

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 25th June, 2018.

Present:-

Representing Angus Council

Councillor Gavin Nicol  
Councillor Ron Sturrock  
Councillor Richard Moore  
Councillor Lynne Devine

Representing Dundee City Council

Depute Lord Provost Bill Campbell  
Bailie Christina Roberts  
Councillor Alan Ross  
Bailie Helen Wright (for Councillor Margaret Richardson)  
Councillor Philip Scott

Representing Perth and Kinross Council

Councillor Angus Forbes  
Councillor Lewis Simpson

Bailie Roberts, Depute Convener in the Chair until Article V.

Councillor Nicol, Convener, in the Chair from Article V.

**I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor George McIrvine (Dundee City Council), Councillor Margaret Richardson (Dundee City Council), Councillor Audrey Coates (Perth and Kinross Council), Councillor Sheila McCole (Perth and Kinross Council) and Councillor Dave Doogan (Perth and Kinross Council).

**II DECLARATIONS OF INTEREST**

There were no declarations of interest.

**III MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Tayside Valuation Joint Board held on 22nd January, 2018 was submitted and approved.

**IV MEMBERSHIP**

(a) ANGUS COUNCIL

It was reported that at the meeting of Angus Council held on 8th February, 2018 it was agreed that Councillor Ron Sturrock replace Councillor David Cheape as a member of the Tayside Valuation Joint Board.

The Joint Board noted the change in membership as indicated.

(b) PERTH AND KINROSS COUNCIL

It was reported that at the meeting of Perth and Kinross Council held on 25th April, 2018 it was agreed that Councillor Audrey Coates and Councillor Lewis Simpson replace Councillor Caroline Shiers and Councillor Willie Wilson as members of Tayside Valuation Joint Board.

The Joint Board noted the change in membership as indicated.

## **V APPOINTMENT OF CONVENER**

It was reported that following on from the decision taken by Angus Council to replace Councillor David Cheape with Councillor Ron Sturrock as a member of Tayside Valuation Joint Board, the Joint Board was required to appoint a Convener from Angus Council.

Thereafter, Councillor Moore, seconded by Councillor Sturrock, moved that Councillor Nicol be appointed as Convener.

There being no other nominations the Joint Board agreed to appoint Councillor Nicol of Angus Council as Convener whereupon Councillor Nicol took the Chair.

## **VI CORPORATE PLAN AND SERVICE PLAN 2016-2019**

There was submitted Report No TVJB 10-2018 by the Assessor presenting the Assessor's Corporate Plan and Service Plan 2016-2019 which had been updated for the year 2018-2019.

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

## **VII RISK MANAGEMENT/BUSINESS CONTINUITY**

There was submitted Report No TVJB 11-2018 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.

## **VIII INTERNAL AUDIT**

There was submitted Report No TVJB 12-2018 by the Assessor presenting the following Internal Audit Reports which were attached as appendices to the report:-

- Internal Audit Report 2018/04 – Corporate Governance
- Internal Audit Report 2018/05 – Follow-up Reviews
- Internal Audit Report 2018/06 – Annual Report to the Joint Board and the Assessor

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

## **IX ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2018**

There was submitted Report No TVJB 8-2018 by the Treasurer presenting the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2018 which was also 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 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, 2018.

## **X UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2018**

There was submitted Report No TVJB 9-2018 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2018 which were attached to the report.

The Joint Board agreed:-

- (i) to note the contents of the report;
- (ii) to note the unaudited Annual Accounts which were attached to the report;
- (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.

#### **XI PROPERTY RELOCATION – EXCESS TRAVEL ARRANGEMENTS**

There was submitted an agenda note by the Assessor on property relocation and excess travel arrangements.

The Joint Board agreed:-

- (i) to note that the relocation of Dundee Divisional staff from Whitehall House, Dundee, to William Wallace House, Forfar, had been completed;
- (ii) to note that Excess Travel arrangements had been put in place following discussion with the Treasurer, the Clerk and the recognised Trade Union (UNISON);
- (iii) to note that Angus Divisional staff were expected to be relocated to William Wallace House during July 2018;
- (iv) to note that the Assessor wished to record his thanks to his staff and those staff of Dundee City Council and Angus Council who had assisted with the relocation; and
- (v) to note that further information in relation to the relocation including the costs of the telephone system would be provided at the next meeting of the Joint Board to be held on 27th August, 2018.

#### **XII DATE OF NEXT MEETING**

The Joint Board noted that the next meeting would be held in the Council Chamber, The Town and County Hall, The Cross, Forfar on Monday, 27th August, 2018 at 11.00 am.

Gavin NICOL, Convener.