

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, LAURELHILL, STIRLING on FRIDAY 2 NOVEMBER 2007 at 10.00 a.m.

PRESENT: Depute Provost McLaren; Councillors Biggam, Carleschi, C MacDonald, McNeil, Nimmo, Paterson and Simpson.

CONVENER: Councillor Simpson.

APOLOGIES: Councillors Blackwood, Goss, Hughes and Jackson.

ATTENDING: Assessor and Electoral Registration Officer; Depute Electoral Registration Officer (R Taylor); Treasurer and Assistant to the Clerk (I Tough).

VJB14. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 7 September 2007.

VJB15. 2006-07 EXTERNAL AUDIT REPORT

There was submitted Report (circulated) by the Treasurer presenting the External Audit Report on the 2006/07 Audit of Central Scotland Valuation Joint Board.

NOTED the contents of the Audit Report and that the external auditors had given an unqualified opinion on the Board's financial statements for the financial year ended 31 March 2007.

VJB16. REVENUE BUDGET 2007/08 – REVIEW AS AT 30.09.07

There was submitted Report (circulated) by the Treasurer advising Members of the forecast outturn for the financial year ending 31 March 2008 as at 30 September 2007.

NOTED the contents of the Report.

VJB17. FINAL ACCOUNTS AS AT 31 MARCH 2007

There was submitted Report (circulated) by the Treasurer presenting the final audited accounts for the Joint Board as at 31 March 2007.

NOTED the financial position as at 31 March 2007.

VJB18. ELECTORAL REGISTRATION

There was submitted Report (circulated) by the Depute Electoral Registration Officer providing information on the current annual canvas of electors and summarising the additional duties placed on Electoral Registration by the Electoral Administration Act 2006.

AGREED to note the contents of the Report.

VJB19. 2005 REVALUATION APPEALS

There was submitted Report (circulated) by the Assessor summarising the current position regarding revaluation appeals received in terms of the Valuation Timetable (Scotland) Order 1995.

AGREED to note the satisfactory progress being made in disposal of the 2005 Revaluation Appeals and that a programme for completion has been implemented.

**AGENDA ITEM
2**

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2007/08 – REVIEW AS AT 30.11.07
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 1st February, 2008
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 2008.

2. BACKGROUND

2.1 The budget for the financial year 2007/08 is £2.571million. The projected outturn against the budget shows an overspend of £6K (see Appendix 1).

2.2 The main reason for the reported overspend relates to an overspend in Computer Charges partly offset by an reduction in Employee Costs.

2.3 The Additional budget required as a result of the new duties of The Electoral Administration Act is anticipated at this stage to be fully spent.

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 the Treasurer, Muir Wilson, on Alloa (01259) 452033.

