



# **Agenda Item**

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## **Appointment of Convener and Depute Convener**

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject:** Appointment of Convener and Depute Convener  
**Meeting:** Central Scotland Valuation Joint Board  
**Date:** 23 June 2017  
**Author:** Clerk

**1. Purpose of the report**

- 1.1 The purpose of this report is to outline the process for the selection of a convener and a depute convener and to advise of the remuneration arrangements permitted under the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 ("the Regulations").

**2. Appointment of convener and depute convener**

- 2.1 In terms of para 3 of schedule 2 of the Valuation Joint Boards (Scotland) Order 1995, the Joint Board is required to appoint a convener and a depute convener from its membership. The convener and depute convener cannot be members of the same authority.
- 2.2 The convener and depute convener each hold office, if they continue to be a member of the Board, from the date of their appointment until the next ordinary appointment of members of the Board unless he/she ceases to be a member of the Board prior to that date.
- 2.3 With reference to Standing Orders 20 (3), (4) and (5), where, in the case of the appointment of a member to any office or position to be filled by the Board, the number of candidates nominated exceeds the number of vacancies, the member to be appointed is to be determined by a vote in which each member can vote for one candidate only, the vote being put to the meeting in the order which the nominations have been proposed and seconded. Where any one candidate has an absolute majority, he/she will be declared as elected. If there is an equality of votes for two or more candidates, the candidate to be elected will be decided by lot, the process of which will be determined and conducted by the clerk.
- 2.4 On appointment, the convener will assume the chair.
- 2.5 The procedure for the appointment of the depute convener follows that set out in Paragraph 2.3 above, with the newly appointed convener conducting proceedings.

### **3. Remuneration**

- 3.1 The Regulations specify the remuneration levels available to the convener and to the deputy convener: £21,160 and £20,103 respectively.
- 3.2 The remuneration of the Board's office holders will be paid by the local authority of which they are members. Those authorities should then make their own administrative arrangements with the Joint Board for recovery of any additional sums paid. Guidance on the Regulations provides that the proportion of remuneration which should be met by the authority is the basic salary of £16,927 or, if the post holder is already a senior councillor, the amount of his/her salary for the position. This may, depending on the remuneration level paid by the local authority in respect of the Councillor's role within his/her own authority, result in a nil payment required from the Board.
- 3.3 In terms of the Regulations, appointments to senior roles within a Joint Board i.e. convener and deputy convener are additional to the maximum number of senior Councillors any individual Council is authorised to remunerate.

### **4. Allowances and Expenses**

- 4.1 Any allowances or expenses claimable by a Board member in respect of duties undertaken in that capacity e.g. travel to Board meetings, will be met by the Council to which that Board member belongs. There is a rationale to this approach given that any costs met directly by the Board in the first instance would ultimately be recharged to the constituent Councils giving limited value to the Board making direct payments.

### **5. Standing Orders**

- 5.1 The Board previously called for a review of its policies (in regard to grievance and appeals in particular) and of its Standing Orders. This work has started and will be reported to the Board in due course. The Board's Standing Orders were introduced when the board was established in 1996 - there is no suggestion that the current Standing Orders are not fit for purpose. However they will be refreshed where it is necessary to do so.

### **6. Recommendations**

#### **6.1 The Board is invited to:-**

**(1) appoint its convener;**

**(2) appoint a deputy convener;**

**(3) note the remuneration framework for both positions; and**

**(4) note that Standing Orders will be reviewed by officers in the recess with a report on the outcome being submitted later in the year.**

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**Clerk**

**Date: 20 June 2017**

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**Appendices:**

None.

**List of Background Papers:**

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973.