

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, STIRLING on FRIDAY 26 SEPTEMBER 2014 at
9.30 a.m.**

COUNCILLORS:

Craig Holden
Gordon Hughes
Charles MacDonald (Convener)
Cecil Meiklejohn
Rosie Murray
Steve Paterson
Sandy Turner

OFFICERS:

Brian Pirie, Assistant to Clerk
Pat Kenny, Audit Scotland
Ashley MacGregor, Assistant to the Treasurer
Liz Shaw, Assistant to the Treasurer
Peter Wildman, Assessor and Electoral
Registration Officer

VJB21. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost Balsillie; Depute Provost Hamilton and Councillors Brisley, McChord and Nimmo.

VJB22. DECLARATIONS OF INTEREST

There were no declarations made.

VJB23. MINUTES

- (a) There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 20 June 2014,
- (b) There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board – Appointments Committee held on 11 August 2014; and
- (c) There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board – Appointments Committee held on 29 August 2014.

VJB24. FINAL ACCOUNTS AS AT 31 MARCH 2013

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.

Decision

The Joint Board noted the 2013/14 Draft Statement of Accounts and agreed to their submission to the Controller of Audit.



AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Equality Outcomes
Meeting: Central Scotland Valuation Joint Board
Date: 21st November 2014
Author: Pete Wildman, Assessor & Electoral Registration Officer

1.0 INTRODUCTION

- 1.1 This report is to advise members of the Valuation Joint Board of the proposed revised Equality Outcomes for the Board and to seek the Board's approval of them

2.0 BACKGROUND

- 2.1 The Equality Act 2010 places both General and Specific Duties on public bodies including the Valuation Joint Board . Under the General Duties the Board must, in the exercise of its functions, have due regard to the need to –
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The relevant protected characteristics are – age; disability; gender reassignment; marriage and civil partnership status, pregnancy and maternity; race; religion or belief; sex; sexual orientation

- 2.2 The Specific Duties required the Valuation Joint Board to prepare and publish Equality Outcomes by 30th April 2013. The outcomes were published timeously along with the required mainstreaming report

- 2.3 Following constructive feedback from the Equalities and Human Rights Commission and in conjunction with the Staff Consultation Forum it was identified that the original outcomes were too narrow and too specific.

3.0 CURRENT POSITION

- 3.1 The equality outcomes have been reviewed and amended in conjunction with the Staff Consultation Forum.
- 3.2 The proposed revised equality outcomes have been published on the Board's web pages at www.saa.gov.uk/central and copies submitted to the Equality and Human Rights Commission
- 3.3 The Board is required to publish a mainstreaming report outlining the progress towards achieving both the old and revised sets of outcomes. This report has to be published by 30 April 2015 and will be presented to the Board at a future meeting
- 3.4 By publishing the revised equality outcomes the Board is not only ensuring that its legal obligations are met but it is also sending a clear signal of the Board's commitment and determination to actively promote equality of opportunity for all protected characteristics

4.0 RECOMMENDATION

- 4.1 Members are asked approve the revised equality outcomes

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Pete Wildman
Assessor & Electoral Registration Officer
Date: 13th November 2014

LIST OF BACKGROUND PAPER :

1. Revised Central Scotland Valuation Joint Board Equality Outcomes

Central Scotland Valuation Joint Board

Updated Equality Outcomes

October 2014

Introduction

Following constructive feedback from the Equality and Human Rights Commission and in consultation with the Staff Consultation Forum it was identified that the Board's previous equality outcomes were too narrow and specific, did not cover all protected characteristics and lacked evidence of involvement with groups like the Staff Consultation Forum.

By working with the Staff Consultation Forum, analysing the statistical data available, analysing feedback from Staff Questionnaires, monitoring of complaints, analysing feedback from the public and making good use of the Equality and Human Rights Commission's self assessment tool a revised set of outcomes have been produced. There were no significant issues identified by staff or the public but analysis of staff data showed a noticeable gender gap in certain areas of the organisation. There was also a general desire for more training to promote greater awareness of equality issues. These revised outcomes reflect the general need to promote equality but also the specific issues identified of gender gap and greater understanding of equality issues. The revised outcomes are set out in Appendix 1

Central Scotland Valuation Joint Board is committed to the principles set out in the Equality Act and the outcomes reflect that commitment and the desire to make a positive contribution to the promotion and implementation of those principles and the duties placed on the Board by the Equality Act 2010. Those duties are:-

- 1 Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- 2 .Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- 3 Foster good relations between people who share a protected characteristic and people who do not share it

The nine protected characteristics are as follows

Age, Disability, Gender Reassignment, Marriage and Civil Partnership Status, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation

Progressing the outcomes

Implementation of the outcomes will follow a defined action plan with tasks allocated to a named individual. Whilst tasks are allocated to a named individual, all employees of the Board and all Working Groups, Staff Forum and the Management Team are expected to commit to the principles set out in the Equality Act and the Board's Equality Schemes. These principles must be followed in carrying out the business of the Board and in any decision making process. Progress will be reviewed by both the Staff Consultation Forum and the Management Team. We will report formally on the progress by 30 April 2015.

