

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Perth on 17th June 2013.

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 John Alexander
Councillor Mohammed Asif

Representing Perth and Kinross Council

Councillor Douglas Plover
Councillor Alexander J Stewart
Councillor Alistair Munro
Councillor Gaunt (for Councillor Willie Wilson)

Councillor Jim Houston, Vice-Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Jimmy Black, Councillor Tom Ferguson, Councillor Elspeth Maclachlan and Councillor Willie Wilson.

II DECLARATION OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

- (a) The minute of meeting of Tayside Valuation Joint Board held on 28th January 2013 was submitted and approved.
- (b) The minute of meeting of General Purposes Sub-Committee held on 19th March 2013 was submitted and noted for information and record purposes a copy of which is attached to this minute as an Appendix.

IV EXTERNAL AUDIT - AUDIT STRATEGY OVERVIEW ON PLAN 2012/2013

There was submitted Report No TVJB8-2013 by Marjory Stewart, Treasurer, presenting to the Board External Audit's Audit strategy overview and plan for the year ending 31st March, 2013 attached as an Appendix to the report.

The Joint Board agreed to note the content of the External Audit's Audit strategy overview and plan for the year ending 31st March, 2013.

V HENDERSON LOGGIE - APPOINTMENT

It was reported that the Treasurer had invited Henderson Loggia to make a proposal for the provision of Internal Audit Services to the Board. The annual estimated cost of providing this service for 2013/14 and 2014/15 was £13,650 plus VAT (fees for 2015/16 would be increased in line with the retail price index). In addition a further £2,250 plus VAT would be required in 2013/14 for the preparation of the Audit Needs Assessment and Strategic Audit Plan to cover the period 2013/14 to 2015/16. These costs could be met from the current budget for Internal Audit Services.

The Joint Board agreed to note the appointment of Henderson Loggia to provide an Internal Audit Service in respect of the financial years 2013/14 to 2015/16, subject to continuing satisfactory performance.

VI SERVICE PLAN 2013-2016

There was submitted Report No TVJB9-2013 by the Assessor presenting to the Board the Assessor's Service Plan, which had been updated to cover the years 2013-2016.

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

VII INTERNAL AUDIT

There was submitted Report No TVJB10-2013 by the Assessor presenting to the Board the following Internal Audit Reports, which were attached as appendices to the report:-

Internal Audit Report 2013/04 - Council Tax
 Internal Audit Report 2013/05 - Budget Setting and Budgetary Control
 Internal Audit Report 2013/06 - Electoral Register
 Internal Audit Report 2013/07 - Follow-Up
 Internal Audit Report 2013/08 - Annual Report

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

VIII FREEDOM OF INFORMATION/DATA PROTECTION - ANNUAL REPORT

There was submitted Report No TVJB11-2013 by the Assessor presenting to the Joint Board current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information and Data Protection issues.

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

IX RISK MANAGEMENT/BUSINESS CONTINUITY

There was submitted Report No TVJB12-2013 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 the contents of the report.

X COMPLAINTS HANDING PROCEDURE

There was submitted Report No TVJB13-2013 by the Assessor advising of guidance from the Scottish Public Services Ombudsman on the implementation of a model Complaints Handling Procedure and to recommend implementation of the procedure.

The Joint Board agreed:-

- (i) to approve the implementation of the model Complaints Handling Procedure;

- (ii) to approve the Guide for Customers, as detailed in Appendix 1 of the report; and
- (iii) to approve the Guide for Staff, as detailed in Appendix 2 of the report.

XI MAINSTREAMING EQUALITY REPORT

There was submitted Report No TVJB14-2013 by the Assessor presenting the Mainstreaming Equality Report.

The Joint Board agreed to approve the Mainstreaming Equality Report attached as an Appendix to the report.

XII STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2013 - UNAUDITED

There was submitted Report No TVJB15-2013 by the Treasurer providing some additional commentary on the unaudited Statement of Accounts for the year ended 31st March, 2013 which was being submitted to the Joint Board along with this 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 along with the report;
- (iii) to note that the Treasurer would submit this 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.

XIII DATE OF NEXT MEETING

The Joint Board noted that the next meeting would be held in the Council Chamber, Perth and Kinross Council Offices, 2 High Street, Perth on Monday, 26th August, 2013 at 10.00 am.

Jim HOUSTON, Vice-Convener.

APPENDIX

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Tuesday, 19th March, 2013.

Present:-

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

Councillor Elspeth MACLACHLAN, Convener, in the Chair.

The Sub-Committee 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 paragraph 1 of Part I of Schedule 7A of the Act.

I DECLARATION OF INTEREST

No declarations of interest were made.

II POSITION OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER - INTERVIEWS AND APPOINTMENT

Elspeth MACLACHLAN, Convener.