

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 18 SEPTEMBER 2015 at 9.30 a.m.

COUNCILLORS:

Irene Hamilton
Gordon Hughes
Charles MacDonald (Convener)
Adrian Mahoney
Corrie McChord
Cecil Meiklejohn
Alan Nimmo

OFFICERS:

Ashley MacGregor, Assistant to the Treasurer
Brian Pirie, Assistant to the Clerk
Jane Wanless, Assistant Assessor
Peter Wildman, Assessor and Electoral
Registration Officer

ALSO ATTENDING:

Pat Kenny, Deloitte

VJB13. APOLOGIES

Apologies were intimated on behalf of Depute Provost Balsillie and Councillors Brisley, Holden, Murray and Turner.

VJB14. DECLARATIONS OF INTEREST

No declarations were made.

VJB15. MINUTE

The minute of the meeting held on 19 June 2015 was approved.

VJB16. FINAL ACCOUNTS AS AT 31 MARCH 2015 and EXTERNAL AUDIT REPORT

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts as at 31 March 2013.

The Board was required by law to prepare a Statement of Accounts setting out its financial position at the end of the financial year. Draft accounts must be submitted by 30 June to the Controller of Audit who will audit their accuracy and completeness. The 2013/14 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed a draft surplus of £144k. This meant that the Board now had a usable reserve of £763k.

In considering the final accounts the Board is required to have regard to the Audit Report by the External Auditors, Deloitte, which was appended to the report and which included the final Accounts for 2014/15

Decision

The Joint Board noted the 2014/15 Statement of Accounts and agreed their submission to the Controller of Audit and the External Auditor's report on the Audit.

VJB17. REVENUE BUDGET 2015/16 – REVIEW AS AT 31.07.15

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 July 2015.

A projected year end underspend of £154k was projected. This was attributed in the main to £158k savings arising from staffing vacancies. Additionally, the cabinet office had provided £94k, to offset costs associated with Individual Electoral Registration. The treasurer confirmed that this would fall into reserves to offset funding utilised in the year.

Decision

The Joint Board noted the report.

VBJ18. APPOINTMENT AS AN AEA EXAMINER

The Board considered a report by the Assessor and Electoral Registration officer advising of his additional employment as an examiner for the Association of Electoral Administrators.

In terms of Standing Orders, officers must seek the Board's consent should they engage in additional employment.

Decision

The Board approved the Assessor's employment as an examiner with the Association of Electoral Administration.

VJB19. DIGNITY AT WORK POLICY

The Board considered a report by the Assistant assessor presenting a Dignity at Work Policy and Procedure for approval.

The Dignity at Work Policy sets out the Board's commitment to ensuring an open and honest working environment where everyone is treated with dignity and respect. The Policy and associated Procedure were developed on consultation with the staff consultation Forum and will replace the current Anti Harassment Policy.

The Board sought clarification on the differences between the current Anti Harassment Policy and the proposed Policy.

Decision

The Board approved the 'Dignity at Work Policy' and 'Dignity at Work Procedure' as appended to the report.

VJB20. PLANNED MAIL CONTRACT

The Board considered a report by the Assessor and Electoral Registration Officer advising that he had entered into a contract for printing and postage associated with Individual Electoral Registration.

A contract, in the region of £85k, had been entered into with the Royal mail by the Assessor and electoral Registration Officer, following consultation with the Clerk. In terms of Contract Standing orders, any such agreement must be reported to the Board for Information.

Decision

The Board noted the decision of the Assessor and Electoral Registration officer to enter into planned mail agreements with the Royal Mail.

AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2015/16 – REVIEW AS AT 30.09.15
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20th November 2015
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 2016.

2. BACKGROUND

- 2.1 The budget for the financial year 2015/16 is £2.816 million. The projected outturn against the budget shows an underspend of £163K (see Appendix A).
- 2.2 The main reason for the underspend relates to staffing of £195k. The management team restructure approved in March 2015 has resulted in savings of £63k with the balance due to vacancies and staffing underspends. Temporary canvassers are projecting an underspend of £40k, though this may change depending on the return rate of forms.
- 2.3 During the budget setting process £196k was allocated from reserves to fund the additional costs associated with Individual Electoral Registration (IER) as the Cabinet Office hadn't confirmed funding for the year. Since the beginning of the financial year Cabinet Office have provided £94k of funding which will fall to reserves to offset the funding utilised in the year. (Reserves position shown at Appendix B.)
- 2.4 Future funding levels for the CSVJB remain uncertain, with local authorities not expecting to receive their funding settlement until late December 2015 this will add pressure to the budget setting process.
- 2.5 A number of voluntary severance requests have been approved. The budget has been allocated from the Employment Fund to fund the costs in this financial year. Other saving proposals will be considered once the VS process is complete.