Appendix 1

Equality Outcomes 2014 – 2018

	OUTCOME	SUCCESS MEASURES	SOURCE OF EVIDENCE	PROTECTED CHARACTERISTIC	RELEVANT PARTS OF THE GENERAL EQUALITY DUTY
1	<p>EMPLOYMENT: That Central Scotland VJB is recognised as an employer that promotes equality of opportunity and where diversity is welcomed and respected</p>	<p>Measure (i): Perceptions of equality of opportunity</p> <ul style="list-style-type: none"> - % staff who agree that the Board promotes equality of opportunity - % of applicants for vacancies who agree that the Board promotes equality of opportunity - % of leavers who agree that the Board promotes equality of opportunity <p>Measure (ii): Diversity is welcomed and respected</p> <ul style="list-style-type: none"> - % staff who agree that diversity is welcomed and respected - Profile of staff compared to the profile of the communities we serve - Formally recorded cases of harassment - % staff declaring protected characteristic - % of leavers who agree that diversity is welcomed and respected - 	<ul style="list-style-type: none"> (i) Staff questionnaires (ii) Pre –employment questionnaires (iii)Exit questionnaires (iv)HR Records/Equality Monitoring (v) Feedback from Staff Forum 	ALL	<ul style="list-style-type: none"> (i) (ii) (iii)

2	<p>SERVICE: That the services provided by Central Scotland Valuation Joint Board are promote a culture of inclusion and prevent discrimination and harassment</p>	<ul style="list-style-type: none"> - % public who agree that the Board services are inclusive and free from discrimination - Positive Feedback or low numbers of complaints from the public - Positive feedback from groups representing the people with one or more of protected characteristics 	<ul style="list-style-type: none"> (i) Customer satisfaction questionnaires (ii) Complaints Records (iii)Public Feedback 	ALL	<ul style="list-style-type: none"> (i) (ii) (iii)
3	<p>UNDERSTANDING: Everyone who works for Central Scotland VJB fully appreciates the equality duties placed upon the Board and their individual duty to promote equality and prevent discrimination and harassment</p>	<ul style="list-style-type: none"> - % staff who disclose their protected characteristics - % of staff who state that they know and understand their and the Board's responsibility to promote equality and diversity - % of staff who know where to find information on equality and diversity - 	<ul style="list-style-type: none"> (i)Staff questionnaires (ii)HR Records/Equality Monitoring 	ALL	<ul style="list-style-type: none"> (i) (ii) (iii)
4	<p>GENDER SEGREGATION:</p> <p>The proportion of</p> <ul style="list-style-type: none"> (a) Female staff working in the Valuation Team; and (b) Male staff working in the Electoral and Administration Teams <p>Will be increasingly in line with the overall gender profile of staff employed by the Board</p>	<ul style="list-style-type: none"> - % females working in the Valuation Team - % males working in the Administration and Electoral Teams 	<ul style="list-style-type: none"> (i) HR Records/Equality Monitoring 	S	<ul style="list-style-type: none"> (ii)

Notes on the table

Column 5: This indicates which of the protected characteristic(s) [PC] each outcome relates to. The protected characteristics are age (A); disability (D); gender reassignment (GR); marriage & civil partnership status (MCP); pregnancy & maternity (PM); race (R); religion & belief (RB); sex (S); sexual orientation (SO).

Column 6: This column indicates which of the three parts of the general equality duty each outcome will impact upon. In carrying out its functions, the Board is expected to pay due regard to the need to:

- (i) eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- (iii) foster good relations between people who share a protected characteristic and people who do not share it.



AGENDA ITEM 5

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: INTERIM VALUATION PERFORMANCE REPORT
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 21ST NOVEMBER 2014
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 Assessor's 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 11,326 as at 29th October 2014

Amended Entries between 1 April 2014 and 30 September 2014 is 409

Period	Target 2014/15	Achieved April - September
Within 3 months	82%	90%
Within 6 months	93%	97.5%
Over 6 months	7%	2.5%

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 137,130 as at 29th October 2014

No. of New Entries between 1 April 2014 and 30 September 2014 is 601

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. This level of performance has been achieved despite the demands made of the valuation team in the run up to the Scottish Independence Referendum. 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 409 changes compared to 298 changes during the same period in 2013.

