

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

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 27th August, 2018.

Present:-

Representing Angus Council

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

Representing Dundee City Council

Bailie Christina Roberts  
Councillor George McIrvine  
Bailie Helen Wright (for Councillor Margaret Richardson)  
Councillor Philip Scott

Representing Perth and Kinross Council

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

Councillor Gavin NICOL, Convener, in the Chair.

**I APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Margaret Richardson (Dundee City Council), Depute Lord Provost Bill Campbell (Dundee City Council) and Councillor Alan Ross (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 25th June, 2018 was submitted and approved, subject to it being recorded that Bailie Helen Wright of Dundee City Council was present.

**IV BEST VALUE – PUBLIC PERFORMANCE REPORT 2017/2018**

There was submitted Report No TVJB13-2018 by the Assessor appraising of the performance levels achieved by the Assessor and his staff during the financial year 2017/18, and to present the Board's Annual Public Performance Report.

The Joint Board agreed:-

- (i) to approve the Joint Board's Annual Public Performance Report for the year 2017/18 which was attached to the report as Appendix 1;
- (ii) to note the information submitted by the Assessor to the Scottish Government in respect of the Key Performance Indicators concerning the Valuation Roll and Council Tax Valuation List which was attached to the report as Appendix 2; and

- (iii) to note the results of the Customer Satisfaction Survey which was attached to the report as Appendix 3.

## **V FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION**

There was submitted Report No TVJB14-2018 by the Assessor presenting the Board's current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information and Environmental Information issues.

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

## **VI HEALTH AND SAFETY ANNUAL REPORT**

There was submitted Report No TVJB15-2018 by the Assessor presenting the Assessor's annual report on Health and Safety matters, in accordance with the Board's Health and Safety Policy Statement.

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

## **VII INTERNAL AUDIT**

There was submitted Report No TVJB16-2018 by the Assessor presenting the Internal Audit Annual Plan for 2018/19 (No 2019/01) which was attached to the report as an Appendix.

The Joint Board agreed to note the Internal Audit Annual Plan for 2018/19.

## **VIII OFFICE RELOCATION**

There was submitted Report No TVJB17-2018 by the Assessor providing an update on the current position with regard to the relocation of staff from the Dundee Divisional Office, Whitehall House, Dundee and the Forfar Divisional 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 REVENUE MONITORING FOR FOUR MONTHS TO 31ST JULY, 2018**

There was submitted Report No TVJB19-2018 by the Treasurer appraising of the latest monitoring position on the 2018/19 Revenue Budget, based on the actual spend to 31st July, 2018.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 31st July, 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.

## **X FINANCIAL REPORTS 2017/2018**

**The Convener agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 9(b) in view of the timescales involved.**

- (a) AMENDMENT TO ANNUAL ACCOUNTS 2017/2018

There was submitted Report No TVJB20-2018 by the Treasurer appraising on late adjustments which were required to the Annual Accounts 2017/2018.

The Joint Board agreed:-

- (i) to note the proposed adjustments to the Annual Account 2017/2018;
  - (ii) to approve the Annual Accounts with the proviso that they would be updated prior to signature to agree with the revised Actuarial Report and thereafter re-circulated to Joint Board members for information; and
  - (iii) to note that the amendments to the Annual Accounts would not result in any signing deadlines being missed.
- (b) EXTERNAL AUDITOR'S REPORT ON 2017/2018 AUDIT

The Joint Board agreed to note the External Auditor's report to members on the 2017/2018 Audit as submitted.

- (c) RESPONSE TO AUDITOR'S REPORT OF 2017/2018 AUDIT

There was submitted Report No TVJB18-2018 by the Treasurer responding to the report prepared by the Board's External Auditor on the audit of Tayside Valuation Joint Board for the year ended 31st March, 2018. A copy of the External Auditor's report and the Board's Audited Statement of Accounts were included on the agenda as separate items.

The Joint Board agreed:-

- (i) to endorse the report as the formal response to the External Auditor's report; and
  - (ii) to note that the External Auditor's findings and conclusions were favourable.
- (d) ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2018

The Joint Board agreed to note the Annual Accounts for the year ended 31st March, 2017 as submitted.

## **XI PROGRAMME OF MEETINGS 2019**

The Joint Board agreed that the programme of meetings for the Joint Board over 2019 be as follows: -

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Monday, 21st January, 2019	11 am	Council Chamber, 2 High Street, Perth
Monday, 24th June, 2019	11 am	Council Chamber, 2 High Street, Perth
Monday, 26th August, 2019	11 am	Council Chamber, 2 High Street, Perth
Monday, 18th November 2019	11 am	Council Chamber, 2 High Street, Perth

## **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, The Town and County Hall, The Cross, Forfar on Monday, 19th November, 2018 at 11.00 am.

Gavin NICOL, Convener.