VALUATION JOINT BOARD**November 2007****5503-3000**

EXPENDITURE	Annual Budget	Budget to 30 Nov	Expend to 30 Nov	Probable Outturn
Salaries	1,514,690	1,048,317	1,018,597	1,493,290
Superannuation	240,830	166,678	160,073	232,800
National Insurance	127,200	88,035	82,338	118,570
Overtime	0	0	7,182	0
Canvassers	0	0	692	690
Superannuation Annual charges	17,200	10,029	8,353	16,710
Staff Training	6,180	4,120	4,603	6,180
Other Staff Costs	3,000	2,000	5,120	6,000
	1,909,100	1,319,179	1,286,958	1,874,240
				-34,860
PROPERTY COSTS				
Repairs & Maintenance	10,000	6666	6736	10,000
Heat & Light - Gas	3,090	2,060	514	3,090
Heat & Light - Electricity	8,760	5,839	6,650	8,760
Property Rental	136,080	102,060	123,844	136,080
Service Charge	13,670	10,253	11,402	5,670
Rates & Water	67,470	67,470	60,384	60,390
Water Charges	0	0	3180	3,260
Cleaning Materials	1,000	667	748	1,000
Cleaning services	12,720	8479	7494	12,850
Insurance	3,920	3,920	2,660	2,660
	256,710	207,414	223,612	243,760
				-12,950
TRANSPORT COSTS				
Staff Travelling Expenses	20,000	13,842	16,090	20,000
Car Allowances	13,660	9,454	9,759	14,520
	33,660	23,296	25,849	34,520
				860
SUPPLIES & SERVICES				
Equipment purchase	4,200	2,800	1,134	1,500
Furniture	0	0	170	170
Equipment maintenance	0	0	1,166	1,200
Bottled Water	0	0	324	720
Hospitality	500	333	1067	1,200
Clothing	300	200	181	300
	5,000	3,333	4,042	5,090
				90
ADMINISTRATION				
Office Equipment	0	0	1843	1,850
Office Equipment - maintenance	0	0	293	5,000
Printing	6,090	4,060	5,808	10,000
Photocopying	3,000	2,000	1,390	3,000
Stationery	17,000	11,332	8,392	15,000
Publications	4,500	3,000	4,780	4,780
Advertising	2,000	1,333	3,816	5,000
Insurance	11,940	11,940	12,769	12,770
Professional Fees	0	0	50	50
Postages	70,320	46,875	61,421	72,500
Telecommunications	13,390	8,926	6,567	12,000
Legal Fees	7,000	4,666	2,789	7,000
Subscriptions	180	120	258	300
Miscellaneous Expenses	1,000	667	887	1,000
	136,420	94,919	111,063	150,250
				13,830
COMPUTER EQUIPMENT				
IBM Hardware/Software Lease	17,720	11,812	5,920	5,920
New Equipment	4,500	3,000	2,464	27,600
Software	0	0	326	11,530
Software Maintenance Support	52,420	39,315	43,628	52,430
Software Development Upgrades	6,000	4,000	2,191	7,510
Disaster recovery	21,170	14,112	23,497	29,810
GIS	7,220	4,813	5,653	8,220
Services	16,900	11,266	18,421	18,730
DMS - Development	0	0	2,803	2,810
	125,930	88,318	104,903	164,560
				38,630
THIRD PARTY PAYMENTS				
Other Agencies	60,000	39,996	0	60,000
Accounts Commission - Audit Fees	9,270	6,179	189	8,500
	69,270	46,175	189	68,500
				-770
SUPPORT SERVICES				
Personnel Services	19,780			23,260
Financial Services	16,480			18,980
Clerking of the Board	5,440		-7,120	8,930
	41,700	0	-7,120	51,170
				9,470
TOTAL EXPENDITURE	2,577,790	1,782,634	1,749,496	2,592,090
INCOME				
Interest on Revenue Balances				
Sales	-7,000	-4,666	-7,914.92	-15,000
	-7,000	-4,666	-7,915	-15,000
				-8,000
NET EXPENDITURE	2,570,790	1,777,968	1,741,581	2,577,090
Projected over /(under)spend				6,300

November Outturn**Analysis of outturn variation to Budget****Employee**

Staff Vacancies and reduced hours

Underspend (£34,860)**Property costs**

Credit of £8000 received from Ryden for services not used in previous years

Underspend (£12,950)**Transport Costs**

Car Allowance rate higher than budgeted

Overspend £860**Supplies and Services**

Minor Various overspends

Overspend £90**Administration**

Additional administration costs due to Election expenses off-set by additional income

Overspend £13,830**Computer Equipment**Purchase of 2 New Servers including installation and software costs.
Additional unbudgeted cost of leased line to Campbell Lee and additional development costs.**Overspend** £38,630**Third Party Payments**

Minor Saving

Additional costs of Electoral Administration Act anticipated to be fully spent

Underspend (£770)**Support Services**

Outturn based on last years actuals

Overspend £9,470**Income**

Additional income due to recharges from Election expenses

Underspend (£8,000)**Overspend** £6,300



AGENDA ITEM

3

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Draft Revenue Budget 2008/2009 to 2010/2011

Meeting: Central Scotland Valuation Joint Board

Date: 1st February, 2008

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 2008/2009.
- 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 2008/2009

- 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.
- 2.3 The 2008/09 budget once again includes a provision of £60,000 for additional duties as required by the Electoral Administration Act. Constituent Authorities have been provided with additional funding for this purpose. The draft budget also includes a provision for £12,520 of costs relating to the Halarose system. These costs will be reallocated to constituent authorities as part of the overall reallocation on the basis as agreed in the approved Service Level Agreement.

