

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Perth on 13th June, 2016.

Present:-

Representing Angus Council

Councillor Jim Houston  
Councillor Bob Myles  
Councillor Bill Bowles

Representing Dundee City Council

Councillor David Bowes  
Depute Lord Provost Christina Roberts  
Councillor Jimmy Black  
Councillor Lynne Short  
Councillor Tom Ferguson

Representing Perth and Kinross Council

Councillor Douglas Pover  
Councillor Elspeth Maclachlan  
Councillor Alexander J Stewart

Councillor Elspeth Maclachlan, Convener, in the Chair.

**I APOLOGIES**

Apologies for absence were submitted on behalf of Provost Helen Oswald (Angus 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 the Tayside Valuation Joint Board held on 25th January, 2016 was submitted and approved.

**IV MEMBERSHIP OF THE JOINT BOARD - DUNDEE CITY COUNCIL - RESIGNATION OF COUNCILLOR JOHN ALEXANDER**

It was reported that Councillor John Alexander had resigned from his position as an elected member on the Joint Board and that his replacement on the Joint Board would be Councillor Lynne Short.

The Joint Board agreed to note that Dundee City Council had appointed Councillor Lynne Short as a member of the Tayside Valuation Joint Board following the resignation of Councillor John Alexander.

**V CORPORATE PLAN AND SERVICE PLAN 2016-2019**

There was submitted Report No TVJB 6-2016 by the Assessor presenting to the Joint Board the draft Assessor's Corporate Plan and Service Plan to cover the years 2016-2019.

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

## **VI INTERNAL AUDIT**

There was submitted Report No TVJB 7-2016 by the Assessor presenting to the Joint Board the Internal Audit Reports 2016/05 – Budget Setting and Budgetary Control, 2016/06 Corporate Planning, 2016/07 - Follow-Up Reviews and 2016/08 – Annual Report, which were attached to the report as appendices.

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

## **VII REVALUATION PROGRESS**

There was submitted Report No TVJB 8-2016 by the Assessor updating the Board on the progress made by the Assessor in preparation for the 2017 Revaluation of Non Domestic subjects.

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

## **VIII RISK MANAGEMENT/BUSINESS CONTINUITY**

There was submitted Report No TVJB 9-2016 by the Assessor presenting to the Joint Board the Assessor's annual report on Risk Management and Business Continuity arrangements.

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

## **IX EXTERNAL AUDIT - AUDIT STRATEGY OVERVIEW AND PLAN 2015/2016**

There was submitted Report No TVJB 10-2016 by the Treasurer presenting to the Joint Board External Audit's Audit strategy overview and plan for the year ending 31st March, 2016, which was attached to the report as an appendix.

The Joint Board agreed to note the content of External Audit's Audit strategy overview and plan for the year ending 31st March, 2016.

## **X ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2016**

There was submitted Report No TVJB 11-2016 by the Treasurer presenting to the Joint Board the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2016 which was also being submitted to the Board.

The Joint Board agreed:-

- (i) to note the contents of the report;
- (ii) to approve the Annual Governance Statement which was 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, 2016.

## **XI UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2016**

There was submitted Report No TVJB 12-2016 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2016 which was being submitted to the Joint Board along with the report.

The Joint Board agreed:-

- (i) to note the content of the report;
- (ii) to note the unaudited Annual Accounts which had been submitted along with 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.

## **XII PROVISION OF INTERNAL AUDIT SERVICES 2016/2019**

It was reported that the Treasurer had completed a competitive process, in accordance with current procurement requirements, for the provision of Internal Audit Services, for the period 2016/2017 to 2018/19. Henderson Loggie were the successful bidder in this process. The annual estimated cost of providing this service for 2016/17 was £7,000 plus VAT (fees for future years would be increased in line with the retail price index). These costs could be met from the current budget for Internal Audit Services.

The Joint Board agreed to note the appointment of Henderson Loggie as successful bidder for the provision of Internal Audit Services in respect of the financial years 2016/17 to 2018/19.

## **XIII DATE OF NEXT MEETING**

The Joint Board noted that the next meeting of the Joint Board would be held in the Hay Room, Dewars Centre, Glover Street, Perth on Monday, 22nd August, 2016 at 10.00 am.

Elsbeth MACLACHLAN, Convener.