



# **Agenda Item 3**

## **Minute**

**Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 20 March 2020 at 9.30 a.m.**

**Councillors:** David Balfour (Convener)  
Kenneth Earle  
David Grant  
Robert Spears  
Jim Thomson

**Officers:** Karen Chambers, Assistant to the Clerk  
Lindsay Sim, Treasurer  
Pete Wildman, Assessor and Electoral Registration Officer

**VJB31. Apologies**

Apologies were intimated on behalf of Councillors Alexander, Benny, Coombes, Dodds, Gibson, Nimmo and Patrick.

**VJB32. Declarations of Interest**

There were no declarations of interest.

**VJB33. Minute**

**The minute of the meeting held on 22 November 2019 was approved.**

**VJB34. Proposed Revenue Budget 2020/21**

The Board considered a joint report by the Treasurer and Assessor presenting the Proposed Revenue Budget for Central Scotland Valuation Joint Board for the financial year 2020/21.

**Decision**

**The Board:-**

- (1) approved the Valuation Joint Board's Revenue Budget for 2020/21, as detailed in Appendix A to the report;**
- (2) agreed to maintain the minimum reserves policy level of 3% to 6% of net revenue expenditure;**

- (3) agreed the Property Maintenance Funds and 19/20 Barclays underspend were earmarked from reserves, and**
- (4) agreed to requisition the constituent authorities for their share of the net expenditure as outlined in table 4 of the report.**

**VJB35. Revenue Budget 2019/20 Review as at 31.01.20**

The Board considered a report by the Treasurer updating the Board of the forecast outturn for the financial year ending 31 March 2020.

The budget for 2019/20 was £2.748 million. The projected outturn against the budget showed an underspend of £0.127m. There was no overall movement in the total underspend value since the last report.

During the budget setting process earmarked reserves were made up of: funding to support the 2019/20 budget shortfall of £0.201m, Property Maintenance Fund of £0.122m and a Spend to Save fund of £0.010m to continue the Records Management project. The Records Management project had been met from in year underspends and therefore the earmarked reserve would be released to General Reserves as budget build up for 2020/21. The projected underspend of £0.127m was included in the reserves balance for setting the 2020/2021 budget.

**Decision**

**The Board noted the revenue budget review.**

**VJB36. Annual Audit Plan 2019/20**

The Board considered a report by the Treasurer setting out the planned audit activity in respect of the audit of the financial year 2019/20. The Annual Audit Plan had been prepared by the Board's external auditors, Audit Scotland, and was provided as an appendix to the report.

**Decision**

**The Board noted the external audit plan for financial year 2019/20.**

**VJB37. Disciplinary Policy Report**

The Board considered a report by the Assistant Assessor presenting an updated Disciplinary Policy and Procedure for approval.

The Disciplinary Policy and Procedure were previously considered by the Board in November 2019. The Board requested further clarification of the role of the Appeal Panel in the disciplinary process. The Disciplinary Policy and the revised Disciplinary Procedure were provided as

appendices to the report. Following the Board's previous request changes had been made to the Disciplinary Procedure, which now provided clearer and more detailed guidance on roles and responsibilities including those of the Appeal Panel.

### **Decision**

**The Board approved the Disciplinary Policy and revised Disciplinary Procedure.**

### **VJB38. Menopause Policy Report**

The Board considered a report by the Assistant Assessor presenting a Menopause Policy for approval. The policy was provided as an appendix to the report.

Central Scotland Valuation Joint Board (CSVJB) was committed to ensuring that all employees were treated fairly and with dignity and respect. CSVJB also had a duty of care towards any employee experiencing difficulties, including women who were experiencing symptoms associated with the menopause. The policy provided information to all staff on the symptoms experienced by women affected by the menopause and provided information on what support was available. The policy had been considered by the Staff Consultation Forum on 11 December 2019.

### **Decision**

**The Board approved the Menopause Policy.**

### **VJB39. Urgent Business**

The Convener stated that, in accordance with Standing Order 9.1, he had determined that an additional item of business, namely a report by the Clerk on delegation of powers to determine urgent issues during the coronavirus outbreak, should be added to the agenda and considered as a matter of urgency given the current situation.

### **VJB40. Delegation of Powers to Determine Urgent Issues During the Coronavirus Outbreak**

The Board considered a report by the Clerk to the Board seeking delegation of powers to the Assessor to deal with urgent business, which would normally be determined by the Board until at least 26 June 2020 or for such longer period if Government advice remained to minimise social interaction.

## **Decision**

**The Board agreed to delegate powers to the Assessor, in consultation with the convener or in his absence the deputy convener, and the Clerk and/or the Treasurer, to determine urgent items of business until at least the next scheduled meeting on 26 June 2020 or for such longer period if Government advice remained to minimise social interaction and to report the decisions taken to the next meeting of the Board, provided that any such decision:-**

- (i) was required to secure the proper delivery of Central Scotland Valuation Joint Board Services and to comply with its statutory duties;**
- (ii) did not involve expenditure of Board monies outwith the approved Revenue Programme;**
- (iii) did not involve an increase in the permanent establishment of the particular Service, and**
- (iv) involved no dispute as to legality, propriety or the proper interpretation of Board policy as affecting the decision.**