

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Forfar on 11th June, 2012.

Present:-

Representing Angus Council

Councillor Jim HOUSTON
Provost Helen OSWALD
Councillor Bill BOWLES
Councillor Bob MYLES

Representing Dundee City Council

Councillor David BOWES
Depute Lord Provost Christina ROBERTS
Councillor Jimmy BLACK
Councillor John ALEXANDER
Councillor Tom FERGUSON
Councillor Mohammed ASIF

Representing Perth and Kinross Council

Councillor Douglas POVER
Councillor Elspeth MACLACHLAN
Councillor Alexander J STEWART
Councillor Alistair MUNRO
Councillor Willie WILSON

Councillor Elspeth MACLACHLAN, Convener, in the Chair.

I INTERIM CHAIR

Mr Roger Mennie, Clerk to the Joint Board chaired the meeting prior to Article III of this minute, where appointment was made to the position of Convener.

II MEMBERSHIP OF JOINT BOARD

The Joint Board noted the following appointments by each of the three constituent Councils as follows:-

Angus Council - Appointed Members (4)

Councillor Jim Houston
Provost Helen Oswald
Councillor Bill Bowles
Councillor Bob Myles

Dundee City Council - Appointed Members (6)

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

Perth and Kinross Council - Appointed Members (5)

Councillor Douglas Pover
 Councillor Elspeth Maclachlan
 Councillor Alexander J Stewart
 Councillor Alistair Munro
 Councillor Willie Wilson

III APPOINTMENT OF CONVENER

The Joint Board was requested to appoint a Convener from Perth and Kinross Council.

The Board agreed to the appointment of Councillor Elspeth Maclachlan as Convener.

IV APPOINTMENT OF VICE-CONVENER AND SPOKESPERSON

(a) VICE-CONVENER

The Joint Board was requested to appoint a Vice-Convener from Angus Council.

The Joint Board agreed to the appointment of Councillor Jim Houston as Vice-Convener.

(b) SPOKESPERSON

The Joint Board was requested to appoint a Spokesperson from Dundee City Council.

The Joint Board agreed to the appointment of Councillor David Bowes as Spokesperson.

V APPOINTMENT OF GENERAL PURPOSES SUB-COMMITTEE

Reference was made to Article III of the minute of meeting of this Board held on 4th December, 1995 and Article VI of the minute of meeting of this Board of 13th November, 2000, wherein the General Purposes Sub-Committee was established. The Board was asked to reconstitute the General Purposes Sub-Committee, the terms of reference were as follows:-

1. To consider and short-leet applications, interview and appoint to the position of Assessor.
2. To recommend to the Joint Board the approval of the Capital Programme for the following financial year and to instruct the Treasurer to requisition each of the three Constituent Councils for their share of funding the Capital Programme.
3. To consider, in detail, the report submitted by the Treasurer on the Provisional Revenue Budget for the forthcoming financial year as submitted by the Treasurer and Assessor.
4. To refer the Provisional Revenue Budget to the Convener, Vice-Convener, Spokesperson and Leaders of the Administration of the Constituent Councils for discussion.
5. To recommend to the Joint Board that the approval of the Final Revenue Budget as presented in the Treasurer's report.
6. To recommend to the Joint Board that the apportionment of the Final Revenue Budget be based on the proportion of each Council's relevant Grant Aided Expenditure as detailed in the Treasurer's report.
7. To consider the unaudited Statement of Accounts for the previous financial year.

8. To hear and deal with complaints in accordance with the Complaints Procedure.
9. To consider applications for regrading submitted by members of staff in terms of the National Conditions of Service.
10. To consider and determine appeals by employees in terms of any nationally agreed scheme and appeals falling to be determined by Tayside Valuation Joint Board in terms of their adopted grievance and disciplinary procedures.
11. To consider any other items which the Board may refer to it and make recommendations thereto.

The previous Sub-Committee comprised the Convener, the Vice-Convener and the third Council Spokesperson, together with one elected member from each constituent Council, giving a total membership of six elected members.

