

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 28th August, 2017.

Present:-

Representing Angus Council

Councillor David Cheape
Councillor Richard Moore
Councillor Lynne Devine
Councillor Gavin Nicol

Representing Dundee City Council

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

Representing Perth and Kinross Council

Councillor Angus Forbes
Councillor Caroline Shiers
Councillor Willie Wilson
Councillor Sheila McCole

Councillor David Cheape, Convener, in the Chair.

I APOLOGIES

Apologies for absence were submitted on behalf of Councillor Stewart Donaldson (Perth and Kinross Council).

II DECLARATION OF INTEREST

There were no declarations of interest.

III MEMBERSHIP OF JOINT BOARD

(a) **ANGUS COUNCIL**

Reference was made to Article II of the minute of meeting of this Joint Board held on 26th June, 2017 wherein it was noted that Angus Council would confirm the appointment of a further member in due course completing their allocation of places on the Joint Board.

The Joint Board agreed to note that Angus Council, at its meeting on 29th June, 2017 agreed to appoint Councillor Gavin Nicol as a member of the Joint Board.

(b) **PERTH AND KINROSS COUNCIL**

It was reported that Perth and Kinross Council at its meeting on 28th June 2017 agreed to appoint Councillor Sheila McCole as a replacement for Councillor Bob Band on the Tayside Valuation Joint Board.

The Joint Board agreed to note the change in membership as indicated.

IV MINUTE OF PREVIOUS MEETING

The minute of meeting of the Tayside Valuation Joint Board held on 26th June, 2017 was submitted and approved.

V INTERNAL AUDIT

There was submitted Report No TVJB 19-2017 by the Assessor presenting the Internal Audit Annual Plan for 2017/18 (No 2018/01) which was attached to the report as an appendix.

The Joint Board agreed to note the Internal Audit Annual Plan for 2017/19.

VI BEST VALUE – PUBLIC PERFORMANCE REPORT 2016/17

There was submitted Report No TVJB 20-2017 by the Assessor appraising the performance levels achieved by the Assessor and his staff during financial year 2016/17, and to present the Joint Board's Annual Public Performance Report.

The Joint Board agreed:-

- (i) to approve the Joint Board's Annual Public Performance Report for the year 2016/17 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.

VII HEALTH AND SAFETY ANNUAL REPORT

There was submitted Report No TVJB 21-2017 by the Assessor presenting the Assessor's annual report on Health and Safety matters in accordance with the Joint Board's Health and Safety Policy Statement.

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

VIII FREEDOM OF INFORMATION - ENVIRONMENTAL INFORMATION - DATA PROTECTION

There was submitted Report No TVJB 22-2017 by the Assessor presenting the current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information, Environmental Information and Data Protection issues.

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

IX REVENUE MONITORING FOR FOUR MONTHS TO 31ST JULY 2017

There was submitted Report No TVJB 16-2017 by the Treasurer appraising of the latest monitoring position on the Joint Board's 2017/18 Revenue Budget, based on the actual spend to 31st July, 2017.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 31st July, 2017; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Joint Board's projected outturn for 2017/18 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

X FINANCIAL REPORTS 2016/2017 AUDIT**(a) EXTERNAL AUDITOR'S REPORT ON 2016/2017 AUDIT**

The Joint Board agreed to note the External Auditors report to members on the 2016/2017 Audit as submitted.

(b) RESPONSE TO EXTERNAL AUDITOR'S REPORT OF 2016/2017 AUDIT

There was submitted Report No TVJB 17-2017 by the Treasurer as a response to the report prepared by the Joint Board's External Auditor on the audit of Tayside Valuation Joint Board for the year ended 31st March, 2017. 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.

The Joint Board also took the opportunity to pass on their congratulations to the staff from the Valuation Board for achieving the positive outcomes as indicated in the report which was welcomed by the Joint Board.

