

AGENDA ITEM 3
DRAFT

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, STIRLING on FRIDAY 20 SEPTEMBER 2013 at
10.00 a.m.

COUNCILLORS:

Depute Provost Irene Hamilton
John Hendry (substituting for Margaret Brisley)
Gordon Hughes
Charles MacDonald (Convener)
Corrie McChord
Adrian Mahoney
Cecil Meiklejohn
Alan Nimmo
Steven Paterson
Les Sharp (substituting for Donald Balsillie)
Sandy Turner

OFFICERS:

Shona Barton, Assistant to Clerk
Brian Byrne, Assessor and Electoral Registration
Officer
Liz Shaw, Assistant to Treasurer
Peter Wildman, Depute Assessor

ALSO ATTENDING:

Lindsay Robertson, External Audit Manager,
Deloitte

VJB19. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost Donald Balsillie; Councillors Margaret Brisley and Rosie Murray.

VJB20. DECLARATIONS OF INTEREST

There were no declarations made.

VJB21. MINUTES

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 21 June 2013.

VJB22. POST OF ASSESSOR

The Board considered a report by the Clerk which (a) advised that Brian Byrne, Assessor and Electoral Registration Officer had intimated his wish to retire from the post with effect from 31 December 2013; (b) sought authority to instigate a recruitment and selection process to fill the vacant post; (c) proposed the establishment of an Appointments Committee, and (d) sought the appointment of members to the Committee.

Having heard from the Convener, the Board, **AGREED:-**

- (1) to continue consideration of the item to a future meeting of the Joint Board, to allow for discussions to take place between the 3 partner authority Chief Executives in respect of the appointment of the ERO, and
- (2) in the interim to proceed with arrangements to set up the Appointments Committee as outlined in the report.

VJB23. INDIVIDUAL ELECTORAL REGISTRATION REPORT

The Board considered a report by the Depute Assessor which provided an update on the current progress towards the introduction of Individual Electoral Registration (IER).

The UK Parliament passed the Electoral Registration and Administration Act 2013 in January 2013, which set out the framework for the introduction of IER in Great Britain in 2014. The Report set out the ongoing and future work being undertaken to facilitate the introduction of IER.

Discussion took place on the arrangements for identifying 16 and 17 year olds who are entitled to vote in the 2014 referendum.

The Board noted the ongoing work to facilitate the introduction of Individual Electoral Registration.

Depute Provost Hamilton and Councillor Hughes entered the meeting during discussion of the foregoing item of business.

VJB24. FINAL ACCOUNTS AS AT 31 MARCH 2013

The Board considered a report by the Treasurer which presented a copy of the 2012/13 Statement of Accounts and also presented the Final Report on the 2012/13 Audit completed by the external Auditors.

Lindsay Robertson, External Audit Manager, Deloitte was in attendance and provided the Board with an overview of the Audit Report.

The Board noted the 2012/13 Statement of Accounts and agreed to their submission to the Controller of Audit.

VJB25. REVENUE BUDGET 2013/14 – REVIEW AS AT 31.07.13

The Board considered a report by the Treasurer which advised of the forecast outturn for the financial year ending 31 March 2014.

The report outlined the current budget for the financial year and showed that there was a projected outturn against the budget of £112K.

The Board noted the contents of the report.