

**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.