Assessor now seeks authority to initiate a recruitment and selection process to fill the vacant post as soon as practicable.

#### **2. APPOINTMENTS COMMITTEE**

- 2.1 Appointments to the posts of Assessor and Depute Assessor are dealt with by an Appointments Committee of the Board.
- 2.2 If the Board is minded to approve the recruitment of a new Depute Assessor, it would require to establish an Appointments Committee to act on its behalf in relation to the recruitment and selection of a new Depute Assessor.
- 2.3 It is suggested that the membership of this Appointments Committee should reflect the geographical composition of the Joint Board and it is consequently proposed that the balance of membership from the constituent authorities which would form the Committee of 6 Members, would be as follows:-

Falkirk Council – 3 Members  
Stirling Council – 2 Members  
Clackmannanshire Council – 1 Member

- 2.4 A proposed remit for the Appointments Committee is detailed at Appendix 1. The Appointments Committee would have authority to proceed with the recruitment process and would report back to the Joint Board on the outcome.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no direct costs for the Board arising from Mr Balance's retiral. The costs associated with the recruitment process will be met from existing budgets.

### **4. RECOMMENDATIONS**

#### **4.1 It is recommended that the Board:-**

- (1) Notes the retirement of Mr Ian Ballance from the position of Depute Assessor in October 2011 ;**
- (2) Approves the recruitment of a new Depute Assessor;**
- (3) Agrees to establish an Appointments Committee in the terms as detailed within Section 3 of the Report and approve the remit as attached at Appendix 1, and**
- (4) Nominate Members to the Appointments Committee in line with the suggested membership outlined at para 2.3.**

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**Brian Byrne**  
**Assessor and Electoral Registration Officer**

Date: 31 August 2011

Contact Officer: Brian Byrne (01786) 892202

### **LIST OF BACKGROUND PAPERS**

1. Letter dated 7 July 2011 from Mr Ian Ballance.

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**APPOINTMENTS COMMITTEE**

**REMIT**

1. **The Appointments Committee** shall be authorised to act on behalf of the Board on all matters of selection and appointment of the Depute Assessor of the Central Scotland Valuation Joint Board.

2. Membership of the Committee shall comprise:-

**Members:-**

Falkirk Council	-	3 Councillors
Stirling Council	-	2 Councillors
Clackmannanshire Council-		<u>1 Councillor</u>
		6

**Advisers (non-voting):-**

- Clerk to the Board
- Human Resources Adviser to the Board
- Assessor and Electoral Registration Officer

3. The quorum for meetings of the Committee will be 3 Members.
4. A Convener shall be appointed by the Committee. In the absence of the Convener at any meeting, the Committee will elect a Chair from its members.
5. Members will be permitted to appoint a substitute to attend in their place, in accordance with the requirements of the Board's Standing Orders provided always that any substitution does not impact on the requirement to observe good HR practice throughout the recruitment process.
6. All Members (and any substitute Members) will require to have attended an approved training course for the purpose of selection of Chief Officers.
7. All Members (and any substitute Members) will be subject to the general requirements to have attended all stages of the selection process i.e. any short-leeting (or long-leeting) and interviews of all candidates when participating in the selection process.
8. The Clerk to the Valuation Board, in consultation with the Convener of the Committee, will be responsible for calling meetings of the Committee.
9. The Clerk shall report on any appointment made to a meeting of the Valuation Board.



**AGENDA ITEM 3**

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: REVENUE BUDGET 2011/12 – REVIEW AS AT 31.07.11**  
**Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**Date: 9 September, 2011**  
**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 2012.

**2. BACKGROUND**

2.1 The budget for the financial year 2011/12 is £2.665 million. The projected outturn against the budget shows an underspend of £130K (see Appendix A).  
2.2 The main reason for the reported underspend relates to a reduction in Employee Costs.

**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 Clackmannanshire Council, Finance Services, on Alloa (01259) 452072.