At a MEETING of the TAYSIDE VALUATION JOINT BOARD held at Dundee on Monday, 26th June, 2017.

Present:-

Representing Angus Council

Councillor David Cheape
Councillor Richard Moore
Councillor Lynne Devine

Representing Dundee City Council

Bailie Christina Roberts
Councillor Alan G Ross
Councillor Margaret Richardson
Councillor Philip Scott

Representing Perth and Kinross Council

Councillor Angus Forbes
Councillor Caroline Shiers

Councillor David CHEAPE, Convener, in the Chair (from Article III)

I INTERIM CHAIR

In the absence of the Clerk to the Joint Board, Kenny McKaig, Legal Manager, Dundee City Council took the Chair in the interim prior to the appointment of the Convener.

II MEMBERSHIP OF JOINT BOARD

The Joint Board agreed to note the following appointments made by each of the three constituent Councils:-

Angus Council - Appointed Members (4)

Councillor David Cheape
Councillor Richard Moore
Councillor Lynne Devine
(Angus further member to be confirmed)

Dundee City Council - Appointed Members (6)

Depute Lord Provost Bill Campbell
Bailie Christina Roberts
Councillor Alan G Ross
Councillor George McIrvine
Councillor Margaret Richardson
Councillor Philip Scott

Perth and Kinross Council - Appointed Members (5)

Councillor Angus Forbes
Councillor Caroline Shiers
Councillor Willie Wilson
Councillor Bob Band
Councillor Stewart Donaldson
III  APPOINTMENT OF CONVENER

The Joint Board was requested to appoint a Convener from Angus Council.

The Joint Board unanimously agreed to the appointment of Councillor David Cheape as Convener as proposed and seconded by Councillor Lynne Devine and Councillor Richard Moore of Angus Council whereupon Councillor Cheape took the Chair.

IV  APPOINTMENT OF VICE CONVENER AND SPOKESPERSON

(a) VICE CONVENER

The Joint Board was requested to appoint a Vice Convener from Dundee City Council.

The Joint Board unanimously agreed to the appointment of Bailie Christina Roberts as Vice Convener as proposed and seconded by Bailie Christina Roberts and Councillor Philip Scott of Dundee City Council.

(b) SPOKESPERSON

The Joint Board was requested to appoint a Spokesperson from Perth and Kinross Council.

The Joint Board unanimously agreed to the appointment of Councillor Angus Forbes as spokesperson from the third constituent Council as proposed and seconded by Councillor Caroline Shiers of Perth and Kinross Council and Bailie Christina Roberts of Dundee City Council.

V  GENERAL PURPOSES SUB-COMMITTEE - RECONSTITUTION

Reference was made to Article V of the minute of meeting of this Joint Board held on 11th June, 2012 wherein the General Purposes Sub-Committee was established.

The Joint Board was asked to reconstitute the General Purposes Sub-Committee. The Terms of Reference of the General Purposes Sub-Committee were as follows:-

1. To consider and short list applications, interview and appoint to the position of Assessor.

2. To recommend to the Joint Board the approval of the Capital Programme for the following financial year and to instruct the Treasurer to requisition each of the three Constituent Councils for their share of funding the Capital Programme.

3. To consider, in detail, the report submitted by the Treasurer on the Provisional Revenue Budget for the forthcoming financial year as submitted by the Treasurer and Assessor.

4. To refer the Provisional Revenue Budget to the Convener, Vice Convener, Spokesperson and Leaders of the Administration of the Constituent Councils for discussion.

5. To recommend to the Joint Board the approval of the Final Revenue Budget as presented in the Treasurer's report.

6. To recommend to the Joint Board that the apportionment of the Final Revenue Budget be based on the proportion of each Council's relevant Grant Aided Expenditure as detailed in the Treasurer's report.

7. To consider the unaudited Statement of Accounts for the previous financial year.

8. To hear and deal with complaints in accordance with the Complaints Procedure.

9. To consider applications for regrading submitted by members of staff in terms of the National Conditions of Service.
10. To consider and determine appeals by employees in terms of any nationally agreed scheme and appeals falling to be determined by Tayside Valuation Joint Board in terms of their adopted grievance and disciplinary procedures.

11. To consider any other items of business which the Joint Board may refer to it and make recommendations thereto.

The membership of the Sub-Committee comprised the Convener, Vice Convener and Spokesperson or their nominees.

The quorum of the Sub-Committee would be three elected members on the basis of one elected member from each constituent Council.

The Joint Board agreed to the reconstitution of the General Purposes Sub-Committee on the terms as outlined.

