

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: APPOINTMENTS TO THE BOARD
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 7 SEPTEMBER 2012
Author: CLERK TO THE BOARD

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to (a) advise of a change in the membership of the Joint Board, and (b) to set out the consequences of this in regard to the Vice Convener position.

2. MAIN REPORT

- 2.1 The Joint Board was advised at its first meeting following the local government elections, that Clackmannanshire Council had appointed Depute Provost Donald Balsillie and Councillors Craig Holden and Kathleen Martin to the Joint Board. In addition, the Council had appointed Councillors Ellen Forson, Les Sharp and Jim Stalker as substitute members of the Joint Board.
- 2.2 On 28 June 2012, Clackmannanshire Council revised its representation on the Joint Board and appointed Depute Provost Irene Hamilton in place of Councillor Martin and Councillor Walter McAdam in place of Councillor Stalker.
- 2.3 At its first meeting, the Joint Board appointed Councillor MacDonald as Convener and Councillor Martin as Vice Convener. Given that Councillor Martin is no longer a Member of the Joint Board, it is necessary for Members to appoint a new Vice Convener.

3. RECOMMENDATIONS

3.1 The Board is invited to:-

- (1) note the change in Clackmannanshire Council's representation on the Joint Board, and**

(2) appoint a Vice Convener of the Valuation Joint Board.

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Clerk to the Board
Date: 25 August 2012

Contact Officer: Shona Barton (Tel 01324 506116)

LIST OF BACKGROUND PAPERS

Report to Central Scotland Valuation Joint Board – 22 June 2012.

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.

AGENDA ITEM 5

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: FINAL ACCOUNTS as at 31 MARCH 2012
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 7th September 2012
Author: TREASURER

1. INTRODUCTION

- 1.1 The Board is required by law to prepare a statement of accounts in accordance with 'proper practices' which set out its financial position at the end of each financial year. This is defined as meaning compliance with the terms of the Code of Practice in Local Authority Accounting in the United Kingdom prepared by CIPFA/ LASAAC Joint Committee.
- 1.2 The Code specifies the principles of accounting required to give a 'true and fair' view of the financial position and transactions of the Board, following completion of the audit.
- 1.3 The Board is legally obliged to complete the draft accounts and submit them by 30th June 2012 to the Controller of Audit so that they can be scrutinised by the appointed external auditor for accuracy and completeness.
- 1.4 The Audit of the Accounts is required to be completed and approved by the Board prior to their final submission to the Controller of Audit by the 30th September 2012.

2. BACKGROUND

- 2.1 At the Board meeting on the 22nd June 2012 the submission of the draft Accounts to the Controller of Audit was approved by the Board. It was noted in the report that a final audited set of accounts, and the auditors report, would be presented to the Board at the next appropriate meeting.
- 2.2 This report now ensures that the Board formally approve the Audited Accounts prior to their submission to the Controller of Audit.
- 2.3 The main financial statements comprise a :
 - Movement in Reserves Statement
 - Comprehensive Income and Expenditure Account
 - Balance Sheet
 - Cash Flow Statement

- 2.4 Included for the first time in the Statement of Accounts is an Annual Governance Statement. This statement reports on the fact that proper governance arrangements have been put in place by the Board and the Assessor to ensure that public money is safeguarded and properly accounted for.
- 2.5 The deficit on the provision of services reported in the Comprehensive Income and Expenditure Account is £95k. However this includes £230k of accounting adjustments which require to be reversed out in the Movement in Reserves Statement to create a surplus of £135k for the year.
- 2.6 The useable surplus brought forward from previous years is £297k. The surplus achieved in the year is £135k. The surplus carried forward to future years is therefore £432K. There is a separate report being presented to this meeting outlining the proposed reserve strategy.
- 2.7 As a result of the Audit process there have been no material adjustments made to the draft accounts. Minor adjustments have been made to the presentation of the Accounts which did not result in any changes to the figures but improved the look of the Accounts.

3. CONCLUSIONS

- 3.1 The Valuation Joint Board has outturned a surplus of £135k which when added to previous surpluses results in a net surplus of £432k now being held.

4. RECOMMENDATIONS

- 4.1 **The Joint Board is asked to note the 2011/12 Statement of Accounts and agree to their submission to the Controller of Audit.**

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Treasurer
7th September 2012

LIST OF BACKGROUND PAPERS

- 1. Annual Year End Working Papers.

Any person wishing to inspect the above background papers should contact the Treasurer, Nikki Bridle, on Alloa (01259) 452030.

