

**DRAFT
AGENDA ITEM 4**

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 22 JUNE 2012 at 10.00 a.m.

PRESENT: Depute Provost Balsillie; Councillors Brisley, Holden, Hughes, MacDonald, Mahoney, Martin, McChord, Meiklejohn, Murray, Nimmo Turner.

CONVENER: Assistant to Clerk (Items VJB1, 2, 3 and part of item VJB4)
Councillor MacDonald from Item VJB4 onwards.

APOLOGY: Councillor Benny.

ATTENDING: Assessor and Electoral Registration Officer; Depute Assessor; Depute Electoral Registration Officer; Assistant Assessor; Assistant to Treasurer (L Shaw), and Assistant to Clerk (S Barton).

VJB1. DECLARATIONS OF INTEREST

No declarations were made.

VJB2. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board Appointments Committee held on 24 February 2012.

VJB3. APPOINTMENTS TO THE BOARD

There was submitted Report (circulated) dated 9 June 2012 by the Clerk to the Board advising of the appointments made to the Joint Board.

NOTED the appointments to the Joint Board.

VJB4. ELECTION OF CONVENER AND DEPUTE CONVENER AND THE LOCAL GOVERNANCE (SCOTLAND) ACT 2004 (REMUNERATION) REGULATIONS 2007

There was submitted Report (circulated) dated 13 June 2012 by the Clerk to the Board (a) outlining the process for the selection of a Convener and a Depute Convener for Central Scotland Valuation Joint Board, and (b) advising of the remuneration arrangements permitted under the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007.

The Assistant to the Clerk invited nominations for the office of Convener.

Councillor Mahoney, seconded by Councillor Nimmo, nominated Councillor MacDonald.

Depute Provost Balsillie seconded by Councillor Hughes nominated Councillor Holden.

On a division, members voted as follows:-

Councillor MacDonald – 6

Councillor Holden – 5

AGREED to elect Councillor MacDonald as Convener of Central Scotland Valuation Joint Board.

Councillor MacDonald then took the Chair.

The Convener then invited nominations for the position of Depute Convener.

Depute Provost Balsillie seconded by Councillor Hughes nominated Councillor Holden.

Councillor Brisley seconded by Councillor Nimmo nominated Councillor Martin.

On a division members voted as follows:-

Councillor Holden – 5

Councillor Martin – 7

AGREED to elect Councillor Martin as Depute Convener of Central Scotland Valuation Joint Board.

VJB5. DATES FOR FUTURE MEETINGS 2012

There was submitted Report (circulated) dated 13 June 2012 by the Clerk to the Board proposing dates for meetings of the Valuation Joint Board for the remainder of 2012.

AGREED to approve the dates of Friday 7 September 2012 and Friday 16 November 2012 for ordinary meetings of the Joint Board.

NOTED that Special Meetings of the Joint Board may be convened as necessary outwith the planned timetable.

VJB6. DRAFT FINAL ACCOUNTS as at 31 MARCH 2012

There was submitted Report (circulated) dated 22 June 2012 by the Treasurer presenting the draft Statement of Accounts 2011/12 for approval prior to submission to the Controller of Audit.

Discussion took place on the importance of reviewing the level of reserves held by the Joint Board.

NOTED the 2011/12 Draft Statement of Accounts.

AGREED that the Draft Statement of Accounts be submitted to the Controller of Audit.

VJB7. GIS SERVICES REVIEW

There was submitted Report (circulated) by the Depute Assessor (a) outlining the details of the current contract with Forth Valley GIS, (b) advising that the current contract had been extended in June 2011 to allow synchronisation with the contract in place with Falkirk, Stirling and Clackmannanshire Councils, and (c) providing as appendices to the Report a briefing paper and a project proposal with details of the options available in relation to a new contract.

Discussion took place on the following:-

- The annual charge and the potential for additional charges in relation to the contract
- Training requirements for staff in relation to the new system
- The arrangements for ensuring that there is a backup system in place

AGREED:-

- (1) to approve Option 2 as outlined in Appendix 1 to the Report, involving moving to the Cloud based system, and
- (2) to extend the current Service Level Agreement until the Cloud based system is operational at the end of 2012.

VJB8. BEST VALUE REPORT 2012

There was submitted Report (circulated) by the Depute Assessor showing performance levels on work completed between 1 April 2011 and 31 March 2012.

Discussion took place on the following:-

- The drop in the number of new houses being built
- How property adaptations are dealt with in terms of valuation

NOTED the continuing progress in terms of Best Value.

VJB9. ELECTORAL REPORT

There was submitted Report (circulated) by the Depute Electoral Registration Officer providing an update on progress in electoral matters.

Discussion took place on the following:-

- Tactics used to try to increase numbers on the voters roll
- The accuracy of the register

NOTED the contents of the Report.

Councillor Martin left the meeting during discussion of the foregoing item of business.

VJB10. APPOINTMENT OF ASSISTANT ASSESSOR

There was submitted Report (circulated) by the Assessor & Electoral Registration Officer (a) advising that Jane Wandless MRICS has been appointed as Assistant Assessor, and (b) seeking approval for Ms Wandless to be formally appointed as statutory depute assessor in terms of Section 27(2) of the Local Government Etc. (Scotland) Act 1994.

AGREED to appoint Jane Wandless as a statutory depute assessor in terms of Section 27 of the Local Government Etc. (Scotland) Act 1994.