(c) ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2017

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

XI REVIEW OF FINANCIAL REGULATIONS, TENDER PROCEDURES AND PURCHASING AND PROCUREMENT PROCEDURES

There was submitted Report No TVJB 18-2017 by the Treasurer presenting the updated Financial Regulations, Tender Procedures and Purchasing and Procurement Procedures, which were attached to the report as appendices.

The Joint Board agreed to note the contents of the updated documentation.

XII PROGRAMME OF MEETINGS 2018

The Joint Board agreed that the programme of meetings for the Joint Board over 2018 be as follows:-

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Monday, 22nd January, 2018	10.00am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 25th June, 2018	10.00am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 27th August, 2018	10.00am	Council Chamber, The Town and County Hall, The Cross, Forfar
Monday, 19th November, 2018	10.00am	Council Chamber, The Town and County Hall, The Cross, Forfar

XIII 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, 20th November, 2018 at 10.00 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 item of business on the ground that it involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

XIV OFFICE ACCOMMODATION

(a) ADDENDUM REPORT

There was also submitted Report No TVJB 23-2017 (addendum) by the Assessor seeking to provide the Joint Board with additional information relating to Report No 23-2017 and to provide the latest information arising from the Barclay Review of Non-domestic Rating, which was published on 22nd August, 2017 and which may have had an impact upon the Joint Board's consideration of the various property options.

The Joint Board agreed:-

- (i) to note the additional detail contained within the Appendix, which was attached to the report, which replaced page 18 of the main report Office Accommodation – Asset Review and Options Appraisal;
- (ii) to note that the Barclay Review of Non-domestic Rating included the following recommendations:
 - There should be three yearly revaluations from 2022 with valuations based on market conditions on a date one year prior (the 'Tone date').
 - Assessors should provide more transparency and consistency of approach. If this is not achieved voluntarily, a new Scotland wide Statutory Body should be created which would be accountable to Ministers.

(b) OFFICE ACCOMMODATION – REPORT

There was submitted Report No TVJB 23-2017 by the Assessor updating on the current position with regard to office accommodation and to present options available to the Joint Board with regard to reducing property occupation and other related costs.

The Joint Board agreed:-

- (i) to note the options contained within the Appendix which was attached to the report on Office Accommodation - Asset Review and Options Appraisal. Thereafter, Councillor Wilson, seconded by Councillor Moore, moved that option 3 of the report be pursued further. As an amendment, Councillor Cheape, seconded by Councillor Shiers, moved that options 3, 4 and 7 of the report be pursued further. On a division, there voted for the motion – Councillors Moore, Devine, McIrvine, Richardson, Forbes, Wilson and McCole (7); and for the amendment – Councillors Cheape, Nicol, Depute Lord Provost Campbell, Bailie Roberts, Councillors Ross, Scott and Shiers (7). There being a parity of votes, Councillor Cheape used his casting vote in favour of the amendment whereupon the amendment was declared carried.
- (ii) to instruct the Clerk and the Assessor in conjunction with Dundee City Council, City Development Services, to identify suitable premises that may be available within the chosen option(s), to enter into provisional lease negotiations with the parties concerned and to present detailed recommendations for approval to the Joint Board at the next meeting on 20th November, 2017;
- (iii) to instruct the Clerk and the Assessor to investigate the removal, refitting and other costs likely to be incurred in pursuing the chosen option(s);
- (iv) to instruct the Clerk and the Assessor to investigate the likely costs of dilapidations in each of the properties to be vacated under the chosen option(s) and to bring forward proposals to either undertake dilapidation work or identify the capital cost to be repaid to the landlord in respect of those dilapidation works;
- (v) to instruct the Clerk and the Assessor to serve Notice to Quit in respect of the office premises at Whitehall House, Dundee and the existing store at West Pitkerro Industrial Estate, Dundee;

- (vi) to instruct the Assessor to undertake consultation with staff and the recognised Trade Union (UNISON) with regard the selected option(s); and
- (vii) to delegate authority to the General Purposes Sub-Committee to deal with any issues arising from this matter which may require decisions to be made outwith the normal cycle of meetings of the Joint Board.

David CHEAPE, Convener.