- 2.6 Work is ongoing to prepare the budget for 2015/16, as part of this work discussions are taking place with senior management to review the reserves requirement for future years.

3. RECOMMENDATIONS

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

.....
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.

VJB - Revenue Outturn to 31 March 16						
	Annual	Budget to	Actual	Projected	Variance	
55033000	Budget 2015/16	30/09/15	30/09/15	Outturn to 31/03/2016	Outturn v Budget	Comments on variances
Employee Related Expenditure						
APT & C General - Salaries	1,434,300	717,150	643,030	1,294,187	(140,113)	
APT & C General - Employers Supn	293,880	146,940	122,349	247,619	(46,261)	
APT & C General - Employers NIC	109,330	54,665	48,632	96,123	(13,207)	
APT & C General - Overtime	5,000	2,500	7,385	10,000	5,000	
Management of Vacancies	(27,560)	(13,780)	0	0	27,560	
Manual Relief - Gross Wages	140,000	70,000	21,937	100,000	(40,000)	
Manual Relief - Eers Sup.	0	0	1,061	2,247	2,247	
Manual Relief - Eers NIC	0	0	1,795	3,264	3,264	
Long Service Award	750	375	848	850	100	
Superannuation Annual Charges	25,630	12,815	8,903	24,677	(953)	
						Projected costs based on 5 employees, 1 has left, 3 leave by end Dec, 1 in June 2016
Severance/Redundancy Payments	72,350	0	0	72,353	3	
Advertising Expenses - Recruitment	500	250	3,180	3,750	3,250	
Staff Training	15,000	7,500	5,980	17,500	2,500	
Conference Expenses - Officials	2,000	1,000	1,388	3,000	1,000	
Other Staff Costs	1,500	750	90	1,500	0	
Employee Related Expenditure	2,072,680	1,000,165	866,579	1,877,071	(195,609)	Underspend as a result of restructure and vacancies.
Premises Related						
						Based on prev years spend, budget to be realigned
Repairs and Maintenance	13,640	6,820	5,264	25,000	11,360	
Energy Costs- Gas	4,210	2,105	1,329	4,210	0	
Energy Costs - Electricity	11,900	5,950	5,410	11,900	0	
Rents	85,000	42,500	56,110	85,000	0	
Service Charge	13,000	6,500	12,247	18,471	5,471	As previously reported in line with charges to date
Rates	68,350	68,350	69,020	69,020	670	
Water Meter Charges	8,060	4,030	3,619	8,060	0	
Cleaning & Hygiene Materials	1,500	750	561	1,000	(500)	
Cleaning Services DSO	15,260	7,630	5,035	15,260	0	
Window Cleaning	360	180	90	360	0	
Property Insurance	2,560	2,560	3,068	2,560	0	
Premises Related	223,840	147,375	161,754	240,841	17,001	
Transport Related Expenditure						
Staff Travelling Expenses	32,000	16,000	11,909	32,000	0	
Transport Related Expenditure	32,000	16,000	11,909	32,000	0	
Supplies and Services						
Purchase of Equipment	0	0	77	80	80	
						Additional spend will allow more efficient use of office space
Furniture - Purchase	500	250	15	10,000	9,500	
						Relates to new office merge above.
Removal Charges	0	0	0	3,000	3,000	
Equipment Maintenance	8,000	4,000	5,919	8,000	0	
Equipment Insurance	500	250	0	500	0	
Bottled Water	1,400	700	556	560	(840)	
Hospitality	1,000	500	1,074	1,500	500	
Clothing and Uniforms	300	150	26	300	0	
Supplies & Services	11,700	5,850	7,667	23,940	12,240	

