

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 21st November, 2011.

Present:-

Representing Angus Council

Councillor John Whyte
Councillor Paul Valentine
Councillor Sandy West (Councillor Helen Oswald)

Representing Dundee City Council

Councillor Tom Ferguson
Councillor David Bowes
Councillor Christina Roberts
Baillie Roderick A J Wallace

Representing Perth and Kinross Council

Councillor Lewis Simpson
Councillor Peter Mulheron
Councillor Bob Band (for Councillor David Scott)
Councillor Alexander Stewart

Councillor Tom Ferguson, Convener, in the Chair.

I APOLOGIES/SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Andy Dawson, Baillie George Regan, Baillie Roderick A J Wallace, Councillor David Scott and Councillor Helen Oswald.

II MINUTE OF PREVIOUS MEETING

The minute of meeting of Tayside Valuation Joint Board held on 22nd August, 2011, was submitted and approved.

III FINANCIAL REPORTS 2010/2011

(a) EXTERNAL AUDITOR'S REPORT

The Board noted the External Auditor's Report to members on the 2010/2011 Audit as submitted

(b) RESPONSE TO EXTERNAL AUDITOR'S REPORT

There was submitted Report No TVJB21-2011 by the Treasurer as a response to the report prepared by the Board's External Auditor on the audit of Tayside Valuation Joint Board for the year ended 31st March, 2011.

The Board agreed:-

- (i) to endorse the report as the formal response to the External Auditor's report;
- (ii) to note that the External Auditor's findings and conclusions were favourable; and
- (iii) to instruct the Treasurer to monitor the implementation of the agreed Action Plan appended to the report.

(c) STATEMENT OF AUDITED ACCOUNTS 2010/2011

The Board noted the Statement of Audited Accounts for the year ended 31st March 2011 as submitted.

IV REVENUE MONITORING FOR SIX MONTHS TO 30TH SEPTEMBER, 2011

There was submitted Report No TVJB20-2011 by the Treasurer appraising the Joint Board of the latest monitoring position on its 2011/2012 Revenue Budget, based on the actual spend to 20th September, 2011.

The Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th September, 2011; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Board's projected outturn for 2011/2012 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

V INTERNAL AUDIT

There was submitted Report No TVJB22-2011 by the Assessor presenting the following Internal Audit Reports, which were attached as appendices to the report:-

Internal Audit Report	2011/05 - Corporate Governance and Control Environment 2010/2011
	2011/07 - Asset Management 2010/2011
	2011/08 - System Development 2010/2011
	2011/09 - Annual Report 2010/2011

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

VI REVIEW OF STAFF STRUCTURE

There was submitted Report No TVJB23-2011 by the Assessor which provided details of a review of the Assessor's staff structure.

The Assessor had sought approval of this report in terms of the Board's Delegation of Powers procedures which authorised the Assessor to act on urgent matters which may arise between meetings in conjunction with the Convener and the Clerk and to report thereon at the next meeting of the Board.

The report, having proceeded through the consultation process, the Convener, Clerk, and Treasurer confirmed their approval and the following changes were implemented:-

- (i) The deletion of the following posts:-
 - Administration Manager (Headquarters), Grade 9, £35,345 - £38,644
 - Administrative Assistant (Perth and Kinross), Grade 5, £20,065 - £22,592
 - Information Technology Manager, Grade 10, £39,763 - £43,544
- (ii) The establishment of the following post:-
 - Administration Manager (Electoral Registration/Clerical), Grade 7, £26,605 - £29,152
- (iii) The redesignation and regrading of the following posts:-
 - Administrative Assistant (Payroll) (Headquarters), Grade 5, £20,065 - £22,592 to Administration Manager (Finance/Personnel) (Headquarters), Grade 7, £26,605 - £29,152

- IT Development Officer, Grade 8, £31,351 - £34,283 to IT Development Manager, Grade 10, £39,763 - £43,544
- IT Operations Officer, Grade 5, £20,065 - £22,592 to IT Administrator, Grade 8, £31,351 - £34,283
- IT Software Technician, Grade 5, £20,065 - £22,592 to IT Development Technician, Grade 7, £26,605 - £29,152

The Board noted the report as outlined.

VII DATE OF NEXT MEETING

The Board noted that the next meeting would be held on Monday, 30th January, 2012 in Angus Council.

Tom FERGUSON, Convener.