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 601 new entries added compared to 477 during the same period in 2013.

5. RECOMMENDATIONS

It is asked that the Valuation Joint Board consider the report and comment as appropriate.

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Assistant Assessor

AGENDA ITEM 6

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2014/15 – REVIEW AS AT 30.09.14
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 21st November, 2014
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 2015.

2. BACKGROUND

- 2.1 The budget for the financial year 2014/15 is £2.539 million. The projected outturn against the budget shows an underspend of £68K (see Appendix A).
- 2.2 The main reason for the reported figure relates to a reduction in salary costs due the Depute Assessor vacancy and ongoing restructure.
- 2.3 The implementation of IER continues to be closely monitored, the funding received is expected to be fully utilised and there is additional funds in earmarked reserves if required.

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.

	£
Useable Reserves at 1st April 2014	(£763,651)
Earmarked	£225,000
Useable Reserves	(£538,651)
September 2014 outturns	
<u>Analysis of Outturn Variation to Budget</u>	£
<u>Employee</u>	
Ongoing restructuring together with vacancy management underspend £(96,000)	
Overtime has increased in the year due to the Referendum overspend of £24,000 offset by vacancies.	
Canvassors are currently being recruited for IER, currently projecting 22 canvassors starting between Dec and January until the end of March on a full time basis. Forecast £137k funded from IER	Underspend (£73,039)
<u>Property costs</u>	
Overspend due to repairs and maintenance on lift and barrier in the year	Overspend £10,463
<u>Transport Costs</u>	
On Budget	On Budget £0
<u>Supplies and Services</u>	
Minor variances	Underspend (£2,661)
<u>Administration</u>	
Minor variances	Underspend (£1,154)
<u>Computer Equipment</u>	
Minor variances	Underspend (£500)
<u>Third Party Payments</u>	
Small overspend due to additional costs associated with board members to be repaid to authorities	Overspend £1,245
<u>Support Services</u>	
	On Budget £0
<u>Income</u>	
Income projected in line with last year and IER funding.	Underspend (£3,000)
Estimated outturn position at 31st March 2015	Underspend <u>(£68,646)</u>
Estimated Useable Reserves at 31st March 2014	(£607,297)
Minimum level of General Reserves	(£76,179)

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Employee Related Expenditure					
APT & C General - Salaries	1,419,020	709,510	643,111	1,327,802	(91,218)
APT & C General - Employers Supn	266,980	133,490	123,311	253,900	(13,080)
APT & C General - Employers NIC	112,320	56,160	50,948	120,187	7,867
APT & C General - Overtime	10,000	5,000	33,561	34,000	24,000
Management of Vacancies	(4,410)	(2,205)	0	(4,410)	0
Canvessors	137,000	5,000	3,272	136,642	(358)
Long Service Award	750	375	303	500	(250)
Superannuation Annual Charges	26,200	10,912	9,460	26,200	0
Advertising Expenses - Recruitment	3,000	250	198	3,000	0
Staff Training	17,000	8,500	4,548	17,000	0
Conference Expenses - Officials	2,000	1,000	449	2,000	0
Other Staff Costs	2,000	1,000	522	2,000	0
Employee Related Expenditure	1,991,860	928,992	869,683	1,918,821	(73,039)
					(73,039)
Premises Related					
Repairs and Maintenance	13,640	6,820	15,041	25,000	11,360
Energy Costs- Gas	4,160	2,080	1,426	4,160	0
Energy Costs - Electricity	11,750	5,875	4,607	11,750	0
Rents	85,000	42,500	59,500	85,000	0
Service Charge	12,970	6,485	12,369	12,970	0
Rates	68,350	68,350	67,480	67,480	(870)
Water Meter Charges	7,860	3,930	1,733	1,733	(6,127)
Cleaning & Hygiene Materials	1,500	750	350	7,860	6,360
Cleaning Services DSO	14,890	7,445	7,441	14,890	0
Window Cleaning	360	180	90	360	0
Property Insurance	2,760	2,760	2,503	2,500	(260)
Premises Related	223,240	147,175	172,539	233,703	10,463
					10,463
Transport Related Expenditure					
Staff Travelling Expenses	31,850	11,925	9,436	31,850	0
Transport Related Expenditure	31,850	11,925	9,436	31,850	0
					0
Supplies and Services					
Purchase of Equipment	20,000	0	20,026	20,070	70
Furniture - Purchase	500	250	0	500	0
Removal Charges	0	0	90	90	90
Equipment Maintenance	12,000	6,000	2,333	8,000	(4,000)
Equipment Insurance	500	250	403	500	0
Bottled Water	1,400	700	933	2,379	979
Hospitality	1,500	750	1,116	1,500	0
Clothing and Uniforms	300	150	110	500	200