AGENDA ITEM 8

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: INDIVIDUAL ELECTORAL REGISTRATION
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 7 September, 2012
Author: REPORT BY ASSESSOR AND ERO

1. INTRODUCTION

- 1.1 This report is to advise the Valuation Joint Board of the forthcoming legislative changes related to the introduction of the new system of Individual Electoral Registration (IER)
- 1.2 The report also details the known financial implications of the new regime

2. BACKGROUND

- 2.1 The current system of electoral registration remains in place until after the European elections in June 2014 when the transition to individual electoral registration will begin.
- 2.2 From 2011 until June 2014 pilot investigations, preparatory work, testing and discussion of business processes have and will continue to be carried out by the Cabinet Office to allow transition to begin in July to September 2014 (a firm timetable will be announced in early 2013).
- 2.3 Plans at the moment are that the normal canvass of July to November 2013 will be replaced by a shorter but more intensive canvass in December 2013 to March 2014. There is not intended to be a canvass in late 2014 but there is a recommendation that a "mini canvass" is carried out in early 2015 before the UK Parliamentary General Election.
- 2.4 Evidence from the pilots in 2011 suggest that about two thirds of registered electors could be confirmed by matching to the Department for Work and Pensions (DWP) database, but this is to be further tested and refined in 2012.

3. PROCESS

- 3.1 Financial and process assumptions are made on the basis that checking against DWP is workable and produces matching of around 60% to 70%.

3.2 The process involved will be:

- Following a final traditional household canvass, from December 2013 till March 2014, the registration data for each individual will be matched against the DWP database
- The DWP match will provide the ERO with a confidence score that the individual is genuine and on the DWP database.
- The ERO will write to sufficiently matched electors to confirm registration or write to unmatched electors to invite an individual application. If the individual response provides more information to complete the match, the ERO will confirm registration.
- Unconfirmed or invitations not responded to will be followed up by door to door enquiries, further correspondence and phone calls.
- By December 2015 anyone not individually matched or individually registered from an application will be removed from the register.

4. FINANCE

4.1 The UK Government has promised to fund the transitional phase for Great Britain to a total of £155.9M less £47.6 for one fewer full canvass in the introduction year = £108.3M.

This breaks down to:	Additional costs	
	GB Million £	Central Scotland estimate
Year one data collection (by EROs)	£85.50	£380,000
Data Matching (by DWP) -	£17.00	
IT provision (Electoral Management Systems)	£5.20	
Verification (EROs)	£38.10	£169,000
Publicity (Government/Electoral Commission)	£1.40	
Staff & Admin (Government)	£8.10	
Research (Govt/Electoral Commission)	£0.60	
Rolling Registration	neutral	£0
Total Cost	£155.9M	£549,000
Household Canvass	minus	-£211,000
Funded amount	£108.30M	£338,000

- 4.2 The total transitional cost (to the Government) of IER therefore allowing for year one data collection and not carrying out one normal canvass = £108.3M (£2.27 per potential elector)
- 4.3 Currently a “normal canvass” in Scotland costs about £1 per potential elector. In Central Scotland that equates to very close (about £211,000) to the national average which is assumed by the Cabinet Office of £47.6m (£1.04 per potential elector). We can expect the other costs to the ERO to be in line with Cabinet Office predictions (£85.5m + £38.3m = £2.49 per elector) and would be around £549,000 in Central Scotland and therefore in theory fully covered by the Government. However a closer look at the assumptions does raise some concerns.
- 4.4 The main assumption is that there is no need for a traditional canvass in late 2014 and the Government funding is reduced by that amount (equivalent to £211,000 in Central Scotland) on the clear assumption that we continue to budget for that figure. There is a suggestion, however, in the implementation plan that a later targeted household/individual canvass would take place in early 2015. This suggestion is uncoded. Although this would be targeted to non responding households, as it deals with individuals it is likely to involve virtually every household just like a traditional canvass. This could (depending on verification levels) amount to between £100,000 and £200,000 for Central Scotland.
- 4.5 In my view some provision for this canvass in early 2015 is essential. In accordance with the Fixed-term Parliaments Act 2011, the next UK Parliamentary General election is due to take place in May 2015. If there is no canvass this election will take place over a year after the previous canvass and the completeness and accuracy of the election register will be heavily dependent on the success of the Individual Electoral Registration project and public engagement with the process.
- 4.6 Another issue is that IER “years” do not strictly match financial years, so there may be a need to carry out a process but not receive re-imburement until the later financial year. Discussions are ongoing with Cabinet Office about how to finance EROs and the method could well be different between England, Wales, and Scotland. A final decision of the exact method may not be made until early 2013.
- 4.7 Pilots are being carried out this year to identify whether the suggested 66% match rate is likely, and also whether EROs security levels in terms of IT are up to Government standards. If Central Scotland is required to move from the current commercially provided security and email systems to a government one the likely cost is £30,000.

