

**ITEM No ...3.....**

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Perth on 24th June, 2019.

Present:-

Representing Angus Council:-

Councillor Ron Sturrock  
Councillor Beth Whiteside

Representing Dundee City Council:-

Depute Lord Provost Bill Campbell  
Baillie Christina Roberts  
Councillor George McIrvine

Representing Perth and Kinross Council:-

Councillor Angus Forbes  
Councillor Audrey Coates  
Councillor Lewis Simpson  
Councillor Sheila McCole  
Councillor Dave Doogan

Baillie Christina Roberts, Vice-Convener, in the Chair.

**I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor Gavin Nicol, (Angus Council), Councillor Richard Moore (Angus Council), Councillor Alan Ross (Dundee City Council), Councillor Margaret Richardson (Dundee City Council) and Councillor Philip Scott (Dundee City 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 21st January, 2019 was submitted and approved.

**IV CORPORATE PLAN AND SERVICE PLAN 2019/2022**

There was submitted Report No TVJB10-2019 by the Assessor presenting the Assessor's Corporate Plan for the years 2019/2022.

The Joint Board agreed to approve the Corporate Plan and Service Plan which was attached to the report as an Appendix.

**V RISK MANAGEMENT/BUSINESS CONTINUITY**

There was submitted Report No TVJB11-2019 by the Assessor presenting the Assessor's Annual Report on Risk Management and Business Continuity arrangements.

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

## **VI MAINSTREAMING EQUALITY REPORT – UPDATE**

There was submitted Report No TVJB12-2019 by the Assessor presenting the bi-annual update to the Mainstreaming Equality Report reporting on progress made towards achieving equality outcomes.

The Joint Board agreed to note the updated Mainstreaming Equality Report which was attached to the report as an Appendix.

## **VII INTERNAL AUDIT**

There was submitted Report No TVJB13-2019 by the Assessor presenting the following Internal Audit Reports which were attached to the report as appendices:-

- Internal Audit Report – Electoral Registration
- Internal Audit Report – Follow-Up Reviews
- Internal Audit Report – Annual Report to the Joint Board and the Assessor

The Joint Board agreed to note the content of the three Audit Reports.

## **VIII ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2019**

There was submitted Report No TVJB6-2019 by the Treasurer presenting the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2019 which was also submitted to the Joint Board.

The Joint Board agreed:-

- (i) to note the contents of the covering report;
- (ii) to approve the Annual Governance Statement which was attached to the report as an Appendix; and
- (iii) to instruct the Treasurer to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2019.

## **IX UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2019**

There was submitted Report No TVJB7-2019 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2019 which were attached to the report.

The Joint Board agreed:-

- (i) to note the content of the covering report;
- (ii) to note the unaudited Annual Accounts 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.

## **X LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No TVJB8-2019 by the Treasurer to review and update the Board's Local Code of Corporate Governance.

The Joint Board agreed:-

- (i) to approve the Review and 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.

#### **XI ELECTORAL PRINT AND POSTAL SERVICES**

Reference was made to Article XI of the minute of meeting of this Joint Board of 21st January, 2019, wherein it was noted that the existing contract for the provision of electoral print services would expire in June 2019 and that the Assessor, in conjunction with Tayside Procurement Consortium would review the available procurement options and undertake an appropriate procurement procedure and that the outcome of the procurement procedure would be submitted to this meeting of the Joint Board.

It was reported that it had been determined that an invitation to tender should be issued for the provision of Electoral Print and Postal Services as an "open procedure" tender under EU procurement rules. An invitation to tender for a 2 year contract (with an option to extend for a further 2 years) was therefore advertised as a single lot, via a full formal OJEU tender process. The opportunity was advertised through Public Contracts Scotland (PCS) and the tender documents were available electronically through Public Tender Scotland. 16 notes of interest were expressed and 4 bids were received and evaluated. Following consideration by Tayside Procurement Consortium Steering Group, the contract was awarded to Critiqom Ltd.

The Joint Board agreed to note the position as indicated.

#### **XII 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, 2 High Street, Perth on Monday, 26th August, 2019 at 11 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Act.**

#### **XIII ORGANISATIONAL STAFF STRUCTURE**

There was submitted Report No TVJB9-2019 by the Assessor presenting a revised organisational staff structure for the Assessor and Electoral Registration Officer's Service.

The Joint Board agreed to approve the amendments to the organisational staff structure as indicated in the report.

Christina ROBERTS, Vice-Convener.