	Annual Budget 2015/16	Budget to 30/09/15	Actual 30/09/15	Projected Outturn to 31/03/2016	Variance Outturn v Budget	Comments on variances
55033000						
Administration Costs						
Office Equipment - Rental	2,000	1,000	1,143	2,000	0	
Printing - Outside Contractors	5,000	2,500	145	10,000	5,000	Previously reported but additional information requested
Photocopying	3,500	1,750	1,882	3,500	0	
Stationery	15,000	7,500	5,145	15,000	0	
Publications	5,000	2,500	1,875	5,750	750	
Advertising - Publicity	5,000	2,500	3,541	5,000	0	
Insurance	13,600	4,620	6,534	10,200	(3,400)	As previously reported
Professional Fees	0	0	0	0	0	
Postages	170,000	85,000	60,150	177,006	7,006	As previously reported forecast in line with expenditure to date
Telecommunications	9,000	4,500	3,707	9,000	0	
Legal Expenses	17,000	8,500	6,516	17,000	0	
Miscellaneous Expenses	1,000	500	599	1,000	0	
Administration Costs	246,100	120,870	91,235	255,456	9,356	
Centralised IT						
Computer Hardware Purchase	21,000	10,500	11,551	21,000	0	
Disaster Recovery	17,000	8,500	3,281	17,000	0	
Computer Hardware Maintenance & Support	2,000	1,000	884	2,000	0	
Computer Software Purchase	10,000	5,000	120	10,000	0	
Computer Software Maintenance & Support	35,000	17,500	35,060	40,000	5,000	Realignment required
Computer Peripherals	1,000	500	108	1,000	0	
Computer Consumables	0	0	0	0	0	
Computer Services	60,000	30,000	26,132	55,000	(5,000)	Realignment required
Centralised IT	146,000	73,000	77,137	146,000	0	
Total Supplies & Services	403,800	199,720	176,039	425,396	21,596	
Third Party Payments						
Other Council Accounts	0	0	0	0	0	
Payments to Other Local Authorities	6,100	3,050	0	6,100	0	
Payments to Contractors	1,000	500	661	1,500	500	
Audit Scotland	8,250	4,125	(2,132)	7,092	(1,158)	As previously reported
Third Party Payments	15,350	7,675	(1,471)	14,692	(658)	
Transfer Payments						
Transfer Payments	0	0	0	0	0	
Support Services						
Legal Services	14,700	0	0	14,700	0	
Human Resources	22,040	0	0	22,040	0	
Finance Service	30,220	0	0	30,220	0	
Corporate and Democratic Core	6,070	0	0	6,070	0	
Support Services	73,030	0	0	73,030	0	
Capital Financing Costs						
Capital Financing Costs	0	0	0	0	0	
TOTAL GROSS EXPENDITURE	2,820,700	1,370,935	1,214,810	2,663,031	(157,669)	
Income						
Sales - Electoral Roll	0	0	0	(6,000)	(6,000)	As previously reported
Sales	(1,000)	(500)	0	0	1,000	
Other Income	(3,000)	(1,500)	(106,527)	(3,000)	0	
Interest (Revenue Balances)	0	0	0	0	0	
Income	(4,000)	(2,000)	(106,527)	(9,000)	(5,000)	
NET EXPENDITURE	2,816,700	1,368,935	1,108,283	2,654,031	(162,669)	

Appendix B

Reserves Balance to 31 March 2016		
		£'000
Opening Balance 1 April 2015		1,023
Earmarked Reserves Allocated for Use 2015/16		
	Refund to Constituent Authorities	(277)
	IER Funding	(196)
	Telephone System Investment	(20)
	Lift Renewal	(30)
	Employment Fund(£72k committed to date)	(200)
Contribution to Reserves in 2015/16		
	Cabinet Office Funding for IER b/f	10
	Cabinet Office Funding for IER	93
	Underspend on Revenue Budget	163
Projected Closing Balance Usable Reserves		566
Minimum reserves required 3% of budget		82

AGENDA ITEM 5

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: INTERIM VALUATION PERFORMANCE REPORT
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20th NOVEMBER 2015
Author: JANE WANDLESS, ASSISTANT ASSESSOR

1. INTRODUCTION

The Assessor submits a full annual Public Performance Report to the Board and publishes this on the Scottish Assessors' website (saa.gov.uk) This report covers the first six months of the financial year and is intended to show how these elements of the Assessors workload are progressing. It should be noted that progress is monitored on a regular basis by the Management Team which meets at approximately 6 week intervals.

2. PERFORMANCE INDICATORS FOR VALUATION ROLL WORK

These indicators measure how quickly we make changes to the Valuation Roll i.e. the period between the effective date of the change and the date the change was processed. This is important for ratepayers who will be keen to avoid a large backdated rates bill. It also assists local authorities who avoid having to issue backdated bills and helps with cash flow management.