5. RESERVES

5.1.1 The total funding required to be held in reserve for Individual Electoral Registration transition.

- Additional canvass £150,000
- Email security improvement £30,000
- New back office software £20,000

Total £200,000

6. RECOMMENDATIONS

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

- (i) Notes the proposed move to Individual Electoral Registration.
- (ii) Notes the financial implications.

Assessor/Electoral Registration Officer

Date: 28 August, 2012

LIST OF BACKGROUND PAPERS

1. IER Insight newsletter (August 2012)

2. IER Implementation Plan (July 2012)

http://www.cabinetoffice.gov.uk/sites/default/files/resources/Implementation-Plan_0.pdf

3. IER Impact Assessment (June 2011) Option 2

<http://www.official-documents.gov.uk/document/cm81/8109/8109.pdf>

News on Individual Electoral Registration

Inside this issue:

The IER
Implementation
Plan - what this
means for you?
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Draft Secondary
Legislation -
developing IER
p2

Q and A's -
Feedback on the
Implementation
Plan
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Engaging with the
Experts - who are
the Expert Panel?
p4

NEWS UPDATE:

We have extended
the deadline for
the CO question-
naire on Local
Delivery of IER &
Increasing Regis-
tration Rates until
the 31 August.

Please email the
team if you re-
quire for more
information.

In this edition, we take a closer look at the recently published *IER Implementation Plan*, explain how the plans are being driven forward and summarise the key events in the transition to IER.

We also answer some of your questions on implementation and highlight how the work of the Expert Panel has helped to develop IER.

Recent progress

Since we published the first edition of *IER Insight* in June, the [Electoral Registration and Administration Bill](#) has passed through the House of Commons without amendment, following three days of detailed examination in the Committee stage. The Bill has now entered the House of Lords where it will undergo the same process of debate that was undertaken in the House of Commons. The first stage of Committee is scheduled for 23 October once Parliament returns after the summer.

On the Bill's introduction to Parliament the Minister for Political and Constitutional Reform, Mark Harper MP, committed to publish draft Secondary Legislation relating to the Bill as soon as possible. The first tranche of documents were published in June with more due to be released as we move into autumn. You can read these proposals on [the Cabinet Office website](#).

Implementation Panel

Building on the excellent collaborative work that resulted in the publication of the Implementation Plan, a panel has been established to ensure that people with direct experience of electoral operations remain central to decision making regarding the implementation of IER.

The Panel covers several functions which include: providing a clear steer on the implementation of IER; giving assurance that projects are working to time, appropriate cost and quality; maintaining a challenge function on the feasibility of successful delivery of IER and acting as a forum where strategic issues that impact on implementation can be resolved.

Representatives from the Association of Electoral Administrators (AEA), Electoral Commission (EC), Society of Local Authority Chief Executives (SOLACE) and the Cabinet Office (CO) continue to work with us closely and are all members of the panel.



Dates for your diary

Throughout Autumn - Cabinet Office will be attending regional branch meetings where you can ask questions about IER that matter to you.