It was proposed that the membership of the Sub-Committee be on the basis of the Convener, Vice-Convener and Spokesperson or their nominees.

The quorum of the Sub-Committee would be three elected members comprising one elected member from each constituent Council.

The Board agreed to the reconstitution of the General Purposes Sub-Committee as detailed.

VI APPOINTMENT OF CLERK AND TREASURER

It was recommended that there be no changes to the current appointments of Clerk to the Joint Board and Treasurer, Roger Mennie, Head of Democratic and Legal Services, Dundee City Council, and Mrs Marjory Stewart, Director of Corporate Services, Dundee City Council, respectively.

The Board agreed to the terms of the note.

VII MINUTE OF PREVIOUS MEETING

The minute of meeting of the Tayside Valuation Joint Board of 30th January, 2012 was submitted and approved.

VIII EXTERNAL AUDIT ANNUAL AUDIT PLAN 2011/12

There was submitted Report No TVJB13-2012 by the Treasurer presenting to the Board the External Audit Annual Audit Plan, attached as an Appendix to the report.

The Board agreed to note the content of the External Audit Annual Audit Plan for 2011/2012.

IX TRAINEE VALUER AND TECHNICIAN CAREER GRADE STRUCTURE

There was submitted Report No TVJB12-2012 by the Assessor seeking approval for revised career grade structures for Trainee Valuers and Technicians.

The Board approved the updated career grade structures as outlined in Appendix 1 and 2 of the report.

X SERVICE PLAN 2012/2015

There was submitted Report No TVJB11-2012 by the Assessor presenting to the Board the Assessor's Service Plan for the years 2012/2015.

The Board approved the content of the report and the Service Plan contained in the appendix of the report.

XI INTERNAL AUDIT

There was submitted Report No TVJB10-2012 by the Assessor presenting to the Board the following Internal Audit Reports, which were attached as appendices to the report:-

Follow-up Review

Internal Audit Report 2012/06 - Follow-Up 2011/2012

New Reports

Internal Audit Report 2012/02 - Procurement and Creditors/Purchasing
 Internal Audit Report 2012/03 - IT Network Arrangements
 Internal Audit Report 2012/04 - Risk Management and Business Continuity Planning
 Internal Audit Report 2012/05 - Non-Domestic Rates

Annual Report

Internal Audit Report 2012/07 - Annual Report 2011/2012

The Board agreed to note the contents of the six Audit Reports.

XII FREEDOM OF INFORMATION/DATA PROTECTION - ANNUAL REPORT

There was submitted Report No TVJB9-2012 by the Assessor presenting to the Board current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information and Data Protection issues.

The Board agreed to note the content of the report.

XIII DATE OF NEXT MEETING AND PROGRAMME OF MEETINGS

The Board noted that the meetings of the Joint Board for 2012 had been previously agreed as follows:-

Monday, 27th August, 2012
 Monday, 19th November, 2012

In addition, a meeting of the General Purposes Sub-Committee had been arranged for Monday, 25th June, 2012.

All meetings would be held in Angus unless otherwise notified by the Clerk.

Elsbeth MACLACHLAN, Convener.

APPENDIX

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Monday, 25th June, 2012.

Present:-

Councillor Elspeth MACLACHLAN, Perth and Kinross Council
Councillor Jim HOUSTON, Angus Council
Councillor David BOWES, Dundee City Council

Councillor Elspeth MACLACHLAN, Convener, in the Chair.

I UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2012

There was submitted Report No TVJB14-2012 by the Treasurer providing some additional commentary on the unaudited Statement of Accounts for the year ended 31st March, 2012 which was submitted to the General Purposes Sub-Committee along with the report.

The Sub-Committee agreed:-

- (i) to note the content of the covering report;
- (ii) to note the unaudited Statement of Accounts which had been submitted along with the report;
- (iii) to note that the Treasurer had submitted the Statement of Accounts to the Controller of Audit, Accounts Commission for Scotland; and
- (iv) to note that the key assumptions underpinning the Actuary's International Accounting Standards 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

Elspeth MACLACHLAN, Convener.