Total No. of Entries 11,415 as at 23rd October 2015

Amended Entries between 1 April 2015 and 30 September 2015 is 540

Period	Target 2014/15	Achieved April - September
Within 3 months	82%	84%
Within 6 months	93%	99%
Over 6 months	7%	1%

3. PERFORMANCE INDICATORS FOR VALUATION LIST WORK

These indicators measure how quickly we add new houses i.e. the period between the new house coming into existence and it being added to the Valuation List, Taxpayers do not wish to have to pay backdated bills and local authorities are keen to collect Council Tax as quickly as possible. In terms of Electoral Registration it is important that new properties are included in the Electoral database as soon as possible to ensure that the Electoral Register is kept up to date.

Total No. of Entries 138,221 as at 23rd October 2015

No. of New Entries between 1 April 2015 and 30 September 2015 is 677

Period	Target 2014/15	Achieved April - September
Within 3 months	97%	97%
Within 6 months	99%	99%
Over 6 months	1%	1%

4. COMMENTS ON PERFORMANCE APRIL TO SEPTEMBER

At this stage in the financial year we are meeting or exceeding our targets in both Valuation Roll and Valuation List. Whilst we will endeavour to maintain this performance level it should be noted that preparations for the 2017 Revaluation are underway and will require an increasing amount time and resources to complete. Whilst we still have a high number of trainees they are performing well however a significant amount of senior staff time continues to be spent on training.

It is expected in Valuation Roll work that performance figures at the start of the financial year will meet or exceed our target figures. This is due to the fact that new entries or changes can only be backdated to the start of the financial year. In terms of number of changes we have seen an increase in activity with 540 changes compared to 409 changes during the same period in 2014.

The Council Tax figures are satisfactory and it is anticipated that the target will be met. In terms of numbers of new entries we are again seeing an increase with 677 new entries added compared to 601 during the same period in 2014.

5.0 RECOMMENDATIONS

It is recommended that the Valuation Joint Board note the continuing commitment to Best Value.

.....

Assistant Assessor

AGENDA ITEM 6

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: STRESS MANAGEMENT POLICY
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20th NOVEMBER 2015
Author: JANE WANDLESS, ASSISTANT ASSESSOR

1.0 INTRODUCTION

As part of the ongoing review of Human Resources and Health & Safety Policies it was identified that the Board lacked a policy to manage stress in the workplace. This report seeks approval from the Board of the proposed Stress Management Policy.

2.0 BACKGROUND

The Policy was developed in conjunction with the Human Resources team at Clackmannanshire Council and closely follows the policy adopted by Clackmannanshire Council. As part of the process of developing the report we have consulted with our staff via our Staff Consultation Forum. They have proposed no amendments to the draft policy.

3.0 STRESS MANAGEMENT POLICY

A copy of the proposed Stress Management Policy is attached as Appendix 1 of this report.

RECOMMENDATION

I recommend that the Board approves the proposed 'Stress Management Policy'.

.....
Assistant Assessor

Appendix 1 – Stress Management Policy.

Appendix 2 – Equality Impact Assessment

Introduction

Central Scotland Valuation Joint Board (CSVJB) recognises work related pressure and stress as an important health and safety issue.

CSVJB is committed to improving the health and wellbeing of its employees by introducing and promoting policies to encourage healthier lifestyles and to fulfilling its health and safety duties by reducing the causes of work related pressure and stress.

This will be achieved by working with employees to minimise stress in the workplace and through working with individuals affected by stress- whether work related or of a personal nature - to mitigate the adverse effects of stress.

CSVJB's goals and values set out the commitment to treat all employees and customers with dignity and respect. The policy on stress management incorporates and reflects this in terms of focussing and promoting effective management practice and ensuring high standards of health and safety

CSVJB recognises that stress can have an adverse effect on employee well being which can lead to reduced performance or ill health. This will in turn have an impact on CSVJB's ability to deliver services and achieve its goals.

CSVJB is committed to reducing stress so far as is reasonably practicable, by encouraging a supportive environment where excessive pressures on an individual are addressed thereby enhancing performance.

CSVJB acknowledges the role of managers in achieving this objective and undertakes to make available information and guidance concerning stress awareness and the management of stress so they can fulfil their responsibilities towards the employees for whom they are accountable.

Stress and Pressure

The Health and Safety Executive defines stress as:

'the adverse reaction people have to excessive pressure or other types of demand placed on them. It arises when they worry they can't cope'

This definition makes an important distinction between pressure and stress. Pressure can be a positive state, which can motivate people to perform at their maximum capacity while stress can be detrimental to health and can undermine performance.