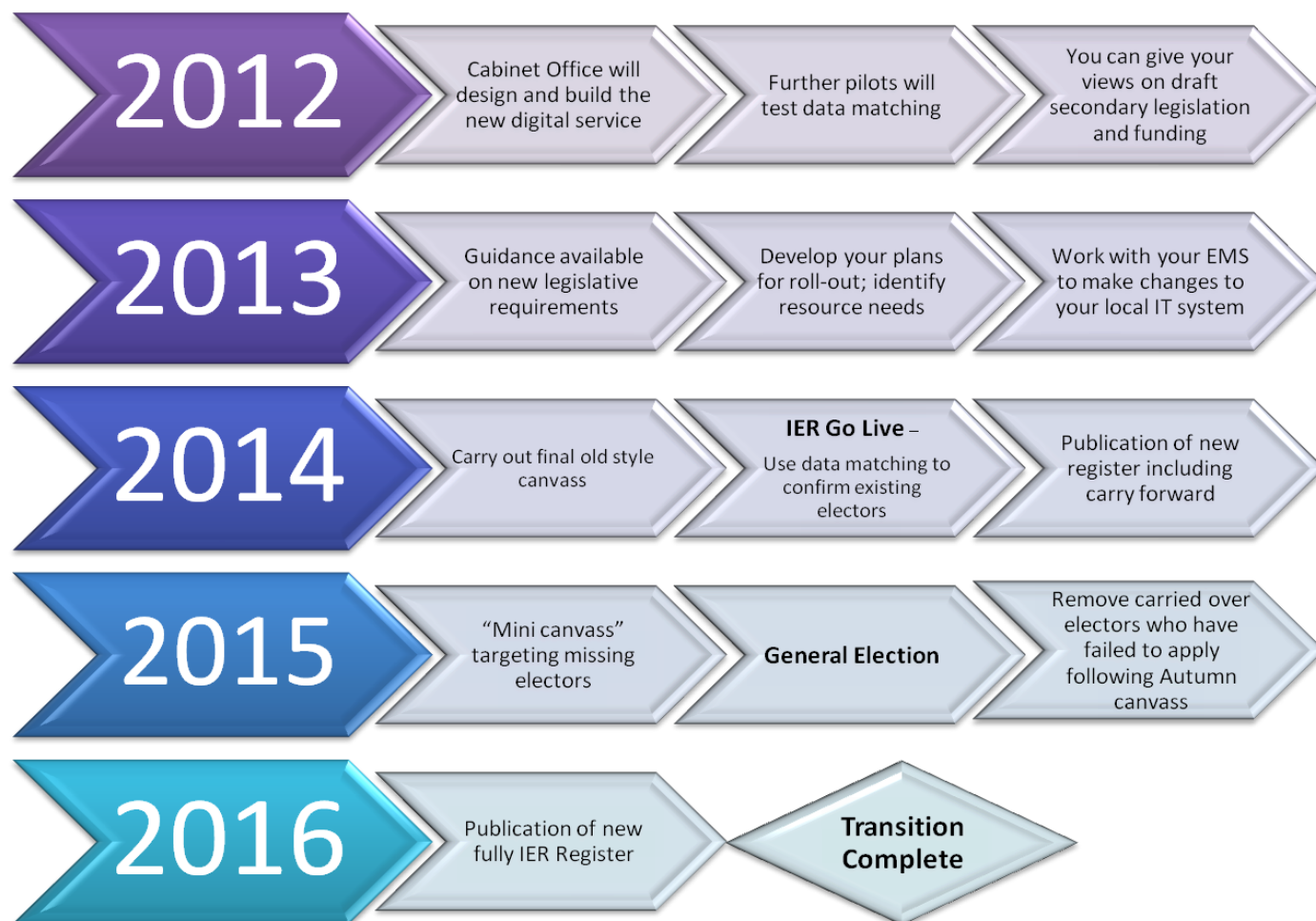
Further draft secondary legislation will be published - look out for forthcoming Announcements.

If you'd like to contact us, email the team below:
electoralregistration@cabinet-office.gsi.gov.uk



The Implementation Plan - what does this mean for you?

On 17 July the Cabinet Office published the [Implementation Plan for Individual Electoral Registration](#). This plan provides more information on how the transition to IER will be delivered, and focuses on the activities that need to happen at a local level. More detailed guidance will be published next year, however below is a quick guide to the main events in the transition to IER that you should be aware of.



Feedback will be critical to the successful delivery of IER so please send any comments or questions you may have to electoralregistration@cabinet-office.gsi.gov.uk.

Draft Secondary Legislation - developing IER

While the Electoral Registration and Administration Bill was being debated in Parliament, we published proposed draft secondary legislation, defining how IER works in practice and what will be required from you. This was released in two parts and can be found in a combined document on the Cabinet Office website [here](#). We would encourage you to read the document and feed back any comments you may have to our [Electoral Registration](#) mailbox.

This summer, we will be working be consulting stakeholders, including the AEA, EC, SOLACE, and other organisations with a particular interest in IER. A full list is provided in the introduction to the document. The AEA will also be holding a workshop in early September to discuss how the proposed draft secondary legislation may impact on local authorities and identify any issues that may arise from it. This workshop will be attended by representatives from across AEA and the collated feedback will be used to inform policy decisions about IER.

Over the forthcoming weeks, we aim to publish further drafts of other secondary legislation before Parliament returns for the autumn so please look out for further updates.

