

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 18 NOVEMBER 2011 at 10.00 a.m.

PRESENT: Councillors Biggam, Blackwood, Goss, Hughes, C MacDonald, McLaren, McNeill, Nimmo, Paterson, Patrick, Ritchie and Simpson.

CONVENER: Councillor Simpson.

APOLOGY Councillor Balsillie.

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

DECLARATIONS OF INTEREST: None.

VJB13. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 9 September 2011.

VJB14. URGENT ITEM

The Convener, Councillor Simpson, advised that in accordance with Standing Order 10 (1) he had **AGREED** to accept the following Report as an urgent item namely an Internal Audit Report in relation to Risk Management given that the Joint Board has to be kept updated on progress with regard to this issue.

VJB15. INTERNAL AUDIT REPORT

There was submitted Report (tabled) by the Revenue and Payments Manager, Clackmannanshire Council presenting the final Internal Audit Report in relation to Risk Management – Valuation Joint Board.

NOTED the contents of the Report.

VJB16. REVENUE BUDGET 2011/12 – REVIEW AS AT 31/10/11

There was submitted Report (circulated) by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2012.

Discussion took place on the following:-

- the implications of the increased workload and the proposed change in staffing structure
- the costs of voluntary severance packages

NOTED the contents of the Report.

VJB17. INTERIM VALUATION PERFORMANCE REPORT

There was submitted Report (circulated) by the Assistant Assessor (a) providing performance information for the first six months of the financial year, and (b) showing how elements of the Assessor's workload are progressing.

Discussion took place on the following:-

- how the Assessor's office is notified of new house building
- the importance of relationships with builders and Council planning departments
- the impact of Council regeneration schemes on the Council Tax roll

NOTED the performance achieved at this part year stage.

VJB18. APPEAL DISPOSAL

There was submitted Report (circulated) by the Assistant Assessor (a) providing an update on progress made with the current revaluation process, and (b) outlining the details and the numbers of appeals received in relation to the current revaluation.

Discussion took place on the following:

- the substantial increase in the number of appeals submitted
- the strict timetable for dealing with appeals
- the appeals process which can ultimately lead to referral to the Court of Session
- the cost to the Board of legal cases

NOTED the contents of the Report.

VJB19. DATES FOR FUTURE MEETINGS

There was submitted Report (circulated) by the Clerk to the Joint Board proposing dates and venues for meetings of the Valuation Joint Board for 2012.

AGREED:-

- (1) to approve the date of Friday 24 February 2012 for an Ordinary meeting of the Joint Board;
- (2) that a Special Meeting of the Joint Board be held on Friday 27 January 2012, and
- (3) to note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.



AGENDA ITEM 2

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Draft Revenue Budget 2012/2013 to 2014/2015

Meeting: Central Scotland Valuation Joint Board

Date: 27th January, 2012

Author: Joint Report by Treasurer and Assessor

1. Introduction

- 1.1 This report presents the Draft Revenue Budget for Central Scotland Valuation Joint Board for the financial year 2012/2013.
- 1.2 The report details the budget estimates for consideration and makes recommendations on the allocation of the net costs to Falkirk, Stirling and Clackmannanshire Councils.
- 1.3 The Assessor is responsible for three functions and services to the constituent authorities. These are the compilation and maintenance of the Electoral Register, the maintenance and annual publication of the Council Tax Valuation List, and the maintenance of the Valuation Roll. These are key services for the authorities, being important for local democracy and elections, and providing income from domestic and non-domestic taxation.

2. Draft Revenue Budget 2010/2011

- 2.1 The summary of the Draft Revenue Budget for the Valuation Joint Board is attached as Appendix A.
- 2.2 The Draft Budget has been prepared on the basis of a carry forward of the current year's budget with adjustments for known variations.

2.4 Adjustments have been made to the base figures for 12/13 to produce the estimates for financial years 13/14 and 14/15. Salary inflation is estimated to be 0% for 12/13 and I have assumed a modest pay award pending clarification. The provision for superannuation has been calculated at 19.5% for the 12/13 financial year. No inflation has been added to any other areas except where there is deemed to be a specific requirement for an inflation provision.

2.5 Adjustments have then been made to the base figure for 12/13 to produce estimates for financial years 13/14 and 14/15. Again no inflation has been added except where there is deemed to be a specific requirement. However an inflationary provision of 25% has been added for estimated postage costs

Following the voluntary severance exercise salary savings of £203k have been realised for the 12/13 financial year.

