

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 23rd November, 2015.

Present:-

Representing Angus Council

Councillor Jim Houston
Councillor Bob Myles

Representing Dundee City Council

Depute Lord Provost Christina Roberts
Councillor David Bowes
Councillor Jimmy Black
Councillor John Alexander
Councillor Tom Ferguson
Councillor Mohammed Asif

Representing Perth and Kinross Council

Councillor Douglas Pover
Councillor Elspeth Maclachlan

Councillor Elspeth Maclachlan, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Provost Helen Oswald (Angus Council), Councillor Bill Bowles (Angus Council), Councillor Alexander J Stewart (Perth and Kinross Council), Councillor Alistair Munro (Perth and Kinross Council) and Councillor Willie Wilson (Perth and Kinross Council).

II DECLARATION OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Valuation Joint Board held on 24th August, 2015 was submitted and approved.

IV REVENUE MONITORING FOR SIX MONTHS TO 30TH SEPTEMBER, 2015

There was submitted Report No TVJB22-15 by the Treasurer appraising the Joint Board of the latest monitoring position on its 2015/16 Revenue Budget based on the actual spend to 30th September 2015.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th June 2015; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Board's projected outturn for 2015/16 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

V INTERNAL AUDIT

There was submitted Report No TVJB 23-2015 by the Assessor presenting to the Joint Board the undernoted internal Audit Reports, which were attached as appendices to the report:-

Follow-up Reviews

Internal Audit Report 2016/02 - Health & Safety
Internal Audit Report 2016/03 - Council Tax

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

VI RECORDS MANAGEMENT POLICY AND RECORDS MANAGEMENT PLAN

There was submitted Report No TVJB25-2015 by the Assessor presenting to the Joint Board the draft Records Management Policy and Records Management Plan which were attached to the report as Appendices 1 and 2.

The Joint Board agreed to approve the draft Records Management Policy which was attached to the report as Appendix 1 and the draft Records Management Plan which was attached to the report as Appendix 2 for submission to the Keeper of Records of Scotland.

VII OFFICE ACCOMMODATION – RAVENSWOOD, NEW ROAD, FORFAR – RENT REVIEW

There was submitted Report No TVJB 24-2015 by the Assessor advising the Joint Board of the current position concerning the office at Ravenswood, New Road, Forfar.

The Joint Board agreed to note the position concerning improvements to the property that were required to meet disability standards and to approve the continuation of the existing lease for a further year at the existing rental of £18,000 per annum whilst alternative options were researched.

VIII DATE OF NEXT MEETING

The Joint Board noted that the next meeting of the Joint Board would be held on Monday, 25th January, 2016 at 10.00 am in the Dewars Centre, Glover Street, Perth.

Elsbeth MACLACHLAN, Convener.