

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at DUNDEE on 17th November, 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 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 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 25th August, 2014 was submitted and approved.

IV REVENUE MONITORING FOR SIX MONTHS TO 30TH SEPTEMBER, 2014

There was submitted Report No TVJB24-2014 by the Treasurer appraising the Joint Board of the latest monitoring position on its 2014/2015 Revenue Budget based on the actual spend to 30th September, 2014.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th September, 2014; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Board's projected outturn for 2014/15 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

V INTERNAL AUDIT

There was submitted Report TVJB 25-2014 by the Assessor presenting the Internal Audit Report No 2015/02 - Non Domestic Rates which was attached to the report as an Appendix.

The Board agreed to note the contents of the report and the Internal Audit Report.

VI ELECTORAL REGISTRATION - SCOTTISH INDEPENDENCE REFERENDUM

There was submitted Report No TVJB 26-2014 by the Assessor seeking to update the Joint Board on recent electoral registration issues relating to the Scottish Independence Referendum.

The Joint Board agreed:-

- (i) to note the increased workloads which arose from the Scottish Independence Referendum;
- (ii) to note that a de-briefing of the processes and procedures employed was being undertaken to ensure that all lessons that may be learned were taken on board;
- (iii) to note that representations would be made to the Electoral Management Board and the Electoral Commission regarding issues that arose with regard to the electoral cut off dates and publicity material; and
- (iv) to note that additional costs amounting to £24,469 had been incurred and that approaches were being made to the Scottish Government to ascertain whether these costs would be reimbursed.

VII ELECTORAL REGISTRATION - INDIVIDUAL ELECTORAL REGISTRATION

There was submitted Report No TVJB 27-2014 by the Assessor seeking to update the Joint Board on recent electoral registration issues relating to the Introduction of Individual Electoral Registration (IER).

The Joint Board agreed:-

- (i) to note that Individual Electoral Registration commenced in Scotland with effect from 19th September, 2014;
- (ii) to note that an initial pre-confirmation match of existing electors to the Department of Work and Pensions (DWP) database had resulted in 173,723 electors being automatically "pass-ported" into the new EIR based Electoral Registers which would be published on 27th February, 2014;
- (iii) to note that individual Invitation to Register forms had been issued to all existing electors who had not been successfully matched and that Household Enquiry Forms had been issued to all households where there were no or incomplete details of the electors who may have resided at that property;
- (iv) to note that the required installation and configuration work to install the required PSN internet connections and associated network changes was ongoing; and
- (v) to note the funding arrangements as outlined in the report.

VIII REVIEW OF CONTRACT CAR HIRE SCHEME

Reference was made to Article IX of minute of meeting of this Joint Board held on 25th August, 2014 wherein the review of the current arrangements of the Contract Car Hire Scheme were reported.

There was submitted Report No TVJB 28-2014 by the Assessor as a follow up to Report No TVJB 20-2014 - Review of Contract Care Hire Scheme submitted to the Board on 25th August, 2014.

The Joint Board agreed to approve the proposed amendments to the Contract Car Hire Scheme as outlined in the report.

IX POLICY AND PROCEDURE FOR DEALING WITH CONCERNS AT WORK (WHISTLE BLOWING)

Reference was made to Article VI of the minute of meeting of this Joint Board held on 25th August, 2014 wherein the content of the Internal Audit Report for 2013/2014 was noted which also reviewed the Board's procedures for Corporate Governance and Control Environment.

There was submitted Report No TVJB 29-2014 by the Assessor seeking approval of the draft Policy and Procedure for Dealing with Concerns at Work (Whistle Blowing) which was attached to the report as an appendix.

The Joint Board agreed to approve the draft Policy and Procedure.

X DATE OF NEXT MEETING

The Joint Board noted that the next meeting would be held in The Town and County Hall, the Cross, Forfar on Monday, 26th January, 2015 at 10.00 am.

Elsbeth MACLACHLAN, Convener.