2.6 The proposed budget sets a reduction on the 2011/12 budget of £118,920 or 4.46%. This is a reduction of £3,400 on the indicative figures previously provided. This is due to the ongoing scrutiny of the budget and future efficiency savings that have been identified by the Treasurer and Assessor. A full summary of the budget is attached as Appendix B.

3. Requisitions

3.1 As previously agreed the requisitions from constituent authorities will be restricted to the amounts provided in the last three year budget estimates. Therefore for 2012/13 the net cost that requires to be allocated amongst the constituent authorities is £2,545,680.

3.2 On the basis of the draft budget the requisition is as follows:-

Falkirk	£ 1,254,510
Stirling	£ 897,630
Clackmannanshire	£ 393,540

4. Recommendations

The recommendations arising from this report are that the Joint Valuation Board :-

- (i) Formally approves the Valuation Joint Board's Revenue Budget for 2012/2013 of £2,545,680, as detailed in Appendix A.
- (ii) Agrees to requisition the constituent authorities for their share of the net expenditure as outlined in 3.2. above.

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Assessor/Electoral Registration Officer

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Treasurer

Date : 17th January, 2012

LIST OF BACKGROUND PAPERS

1. Budget working papers (these are available from the Treasurer
Tel 01259 452072)

CENTRAL SCOTLAND VALUATION JOINT BOARD

Budget 2012/2013

	Base Budget 2011/2012	Amendments to Base Budget	Base Budget 2012/2013	Variation	Inflation Provision	Base Budget 2012/13
<u>Employee Costs</u>						
Gross Salaries	1,540,300	0	1,540,300	(153,040)	0	1,387,260
Employer's Superannuation	300,360	0	300,360	(51,760)	6,550	255,150
Employer's National Insurance	122,310	0	122,310	(5,080)	0	117,230
Overtime	0	0	0	5,000	0	5,000
Canvassers	10,000	0	10,000	0	0	10,000
Superannuation Annual Charges	16,980	0	16,980	7,140	8,020	32,140
Staff Advertising	0	0	0	500	0	500
Employee Training	5,500	0	5,500	2,500	0	8,000
Conf. Exp.& Subsistence	1,500	0	1,500	500	0	2,000
Other Employee Costs	1,500	0	1,500	500	0	2,000
	1,998,450	0	1,998,450	(193,740)	14,570	1,819,280
<u>Property Costs</u>						
Repairs & Maintenance	14,000	0	14,000	0	0	14,000
Heat & Light - Gas	2,420	0	2,420	1,180	270	3,870
Heat & Light - Electricity	13,790	0	13,790	0	1,460	15,250
Property Rental	136,080	0	136,080	0	0	136,080
Service Charge	11,460	0	11,460	0	570	12,030
Rates	60,070	0	60,070	0	3,120	63,190
Water Charges	6,470	0	6,470	0	360	6,830
Furnishings	0	500	500	0	0	500
Cleaning Materials	1,500	0	1,500	0	0	1,500
Cleaning Services	13,880	0	13,880	0	420	14,300
Insurance	2,520	0	2,520	0	80	2,600
	262,190	500	262,690	1,180	6,280	270,150
<u>Transport Costs</u>						
Staff Travelling Expenses	22,000	0	22,000	1,850	0	23,850
Car Allowances	11,120	(3,720)	7,400	(1,850)	0	5,550
	33,120	(3,720)	29,400	0	0	29,400

	Base Budget 2011/2012	Amendments to Base Budget	Base Budget 2012/2013	Variation	Inflation Provision	Base Budget 2012/13
<u>Supplies and Services</u>						
Furniture	500	(500)	0	0	0	0
Equipment Maintenance	0	0	0	0	0	0
Clothing	300	0	300	0	0	300
Bottled Water	1200	0	1,200	0	0	1200
Hospitality	2,000	0	2,000	0	0	2,000
	4,000	(500)	3,500	0	0	3,500
<u>Administration</u>						
Office Equipment Maintenance	5,000	(2,000)	3,000	0	0	3,000
Printing	9,000	0	9,000	2,000	0	11,000
Photocopying	6,000	0	6,000	0	0	6,000
Stationery	11,000	0	11,000	0	0	11,000
Publications	5,000	0	5,000	0	0	5,000
Advertising	5,000	0	5,000	0	0	5,000
Insurance	13,200	0	13,200	0	400	13,600
Postages	89,690	0	89,690	0	22,420	112,110
Telecommunications	10,000	0	10,000	2,000	0	12,000
Legal Fees	6,000	0	6,000	6,000	0	12,000
Miscellaneous Supplies	500	0	500	0	0	500
	160,390	(2,000)	158,390	10,000	22,820	191,210
<u>Computer</u>						
Computer Hardware Purchase	7,000	0	7,000	5,000	0	12,000
Disaster recovery	24,860	0	24,860	0	580	25,440
Computer Hardware Maintenance	4,120	0	4,120	4,790	130	9,040
Computer Software Purchase	1,000	0	1,000	0	0	1,000
Computer Software Maintenance	60,000	0	60,000	5,630	5,360	70,990
Computer Peripherals	1,000	0	1,000	0	0	1,000
Computer Consumables	1,000	0	1,000	0	0	1,000
Computer Services	28,160	0	28,160	(170)	1,390	29,380
	127,140	0	127,140	15,250	7,460	149,850