- 2.4 Adjustments have been made to the base figures for 08/09 to produce the estimates for financial years 09/10 and 10/11. The provision for superannuation inflation has been calculated at 9.3%. 2.5% has been added to all other areas where there is deemed to be a requirement for an inflation provision.
- 2.5 The proposed budget sets an increase on the 2007/08 budget of £61,260 or 2.38%. This is in line with 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 2008/09 the net cost that requires to be allocated amongst the constituent authorities is £2,632,050.
- 3.2 On the basis of the draft budget the requisition is as follows:-

Falkirk	£ 1,297,000
Stirling	£ 928,220
Clackmannanshire	£ 406,830

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 2008/2009 of £2,632,050, 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 : 22nd January, 2008

LIST OF BACKGROUND PAPERS

1. Budget working papers (these are available from the Treasurer (Tel 01259 452033))

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Disclosure Scotland Policy
Meeting: Central Scotland Valuation Joint Board
Date: 1st February, 2008
Author: Iain Macgregor, Assistant Assessor

1.0 INTRODUCTION

This report relates to the disclosure check of members of Valuation Joint Board staff and updates the Joint Board as to progress.

2.0 BACKGROUND

At the meeting on 7th September, 2007 the Joint Board approved a policy whereby staff who visit properties where children and vulnerable adults are resident or likely to be present must have had appropriate disclosure checks carried out. The Policy was to be implemented following a period of appropriate staff guidance.

3.0 STAFF GUIDANCE

Following a meeting of the Assessor's Management Team in August 2007 the relevant members of staff were advised that it was considered appropriate that each of them should be disclosure checked and any observations would be welcomed. No observations were received.

Prior to the meeting of the Joint Board in September all relevant staff were given sight of the draft policy document. Again, observations were invited but none was received.

When Disclosure Scotland application forms were distributed to staff in mid-October a number of issues were raised. These ranged from practical difficulties in providing the necessary documentation in support of the application to a view that the integrity of staff was being doubted. In an effort to allay these concerns Tom Denovan of Clackmannanshire Human Resources was invited to address the staff on 14 November 2007. The

explanations and guidance offered by Mr Denovan were understood and accepted by staff.

4.0 THE PRESENT POSITION

The relevant staff have all now submitted Disclosure Scotland application forms with relevant supporting documentation. All but two certificates DS certificates have now been returned and none advises any relevant convictions. It is not anticipated that the remaining two certificates have been delayed for other than administrative reasons.

5.0 RECOMMENDATION

It is recommended that the Valuation Joint Board approves this Report.

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Iain Macgregor
Assistant Assessor (East Division)
Date: 22nd January, 2008

AGENDA ITEM

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VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Disability Equality Scheme
Meeting: Central Scotland Valuation Joint Board
Date: 1st February, 2008
Author: Peter Wildman, Assistant Assessor (West Division)

1.0 INTRODUCTION

- 1.1 This report is to advise members of the Valuation Joint Board of the Annual Progress Report in respect of the Board's Disability Equality Scheme and seeks the Board's approval of the Annual Report.

2.0 BACKGROUND

- 2.1 The Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005 places both General and Specific Duties on public bodies including the Valuation Joint Board in respect of promoting equality for disabled people and taking action to prevent acts of disability discrimination before they occur.
- 2.2 The Specific Duties required the Valuation Joint Board to prepare and publish a Disability Equality Scheme. The Joint Board's Scheme was published in December 2006. The Scheme is a timetabled and realistic plan, setting out our arrangements for meeting the General and Specific Duties in terms of disability equality.
- 2.3 The Specific Duties also require the Valuation Joint Board to report annually on the progress it has made towards meeting its obligations under the Disability Discrimination Acts.

