

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 19th November, 2018.

Present:-

Representing Angus Council

Councillor Gavin Nicol
Councillor Ron Sturrock
Councillor Beth Whiteside (for Councillor Lynne Devine)

Representing Dundee City Council

Depute Lord Provost Bill Campbell
Baillie Christina Roberts
Councillor George McIrvine

Representing Perth and Kinross Council

Councillor Anne Jarvis (for Councillor Angus Forbes)
Councillor Audrey Coates
Councillor Lewis Simpson
Councillor Sheila McCole

Councillor Gavin NICOL, Convener, in the Chair.

I APOLOGIES

Apologies for absence were submitted on behalf of Councillor Richard Moore, (Angus Council), Councillor Lynne Devine, (Angus Council), Councillor Alan Ross, (Dundee City Council), Councillor Margaret Richardson, (Dundee City Council), Councillor Philip Scott, (Dundee City Council), Councillor Angus Forbes, (Perth and Kinross Council) and Councillor Dave Doogan, (Perth and Kinross Council).

II DECLARATION OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of the Tayside Valuation Joint Board held on 27th August, 2018 was submitted and approved.

IV KEY PERFORMANCE INDICATORS

The Joint Board agreed to note the following interim non-financial performance measures, indicating performance levels as at the end of September 2018.

Performance in relation to the Valuation Roll was currently above target at 79.5% (target 70%). In the light of other work priorities it was anticipated that year-end performance would be close to target.

In relation to Council Tax, performance as at 30th September, 2018 was above target at 96.7% (target 92%) and was anticipated to remain around this level.

Performance in relation to Electoral Registration had not yet been assessed by the Electoral Commission, however, to date, all key milestones had been successfully achieved.

V DATA PROTECTION

There was submitted Report No TVJB23-2018 by the Assessor providing an update in relation to matters arising in respect of Data Protection and to seek approval of the updated Date Protection Policy and Data Security Breach Procedure.

The Joint Board agreed to note the content of the report and to approve the updated Data Protection Policy and the Data Security Breach Procedure which were attached to the report as Appendices 1 and 2.

VI REVENUE MONITORING FOR 7 MONTHS TO 31ST OCTOBER, 2018

There was submitted Report No TVJB21-2018 by the Treasurer appraising of the latest monitoring position on the Joint Board's 2018/19 Revenue Budget, based on the actual spend to 31st October, 2018.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 31st October, 2018; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Joint Board's projected outturn for 2018/19 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

VII DATE OF NEXT MEETING

The Joint Board agreed to note that the next meeting of the Joint Board would be held in the Council Chamber, Perth and Kinross Council Offices, 2 High Street, Perth on Monday, 21st January, 2019 at 11.00 am.

The Joint Board resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 3, 6 and 9 of Part I of Schedule 7A of the Act.

VIII OFFICE ACCOMMODATION

Reference was made to Article XI of the minute of meeting of this Joint Board held on 22nd January, 2018 wherein it was agreed that both Angus and Dundee staff be relocated to a single office at William Wallace House, Forfar.

There was submitted Report No TVJB22-2018 by the Assessor providing an update on the relocation of staff from the Dundee Divisional Office, Whitehall House, Dundee and the Forfar Division Office at Ravenswood House, Forfar to new premises at William Wallace House, Orchardbank, Forfar.

The Joint Board agreed to note the content of the report.

IX RETIREMENT

There was submitted an agenda note on the retirement of a member of staff.

The Joint Board agreed to note the content and that the Assessor, in conjunction with the Clerk and the Treasurer, would review the organisational structure requirements and would bring forward proposals in due course to as future meeting of the Joint Board.

Gavin NICOL, Convener.