	Base Budget 2011/2012	Amendments to Base Budget	Base Budget 2012/2013	Variation	Inflation Provision	Base Budget 2012/13
<u>Third Party Payments</u>						
Accounts Commission - Audit Fees	8,010	0	8,010	(660)	220	7,570
Payments to Contractors	1,000	0	1,000	0	0	1,000
Other local authorities	8,000	0	8,000	0	0	8,000
	17,010	0	17,010	(660)	220	16,570
<u>Support Services</u>						
Financial Services	27,990	0	27,990	(660)	0	27,330
HR Services	23,690	0	23,690	(4,460)	0	19,230
Legal Services	5,000	0	5,000	8,540	0	13,540
Clerking of the Board	9,620	0	9,620	0	0	9,620
	66,300	0	66,300	3,420	0	69,720
TOTAL EXPENDITURE	2,668,600	(5,720)	2,662,880	(164,550)	51,350	2,549,680
<u>Income</u>						
Interest on Revenue Balances						
Other Income	(3,000)	0	(3,000)	0	0	(3,000)
Sales	(1,000)	0	(1,000)	0	0	(1,000)
	(4,000)	0	(4,000)	0	0	(4,000)
NET EXPENDITURE	2,664,600	(5,720)	2,658,880	(164,550)	51,350	2,545,680
						(118,920)
						-4.46%

CENTRAL SCOTLAND VALUATION JOINT BOARD - REVENUE BUDGET 2012/2013

	£	£
2011/2012 REVENUE BUDGET		2,664,600
AMENDMENTS TO BASE BUDGET		
Employee Costs		
Reduced numbers / restructuring	(209,880)	
Overtime required at peak times (Election)	5,000	
Recruitment costs	500	
Additional training	2,500	
Other conference and employee costs	1,000	
Increase to Superannuation annual charges following VS exercis	7,140	(193,740)
Property costs		
Utility charges adjustment in line with outturn	1,180	1,180
Transport		
Reduction in car allowances in line with reduced staffing	(3,720)	(3,720)
Administration		
Telecommunication adjustment in line with 11/12 spend	2,000	
Additional anticipated tribunal costs	6,000	8,000
IT Costs		
Purchase of replacement servers	5000	
Increased cost hardware maintenance contract	4790	
Increased cost software maintenance contract	5630	
Adjustment to computer services	-170	15,250
Third Party Payments		
Reduction in Audit Fees	(660)	(660)
Support Services		
Updated reallocation of Finance costs	(660)	
Updated reallocation of HR costs	(4,460)	
Updated reallocation of legal costs	8,540	3,420
Total Base Budget Amendments		(170,270)
2012/2013 BASE BUDGET		2,494,330
Inflation Provision	51,350	51,350
2012/2013 OUTTURN BUDGET		2,545,680
BUDGET ANALYSIS		
2012/2013 Budget decrease over 2011/2012	Value	(118,920)
	Percentage	-4.46%