Stress can be caused by excessive pressure in an individual's personal life e.g. domestic crisis, financial pressures, conflicting demands between work and home, as well as demands placed on them at work.

It should be recognised that people react to issues differently and assumptions should not be made about a person's ability to cope under pressure whether work related or otherwise.

Examples Of Where Stress Can Occur in the Workplace:

- Pressures pile on top of each other and are prolonged
- Inadequate level of knowledge and skills, training or resources for the job

- Type of job or work environment such as dealing with the public who may be in distress or needing help or poor physical conditions such as excessive heat, noise, humidity, bad lighting or lack of space
- Excessive, conflicting, inconsistent or inflexible work demands
- Working long hours
- Working long hours without taking appropriate breaks e.g. working through lunch
- Uncertainty or inability to exert any control over work objectives, job or career prospects
- Work schedules are perceived as inflexible and over demanding
- Prolonged conflict such as where an individual is facing bullying and harassment, or lack of social integration with managers/colleagues
- Lack of leadership support or recognition
- Inadequate or unreliable equipment
- Lack of assertiveness and poor time-management skills
- Inadequate feedback from managers/colleagues

The source of stress may be from outside the workplace. Staff who are experiencing stress caused by home, family or financial pressures may find it difficult to separate these from their working life and are consequently not able to deal with work matters efficiently and effectively.

Managers have a duty to assess the impact of workload allocations and top-down instructions and subordinates are responsible for keeping managers informed of any issues which could impact on their performance.

CSVJB is committed to reducing stress so far as is practicable but it is accepted that some degree of pressure occurs in most jobs. Each job brings its own set of tasks, responsibilities and day-to-day challenges. These challenges provide structure, improve motivation and are the key to a sense of achievement and job satisfaction.

It must be recognised that the ability to deal with challenges is not limitless and that stress is the physical, emotional and behavioural response to an inappropriate level of pressure.

The cost to CSVJB can be measured in terms of absenteeism, poor motivation and high staff turnover. This can contribute to rising stress levels for other colleagues who can be required to take on additional work to cover for absent employees leading to a vicious circle.

CSVJB recognises that:

- Anyone can suffer from stress
- Stress is not an illness but the natural adverse reaction people have to excessive pressure and demands imposed on them
- That ill-health can often be due to problems outside work which may then affect the employees performance at work
- Individuals who are suffering from stress for whatever reason, must have support and access to help
- Stress over a significant time period can contribute to physical and mental ill-health

What We Will Do

Managers have a duty to assess the impact of workload allocations and top-down instructions and subordinates are responsible for keeping managers informed of any issues which could impact on their performance. In addition:

- We will identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress

- We will regularly review all risk assessments
- We will provide training for all managers and supervisory staff in the management of stress
- We will monitor stress
- We will provide confidential counselling for staff affected by stress

Monitoring Stress

Taking action to reduce stress can result in better health, reduced sickness absence, increased performance and output, better working relationships and lower staff turnover.

The Management Team will monitor stress levels within CSVJB by looking at:

- Long and short term sickness absence levels relating to stress
- Stress related ill-health retirement
- Staff turnover rates
- Accident statistics
- Feedback from exit interviews
- Staff surveys

Raising Awareness

CSVJB recognises the need to ensure that all employees are aware of the Policy.

Scope of The Policy

- This policy applies to all CSVJB employees.
- CSVJB will provide support to line managers in taking a pro-active approach to tackling stress within their own team.

How Will The Policy Be Applied

The following key roles are central to the application of the policy:

The Role of The Employee

Employees have a responsibility for their own health and safety and should be encouraged to raise any matters of concern relating to health and safety, including perceived stress at work to their line manager.

Employees should also take advantage of supportive measures such as employee counselling if appropriate.

The Role of Line Managers

- Managers have a right to manage but this should include the promotion and maintenance of supportive systems of management and behaviour at work.
- Managers should also recognise that situations may arise where employees' personal lives outside work can affect their ability to deal with pressure.
- Managers should respect confidentiality and work life balance and should be aware that excessive intrusion may lead to increased stress levels.

The Role of the Management Team

The Management Team will work with the Occupational Health Provider Service colleagues and Staff Consultation Forum to initiate, encourage and support activities that promote good health and a healthy lifestyle. They will also publicise and support the use of measures such as the Employee Counselling Service.