Q & A's – Feedback on the IER Implementation Plan

Earlier this month, we asked AEA members to identify their top three questions about IER. Below is a selection of some of the queries you raised with our response; more information will be continue to be provided to you via *IER Insight*, the AEA intranet and other news channels.

The IER Implementation Plan is very high level. How will I know what to do?

Full guidance will be published to tell you how the new system will work and what you are required to do; training will be provided to help you implement it. We will also provide you with regular bulletins during the implementation phase. If you have any questions you should send them to electoralregistration@cabinet-office.gsi.gov.uk and we will respond within ten working days. The Government is working closely with the AEA, SOLACE and EC to ensure that you are fully informed about how you will make the transition to IER. We have also taken into account how implementation fits into stakeholder activities and the electoral calendar.

Why is IER being implemented before the General Election in May 2015?

There is significant concern amongst the public about electoral fraud and all political parties have agreed that more should be done to restore trust in the system by introducing IER. Starting the transition in 2014 will mean that we will begin to see the benefits of the new system before the next General Election. Under IER every elector will have to register individually and have their application verified. The move to IER also gives us the opportunity to modernise our electoral registration system, making it more convenient for people to register to vote, by opening up online registration.

Why will electors who have failed to register under IER not be removed from the register until late 2015?

We have learned lessons from the Northern Ireland experience when they moved to a new system of electoral registration overnight. It has therefore been decided to phase in the transition to individual registration over two years to support the completeness of the register and give people plenty of opportunity to transition to the new system, while ensuring that new registrations from 2014 will be through individual registration.

How will data matching work?

It is intended that existing electors will be matched against DWP data in the summer of 2014, those successfully matched will be confirmed on the register and no further steps will be required. Data matching was initially tested in 2011 and further testing is being undertaken this autumn which should provide us with practical experience using real electors' data that we will share.

If there is a difference between local and national data which records will be deemed correct?

As part of the pilots we will be testing the validity of the national against local data to understand which may be relied upon where there is a conflict. This approach will be clarified in the guidance that will be issued next year.

How will funding for the transition to IER be allocated to local authorities?

The Government is committed to funding the full cost of the transition to IER over and above the current cost of electoral registration. The Minister for Political and Constitutional Reform, Mark Harper MP, will be writing to all local authority Chief Executives and Electoral Administrators to seek your views on how Electoral Registration Officers should be funded to pay for this transition. To ensure that IER funding remains distinct from the formula grant we propose to distribute funding throughout the year, rather than with the rest of the formula grant. This will be done through non-ring fenced grants under section 31 of the Local Government Act 2003 in England and Wales. Within Scotland where the situation is more complex the additional costs of implementing the new system will be paid directly to the fifteen EROs responsible for the Council areas.

We would appreciate your views on our funding proposals by the end of September and the Minister will be writing to you again in March 2013 to outline the amount of funding each local authority will receive and the precise mechanism for allocation.

Engaging with the Experts - who are the Expert Panel?

Over the last two years, you may have heard how the CO has developed its legislative and business design proposals by working closely with stakeholders, and in particular, with the Expert Panel. Their commitment and support has been invaluable in helping us to understand how the changes we make by introducing IER will directly impact upon electoral administrators, the elector and electoral landscape. With this in mind, we have shed some light on the people behind the Expert Panel and their thoughts on how their influence has helped shape IER.

The panel is made up of almost twenty senior elections staff representing a diverse cross-section of local authorities across England, Scotland and Wales, (see right). In 2010, volunteers were asked to join an advisory panel that would utilise the expert knowledge of the group, acting as an aid to the work of the CO. The Panel now meets regularly and has helped to shape policy that has become the [Electoral Registration and Administration Bill](#); input into the design of the future system and challenge our assumptions about how the system will work in practice. The end result is a better designed system that best reflects your needs.

Below is some information about two members who have been involved with the Expert Panel from the beginning: **Andrew Colver** (Rushmoor Borough Council) and **Clive Joynes** (Isle of Wight Council).