VI APPOINTMENT OF CLERK AND TREASURER

The Joint Board agreed that there be no changes to the current appointments of Clerk to the Joint Board and Treasurer, Roger Mennie, Head of Democratic and Legal Services, Dundee City Council, and Mr Gregory Colgan, Executive Director of Corporate Services, Dundee City Council, respectively.

VII STANDING ORDERS AND FINANCIAL REGULATIONS - REVIEW

The Joint Board agreed to note that the Clerk and Treasurer were reviewing the Standing Orders and Financial Regulations and that amended versions would be brought forward in due course and that in the meantime the current versions of these documents would be issued to the membership.

VIII APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Depute Lord Provost Bill Campbell (Dundee City Council), Councillor George McIrvine (Dundee City Council), Councillor Willie Wilson (Perth and Kinross Council), Councillor Bob Band (Perth and Kinross Council) and Councillor Stewart Donaldson (Perth and Kinross Council).

IX DECLARATION OF INTEREST

No declarations of interest were made.

X MINUTES OF PREVIOUS MEETINGS

The minutes of meetings of the Tayside Valuation Joint Board held on 23rd January, 2017 and 20th March, 2017 were submitted and approved.

XI CORPORATE PLAN AND SERVICE PLAN 2016-2019

There was submitted Report No TVJB12-2017 by the Assessor presenting the Assessor’s Corporate Plan and Service Plan 2016 – 2019 which had been updated for the year 2017-2018.

The Joint Board agreed to approve the Corporate Plan and Service Plan contained in the Appendix of the report.

XII RISK MANAGEMENT/BUSINESS CONTINUITY

There was submitted Report No TVJB13-2017 by the Assessor presenting to the Joint Board the Assessor’s Annual Report on Risk Management and Business Continuity arrangements.

The Joint Board agreed to note the contents of the report.
XIII MAINSTREAMING EQUALITY REPORT

There was submitted Report No TVJB14-2017 by the Assessor presenting the draft Mainstreaming Report and to report on progress made towards achieving equality outcomes.

The Joint Board agreed to note the content of the report and approve the Mainstreaming Equality Report which was attached as an Appendix to the report.

XIV INTERNAL AUDIT

There was submitted Report No TVJB15-2017 by the Assessor presenting the following Internal Audit Reports which were attached as appendices to the report:-

- Internal Audit Report 2017/05 – Non Domestic Rates
- Internal Audit Report 2017/06 – Follow-Up
- Internal Audit Report 2017/07 – Annual Report to the Joint Board and the Assessor

The Joint Board agreed to note the contents of the report and the three Audit Reports which were attached to the report as appendixes.

XV LOCAL CODE OF CORPORATE GOVERNANCE

There was submitted Report No TVJB9-2017 by the Treasurer to review and update the Joint Board's Local Code of Corporate Governance.

The Joint Board agreed:-

(i) to approve the Review as indicated in the report and the updated Local Code of Corporate Governance as detailed in Appendix 1 of the report; and

(ii) to approve the implementation of the improvements listed in Appendix 2 of the report.

XVI ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2017

There was submitted Report No TVJB10-2017 by the Treasurer presenting the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2017 which was also being submitted to the Joint Board.

The Joint Board agreed:-

(i) to note the contents of the report;

(ii) to approve the Annual Governance Statement which was included as an Appendix to the report; and

(iii) to instruct the Treasurer to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2017.

XVII UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

There was submitted Report No TVJB11-2017 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2017 which was being submitted to the Joint Board along with this report.

The Joint Board agreed:-

(i) to note the content of the report;

(ii) to note the unaudited Annual Accounts which were attached to the report as an appendix;
(iii) to note that the Treasurer would submit the Annual Accounts to the Appointed Auditor; and

(iv) to note that the key assumptions underpinning the Actuary's IAS 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

XVIII PROGRAMME OF MEETINGS 2017

The Joint Board agreed to note that the programme of meetings of the Joint Board for the remainder of 2017 was as follows:-

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 28th August, 2017</td>
<td>Committee Room 1, 14 City Square, Dundee</td>
<td>10.00 am</td>
</tr>
<tr>
<td>Monday, 20th November, 2017</td>
<td>Committee Room 1, 14 City Square, Dundee</td>
<td>10.00 am</td>
</tr>
</tbody>
</table>

XIX DATE OF NEXT MEETING

The Joint Board agreed to note that the next meeting of the Joint Board would be held in Committee Room 1, 14 City Square, Dundee on Monday, 28th August, 2017 at 10.15 am.

David CHEAPE, Convener.