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Supplies & Services	36,200	8,100	25,012	33,539	(2,661)
					(2,661)
Administration Costs					
Office Equipment - Rental	2,000	1,000	978	1,956	(44)
Office Equipment - Maintenance	0	0	1,170	0	0
Printing - Outside Contractors	11,000	5,500	0	0	(11,000)
Photocopying	3,500	1,750	(402)	3,500	0
Stationery	11,000	5,500	5,029	11,000	0
Publications	5,000	2,500	1,519	5,000	0
Advertising - Publicity	10,000	2,500	(2,000)	10,000	0
Insurance	13,600	13,600	0	13,600	0
Professional Fees	0	0	0	0	0
Postages	120,110	49,555	23,893	130,000	9,890
Telecommunications	9,000	4,500	4,037	9,000	0
Legal Expenses	12,000	6,000	343	12,000	0
Miscellaneous Expenses	37,204	325	360	37,204	0
Administration Costs	234,414	92,730	34,927	233,260	(1,154)
					(1,154)
Centralised IT					
Computer Hardware Purchase	22,000	11,000	2,278	22,000	0
Disaster Recovery	23,140	11,570	16,161	23,140	0
Computer Hardware Maintenance & Support	4,420	2,210	828	4,420	0
Computer Software Purchase	21,500	10,750	7,825	21,500	0
Computer Software Maintenance & Support	42,020	21,010	31,305	42,020	0
Computer Peripherals	1,000	500	0	500	(500)
Computer Services	65,010	24,605	43,292	65,010	0
Centralised IT	179,090	81,645	101,688	178,590	(500)
					(500)
Total Supplies & Services	449,704	182,475	161,627	445,389	(4,315)
					(4,315)
Third Party Payments					
Payments to Other Local Authorities	2,000	1,000	(760)	2,860	860
Payments to Contractors	1,000	500	833	1,385	385
Audit Scotland	8,250	4,125	0	8,250	0
Third Party Payments	11,250	5,625	73	12,495	1,245
					1,245
Transfer Payments					
Transfer Payments	0	0	0	0	0
					0
Support Services					
Legal Services	14,340	0	0	14,340	0
Human Resources	21,500	0	0	21,500	0
Finance Service	29,480	0	0	29,480	0

VJB - Summary

September 2014 Outturn

	Annual Budget 2014/15	Budget to 30/09/14	Actual 30/09/14	Projected Outturn to 31/03/2015	Variance Outturn v Budget
Corporate and Democratic Core	5,920	0	0	5,920	0
Support Services	71,240	0	0	71,240	0
					0
Capital Financing Costs					
Capital Financing Costs	0	0	0	0	0
					0
TOTAL GROSS EXPENDITURE	2,779,144	1,276,192	1,213,359	2,713,498	(65,646)
					(65,646)
Income					
Sales - Electoral Roll	0	0	(210)	(4,000)	(4,000)
Sales	(1,000)	(500)	0	0	1,000
Other Income	(238,854)	(1,500)	(200,680)	(238,854)	0
Income	(239,854)	(2,000)	(200,890)	(242,854)	(3,000)
					(3,000)
NET EXPENDITURE	2,539,290	1,274,192	1,012,470	2,470,644	(68,646)
					(68,646)
Net of CSA					

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: DATES FOR FUTURE MEETINGS 2015
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 21 NOVEMBER 2014
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 2015.

2. BACKGROUND

2.1 Dates for the Joint Board are agreed on a yearly basis from January to December. The Board normally meets five times a year (including a budget setting meeting in January). Meetings are held in Hillside House, Stirling at 10a.m.

2.2 The proposed dates for 2015 are as follows:-

Friday 23 January (budget setting)
Friday 20 March
Friday 19 June
Friday 18 September
Friday 20 November

2.3 Members are asked to note that Special Meetings of the Board may be called outwith the proposed timetable.

3. RECOMMENDATIONS

3.1 The Valuation Joint Board is invited to:-

- (i) approve the dates of Friday 23 January; Friday 20 March; Friday 19 June; Friday 17 September and Friday 20 November 2015 for ordinary meetings of the Board, and**
- (ii) note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.**

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Clerk to the Board
Date: 12 November 2014
Contact Officer: Brian Pirie (01324) 506110

LIST OF BACKGROUND PAPERS
NIL