Andrew Colver,
Head of Democratic Services at Rushmoor Borough Council

- 15 years in elections; other responsibilities in facilities; Committee services & building maintenance
- Electorate: 66, 000
- Electoral team: less than 2 full time staff but staff within department work flexibly within peak periods.
- Involved in 2011 data matching pilots for service electors and attainners.
- *"I feel the CO's approach to engagement with administrators has been really positive. The Expert Panel has had a valued role to play in the project and I believe administrators' views have been taken into account."*



Clive Joynes,
Elections & Local Land Charges Manager at Isle of Wight Council

- Elections and Local Land Charges Manager at Isle of Wight Council since 2005
- Holds the Electoral Administrator AEA diploma, and is chair of the Southern AEA branch.
- Electorate: 112,000 (fully emparished)
- Electoral team: 4 staff that cover both elections and land charges
- *"It is reassuring to know that [CO] is actively engaging with stakeholders at all levels to ensure legislation and electronic solutions match our aspirations to introduce a system that is robust, effective and not encumbered with unnecessary steps or layers of bureaucracy."*

Membership:

Eastern:
Laura Lock
(Huntingdon)

East Midlands:
Vacancy -
Branch contacted

Greater London:
Peter Stanyon
(Enfield)

Stephen O'Hare
(Greenwich)

Fran Biggs
(Southwark)

Neil Kennett
(Wandsworth)

North East/Yorkshire:
James Moran
(Rotherham)

North West:
Neil Middlehurst
(Sefton)

Scotland:
Brian Bryne
(Central Scotland)

Southern:
Clive Joynes
(Isle of Wight)

Paul Morris
(Poole)

Andrew Colver
(Rushmoor)

South East:
Jane Ringham
(Medway)

Rob Curtis
(Runnymede)

South West:
Vacancy -
Branch contacted

Wales
Phil Johnson
(Newport)

Glynn Morgan
(Pembrokeshire)

West Midlands:
Liz Read
(Coventry)

Darren Whitney
(Stratford-on-Avon)

AGENDA ITEM 9

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: RESERVES STRATEGY
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 7th SEPTEMBER, 2012
Author: REPORT BY ASSESSOR AND TREASURER

1. INTRODUCTION

- 1.1 This report presents the proposed Reserves Strategy for Central Scotland Valuation Joint Board.
- 1.2 The report details the percentage of general reserves as well as the value of ear-marked reserves required for specific projects.

2. GENERAL RESERVES

- 2.1 It is proposed that a minimum level of general Reserves of 3% of budget are maintained. This would equate to £76K. It is proposed that this would be implemented by the close of the 2012/13 financial year and will be subject to annual review.

3. EAR-MARKED RESERVES

- 3.1 There are currently two major projects that are likely to have additional financial implications for the Valuation Joint Board. These are the introduction of Individual Electoral Registration and the end of the current rental accommodation agreement.
- 3.2 On the basis of the information currently available estimated costs for the introduction of the IER (individual Electoral Registration):-

• Targeted household / individual Registration	£150,000
• E mail security improvement	£30,000
• New back office software	£20,000
TOTAL	£200,000

- 3.3 The lease for Hillside House comes to an end in October 2013 and the ear-marked provision required for this property review is estimated to be **£159K**.

- 3.4 The amount of reserves that is therefore required to be ring-fenced for specific projects is £359,000.

The amount of reserves carried forward from 2011/12 is £432,000.

Therefore after setting aside the funds for the ring-fenced projects the balance currently available for general reserves is £73K. This is equivalent to 2.8% and is just short of the proposed reserves strategy provision.

An underspend is projected for the current financial year and it is therefore anticipated that by the end of the financial year reserves in excess of the minimum of 3% will be realised.

4. RECOMMENDATIONS

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

- (i) Formally approves the ring fencing of the ear-marked reserves as detailed above.**
- (ii) Agrees a minimum general reserves provision of 3% of revenue budget.**

Assessor

Treasurer

Date : 24th August, 2012

LIST OF BACKGROUND PAPERS

1. IER Report to Board 7th September (Assessor)
2. Property Review report to Board 7th September(Assessor)



AGENDA ITEM 10

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2012/13 – REVIEW AS AT 31.07.12
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 7th September, 2012
Author: TREASURER

1. INTRODUCTION

1.1 The purpose of this report is to advise the Joint Board of the forecast outturn for the financial year ending 31 March 2013.

2. BACKGROUND

2.1 The budget for the financial year 2012/13 is £2.548 million. The projected outturn against the budget shows an underspend of £138K (see Appendix A).

2.2 The main reason for the reported figure relates to a reduction in salary costs due to the ongoing restructuring and proactive vacancy management. The restructuring process is anticipated to be complete during the current financial year and therefore these savings are one-off cash savings and will not be available as budget savings in future years.

3. RECOMMENDATIONS

3.1 The Joint Board is asked to note the contents of this report.

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Treasurer

LIST OF BACKGROUND PAPERS

1. Various working papers associated with the production of the outturns.

Any person wishing to inspect the above background papers should contact Clackmannanshire Council, Finance Services, on Alloa (01259) 452072.