INDICATIVE REVENUE BUDGET 2013/14 AND 2014/15

	Draft Budget 2012/13	Adjustment £	Indicative Budget 2013/14	Adjustment £	Indicative Budget 2014/15 £
<u>Employee Costs</u>					
Gross Salaries	1,387,260	48,940	1,436,200	45,350	1,481,550
Employer's Superannuation	255,150	14,950	270,100	15,360	285,460
Employer's National Insurance	117,230	7,810	125,040	2,600	127,640
Overtime	5,000	0	5,000	0	5,000
Canvassers	10,000	0	10,000	0	10,000
Superannuation Annual Charges	32,140	1,670	33,810	1,760	35,570
Staff Advertising	500	0	500	0	500
Employee Training	8,000	0	8,000	0	8,000
Conf. Exp.& Subsistence	2,000	0	2,000	0	2,000
Other Employee Costs	2,000	0	2,000	0	2,000
Employee Costs	1,819,280	73,370	1,892,650	65,070	1,957,720
<u>Property Costs</u>					
Repairs & Maintenance	14,000	0	14,000	0	14,000
Heat & Light - Gas	3,870	290	4,160	320	4,480
Heat & Light - Electricity	15,250	1,620	16,870	1,790	18,660
Property Rental	136,080	0	136,080	0	136,080
Service Charge	12,030	0	12,030	0	12,030
Rates	63,190	3,290	66,480	2,330	68,810
Water Charges	6,830	380	7,210	400	7,610
Furnishings	500	0	500	0	500
Cleaning Materials	1,500	0	1,500	0	1,500
Cleaning Services	14,300	430	14,730	440	15,170
Insurance	2,600	80	2,680	80	2,760
Property Costs	270,150	6,090	276,240	5,360	281,600
<u>Transport Costs</u>					
Staff Travelling Expenses	23,850	0	25,700	0	29,400
Car Allowances	5,550	0	3,700	0	0
Transport Costs	29,400	0	29,400	0	29,400
<u>Supplies and Services</u>					
Clothing	300	0	300	0	300
Bottled Water	1,200	0	1,200	0	1,200
Hospitality	2,000	0	2,000	0	2,000
Supplies and Services	3,500	0	3,500	0	3,500
<u>Administration</u>					
Office Equipment Maintenance	3,000	0	3,000	0	3,000
Printing	11,000	0	11,000	0	11,000
Photocopying	6,000	0	6,000	0	6,000
Stationery	11,000	0	11,000	0	11,000
Publications	5,000	0	5,000	0	5,000
Insurance	13,600	410	14,010	420	14,430
Advertising	5,000	0	5,000	0	5,000
Postages	112,110	16,360	128,470	(7540)	120,930
Telecommunications	12,000	0	12,000	0	12,000
Legal Fees	12,000	0	12,000	0	12,000
Miscellaneous Supplies	500	0	500	0	500
Administration	191,210	16,770	207,980	(7,120)	200,860

	Draft Budget 2012/13 Adjustment £ £		Indicative Budget 2013/14 Adjustment £ £		Indicative Budget 2014/15 £
Computer					
Computer Hardware Purchase	12,000	0	12,000	25,000	37,000
Disaster recovery	25,440	0	25,440	0	25,440
Computer Hardware Maintenance	9,040	0	9,040	0	9,040
Computer Software Purchase	1,000	0	1,000	0	1,000
Computer Software Maintenance	70,990	(26,000)	44,990	0	44,990
Computer Peripherals	1,000	0	1,000	0	1,000
Computer Consumables	1,000	0	1,000	0	1,000
Computer Services	29,380	0	29,380	0	29,380
Computer Charges	149,850	(26,000)	123,850	25,000	148,850
Third Party Payments					
Accounts Commission - Audit Fees	7,570	230	7,800	230	8,030
Payments to contractors	1,000	0	1,000	0	1,000
Other Local Authorities	8,000	0	8,000	0	8,000
Third Party Payments	16,570	230	16,800	230	17,030
Support Services					
Financial Services	27,330	820	28,150	840	28,990
Personnel Services	19,230	580	19,810	590	20,400
Legal Services	13,540	410	13,950	420	14,370
Clerking of the Board	9,620	0	9,620	0	9,620
Support Services	69,720	1,810	71,530	1,850	73,380
TOTAL EXPENDITURE	2,549,680	72,270	2,621,950	90,390	2,712,340
Income					
Sales	(3,000)	0	(3,000)	0	(3,000)
Other Income	(1,000)	0	(1,000)	0	(1,000)
Income	(4,000)	0	(4,000)	0	(4,000)
NET EXPENDITURE	2,545,680	72,270	2,617,950	90,390	2,708,340

INDICATIVE REQUISITION TO CONSTITUENT LOCAL AUTHORITIES

Authority		%	%
Clackmannanshire	393,540	404,680	418,600
Falkirk	1,254,510	1,290,060	1,334,540
Stirling	897,630	923,210	955,210
	<u>2,545,680</u>	2.84 <u>2,617,950</u>	3.45 <u>2,708,340</u>