

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 16th June, 2014.

Present:-

Representing Angus Council

Councillor Jim Houston
Councillor Bill Bowles
Councillor Bob Myles

Representing Dundee City Council

Councillor David Bowes
Depute Lord Provost Christina Roberts
Councillor John Alexander
Councillor Mohammed Asif

Representing Perth and Kinross Council

Councillor Henry Anderson (for Councillor Douglas Pover)
Councillor Elspeth Maclachlan
Councillor Alexander J Stewart
Councillor Alistair Munro
Councillor Ann Gaunt (for Councillor Willie Wilson)

Councillor Elspeth Maclachlan, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Provost Helen Oswald (Angus Council), Councillor Tom Ferguson (Dundee City Council), Councillor Willie Wilson (Perth and Kinross Council) and Councillor Douglas Pover (Perth and Kinross Council).

II DECLARATION OF INTEREST

There were no declarations on interest.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Valuation Joint Board held on 27th January, 2014 was submitted and approved.

IV CORPORATE AND SERVICE PLANS 2013/2016 - ANNUAL REPORT

There was submitted Report No TVJB 10-2014 by the Assessor presenting to the Board the Assessor's Annual Report on the Corporate and Service Plans.

The Joint Board agreed to approve the content of the report and the updated Corporate and Service Plans contained in Appendix 1 of the report.

V RISK MANAGEMENT/BUSINESS CONTINUITY

There was submitted Report No TVJB 11-2014 by the Assessor presenting the Assessor's annual report on Risk Management and Business Continuity arrangements.

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

VI INTERNAL AUDIT

There was submitted Report No TVJB 12-2014 by the Assessor presenting the following Internal Audit Reports, which were attached to the report as appendices:-

- Internal Audit Report 2014/2006 - Follow-up Reports 2013/2014
- Internal Audit Report 2014/2007 - Payroll and HR/Recruitment/Staff Performance and Development
- Internal Audit Report 2014/2008 - Corporate Governance and Control Environment

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

VII IMPLEMENTATION OF INDIVIDUAL ELECTORAL REGISTRATION

There was submitted Report No TVJB 13-2014 by the Assessor seeking to update members on a number of changes required in connection with the introduction of individual Electoral Registration in Scotland.

The Joint Board agreed:-

- (i) to note arrangements for the Board to join the Government's Secure Public Services Network (PSN);
- (ii) to approve the appointment of a temporary IT Assistant and two Modern Apprentices and the use of overtime to assist with the transition to individual Electoral Registration; and
- (iii) to note the funding arrangements for the introduction of Individual Electoral Registration.

VIII CHILDCARE VOUCHER SCHEME

There was submitted Report No TVJB 15-2014 by the Assessor seeking approval for employees of Tayside Valuation Joint Board to participate in the Childcare Voucher Scheme and Wider Wallet Scheme operated by Dundee City Council.

The Joint Board agreed to the proposal that employees of Tayside Valuation Joint Board be permitted to participate in the Childcare Voucher Scheme and Wider Wallet Scheme operated by Dundee City Council.

IX EXTERNAL AUDIT - AUDIT STRATEGY OVERVIEW AND PLAN 2013/2014

There was submitted Report No TVJB 8-2014 by the Treasurer presenting External Audit's Audit strategy overview and plan for the year ending 31st March, 2014, which was attached as an Appendix to the report.

The Joint Board agreed to note the content of External Audit's Audit Strategy overview and plan for the year ending 31st March, 2014.

X UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014

There was submitted Report No TVJB 9-2014 by the Treasurer providing some additional commentary on the unaudited Statement of Accounts for the year ended 31st March, 2014 which was attached as an appendix to the report.

The Joint Board agreed:-

- (i) to note the content of the covering report;
- (ii) to note the unaudited Statement of Accounts which had been submitted as an appendix to the report;
- (iii) to note that the Treasurer would submit 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 IAS 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

XI DATE OF NEXT MEETING

The Joint Board noted that the next meeting of the Joint Board would be held in Committee Room 1, 14 City Square, Dundee on Monday, 25th August, 2014 at 10.00am.

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 grounds 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.

XII PRODUCTION OF ELECTORAL LETTERS AND FORMS

There was submitted Report No TVJB 14-2014 by the Assessor advising the Board of the outcome of the tendering process in respect of the production of Electoral Registration letters and forms.

The Joint Board agreed to approve the award of contract as detailed in the report.

Elsbeth MACLACHLAN, Convener.