3.0 CURRENT POSITION

- 3.1 In order for the Valuation Joint Board to meet its obligations under the Disability Discrimination Acts a proposed Annual Report has been produced.
- 3.2 The Annual Report is required to be published so that it is publicly available and accessible to all sectors of the community. It is proposed to publish the Report on the internet and also to provide copies to local libraries. We will also provide it in large font, audiotape or Braille format on request
- 3.3 By publishing the Annual Report 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 disabled people.

4.0 RECOMMENDATION

- 4.1 Members are asked to approve the proposed Disability Equality Scheme Annual Report.

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Peter Wildman
Assistant Assessor (West Division)
Date: 21st January 2008

LIST OF BACKGROUND PAPER :

1. Proposed Central Scotland Valuation Joint Board - Disability Equality Scheme Annual Report



**Central Scotland Valuation Joint Board
Disability Equality Scheme**

Annual Progress Report

January 2008

Disability Equality Scheme

Introduction

The Disability Equality Duty builds on and extends our commitment to equal opportunities. The Disability Equality Scheme, along with its associated action plan, is part of the overall development of equal opportunities within the Central Scotland Valuation Joint Board area.

The promotion of opportunity and the elimination of discrimination, in relation to disabled persons, is a process to which I am personally committed. This has required changes to our operations in the past year and will require further actions in the years to come. This report details the progress made to date and highlights the way forward.

Brian Byrne
Assessor and Electoral Registration Officer
Central Scotland Valuation Joint Board

January 2008

The year to December 2007

1. Making sure the Disability Scheme works

- Equalities Champion chosen to promote all equalities issues to all stakeholders
- Publication of the scheme notified to all staff for their consideration
- Issues highlighted regularly at Management Team meetings
- Scheme published on the CSVJB website at
<http://www.saa.gov.uk/resources/218209/DISABILITYEQUALITYSCHEME2.PDF>

2. Identifying the relevant functions and policies

- A process to review all VJB Policies to ensure that they do not contain any barriers to the promotion of disability equality is being established

3. Ensuring Access to buildings, functions and services

- Improved signage to the building installed
- General correspondence, etc amended to Arial point 12
- A supply of the electoral forms "Register to Vote" & "Vote by Post" are available in Braille as is the leaflet "It's easy to vote". Other forms can be provided in Braille on request

4. Employment

- Monitoring forms are issued to and the returns collated for:
 - All retirements, resignations and redundancies as required
 - All applicants for new posts
 - All staff visiting vulnerable adults or children have been subject to Disclosure Scotland checks

5. Training Staff

- Key staff were identified and they attended a training course run in conjunction with Clackmannanshire Council

Actions for year to December 2008

- Through the management team the VJB will ensure that equalities' issues remain to the fore and that all staff remain committed to ensure that the delivery of services is not discriminatory and promotes equality.
- The CSVJB building is to be re-examined to ensure disabled accessibility
- The VJB will continue to provide support to disabled staff and will encourage staff to "self declare" disabilities to assist in removing the stigma of disability and also to ensure that the VJB is properly meeting the needs of disabled people
- Training of staff will continue with accent on the early awareness of the Disability Equality Scheme in the induction procedures
- All staff will be issued with a questionnaire to enable them to "self declare" any disability
- All staff training to be monitored
- All applications for promotion to be monitored
- All grievance and disciplinary cases to be monitored
- Any job applicants who have identified themselves as having a disability, who meet the requirements of the person specification for the advertised post, will be guaranteed an interview
- Review of VJB policies is to commence
- All standard forms to be converted to Arial font.

Results of Monitoring

Applications for New Posts

Year	No of Posts Advertised	No of Applicants	No of Applicants with a Declared Disability	No of Successful Candidates	No of Successful Candidates with a Declared Disability
2006	4	111	5	3	0
2007	3	22	2	2	0

Retirals, Resignations and Redundancies

Year	No of Resignations, Retirals and Redundancies	No of Resignations, Retirals and Redundancies with a Declared Disability
2007	1	0