Procedure

Stress affects everyone differently and while it is not possible to issue guidelines which allow for every circumstance the following offers a guide:

- When an employee feels under pressure and they are having difficulty coping they should raise the issue with their line manager
- Once the issue has been raised the matter will be discussed and appropriate solutions sought and agreed upon
- Managers should listen sympathetically and take the issue seriously

Review

The Stress Management Policy will be formally reviewed every three years but will also be subject to continual review and amendment.

Appendix 1 Health and Safety Guidelines

What Does The Health and Safety Executive (HSE) Expect Us To Do As An Employer?

The HSE expects us to conduct risk assessments for work-related stress, just as they would for other health and safety hazards (set out in the Management of Health and Safety at Work Regulations 1999)

What Are The HSE Management Standards For Work Related Stress

The HSE has launched Management Standards For Work Related Stress. These are not new regulations. They are benchmarks against which employers will be expected to measure themselves. The Standards highlight the six key aspects of work which experts have decided can contribute to stress if not managed properly. These are:

- Demands – workload, work patterns and the work environment
- Control – the amount of say staff have in how they do their work
- Support – encouragement, sponsorship and resources provided by the Council and colleagues
- Relationships – positive working to avoid conflict and dealing with unacceptable behaviour
- Role – the understanding by employees and the avoidance of conflicting roles
- Change – the organisation and management of large and small change within the organisation

These Standards are the key to the control of adverse pressures and stress at work and will help us measure our performance in managing work related stress.

Policy Name	Stress Management Policy
Policy Lead	Assistant Assessor
Equality Impact Assessment	
Full EQIA required	Yes <input type="checkbox"/> No* <input checked="" type="checkbox"/>
* In no please provide rationale Policy applies equally to all CSVJB employees and does not negatively impact on any group which falls within any of the 9 protected characteristics	
Date Full EQAI complete	N/A
Date Approved	
Review Date	

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: DATES FOR FUTURE MEETINGS 2016 and APPOINTMENTS
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 18 SEPTEMBER 2015
Author: CLERK TO THE BOARD

1. INTRODUCTION

- 1.1 The purpose of this Report is to propose dates for meetings of the Valuation Joint Board for 2016 and to advise of the resignation of a member of the Board.

2. MEETINGS 2016

- 2.1 Dates for the Joint Board are agreed on a yearly basis from January to December. The Board has traditionally met five times a year (including a budget setting meeting in January). Meetings are held in Hillside House, Stirling at 9.30a.m.

Having consulted with the Assessor and Convener, a programme of 4 meetings is proposed, with no meeting in March scheduled. This is because business tends to be light at these meetings and also because meetings in March fall during the lead-in to elections normally.

- 2.2 The proposed dates for 2016 are as follows:-

Friday 12 February (budget setting)(to be confirmed)
Friday 17 June
Friday 16 September
Friday 18 November

- 2.3 The Scottish Government will announce its budget settlement later in the year than has been the case previously and, as such, it is not possible, at this stage, to identify a date for the budget setting meeting. The date of the budget meeting will accordingly be set by the convener in accordance with Standing Orders with notice of the date being given whenever it is available.
- 2.4 Members are asked to note that the arrangements for the Budget setting meeting are not finalised. Special Meetings of the Board may be called outwith the proposed timetable.

3. RESIGNATION

- 3.1 Councillor Steven Paterson was appointed to the Board by Stirling Council in 2012. He has intimated his resignation in June 2015. Stirling Council subsequently, on 8 October 2015, appointed Councillor Jim Thomson as his successor. Councillor Thomson was previously a substitute members of the Board. Stirling Council has confirmed that the vacant substitute position will be filled by Councillor Alycia Hayes.

4. RECOMMENDATIONS

4.1 The Valuation Joint Board is invited to:-

- (i) approve the dates of Friday 12 February; Friday 17 June; Friday 16 September and Friday 18 November 2016 for ordinary meetings of the Board;**
- (ii) note that Special Meetings of the Board may be convened as necessary outwith the planned timetable;**
- (iii) note the resignation of Councillor Steve Paterson from the Board; and**
- (iv) note the appointment of Councillor Jim Thomson as Councillor Paterson's successor and the appointment of Councillor Alycia Hayes as a substitute member.**

.....
Clerk to the Board

Date: 8 November 2015

Contact Officer: Brian Pirie (01324) 506110

LIST OF BACKGROUND PAPERS

NIL