

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 22nd August, 2011.

Present:-

Representing Angus Council

Councillor John Whyte  
Councillor Paul Valentine  
Councillor Helen Oswald

Representing Dundee City Council

Councillor Tom Ferguson  
Councillor David Bowes  
Councillor Christina Roberts  
Councillor Andy Dawson  
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**

Apologies for absence were submitted on behalf of Councillor Dave Scott, Perth and Kinross Council and Bailie George Regan, Dundee City Council.

**II MINUTE OF PREVIOUS MEETING**

- (a) The minute of meeting of Tayside Valuation Joint Board held on 9th May, 2011 was submitted and approved.
- (b) The minute of meeting of Tayside Valuation Joint Board (General Purposes Sub-Committee) held on Monday, 27th June, 2011 was submitted and noted for information and record purposes, a copy of which is attached to this minute as an Appendix.

**III INTERNAL AUDIT**

There was submitted Report No TVJB17-2011 by the Assessor presenting the following Internal Audit Reports, which were attached as appendices to the report:-

**Follow-up Review**

Internal Audit Report 2011/06 - Follow Up 2010/11

**New Reports**

Internal Audit Report 2011/03 - General Ledger 2010/11  
2011/04 - Payroll 2010/11

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

#### **IV BEST VALUE - PUBLIC PERFORMANCE REPORT 2010/2011**

There was submitted Report No TVJB18-2011 by the Assessor appraising the Board of the performance levels achieved by the Assessor and his staff during financial year 2010/11, with reference to the Key Performance Indicators submitted to the Scottish Executive in terms of the Best Value Regime.

The Board agreed:-

- (i) to note the information submitted by the Assessor in respect of the Key Performance Indicators;
- (ii) to note the results of the Customer Satisfaction Survey as contained in Appendix 4 of the report; and
- (iii) to approve the Public Performance Report attached as Appendix to the report.

#### **V HEALTH AND SAFETY ANNUAL REPORT**

There was submitted Report No TVJB19-2011 by the Assessor presenting to the Board the Assessor's Annual Report on Health and Safety matters, in accordance with the Board's Health and Safety Policy Statements.

The Board agreed to note the content of the report.

#### **VI REVENUE MONITORING FOR THREE MONTHS' TO 30TH JUNE, 2011**

There was submitted Report No TVJB16-2011 by the Treasurer appraising the Board of the latest monitoring position on its 2011/12 Revenue Budget, based on the actual spend to 30th June, 2011.

The Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th June, 2011; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Board's projected outturn for 2011/12 and endeavour to ensure that the final outturn was within the approved Revenue Budget

#### **VII APPOINTMENT OF ASSISTANT ASSESSORS**

Reference was made to Article IX of minute of meeting of this Board held on 31st January, 2011 wherein the implementation of the Assessor's revised Management Structure was approved which provided for three posts of Assistant Assessor to be filled by inviting applications from the four Principal Valuers already employed by the Board.

The Board agreed to note that all four candidates were interviewed and the following had been appointed with effect from 1st July, 2011:-

Donald Allan, Assistant Assessor, Angus Division  
Roy Christie, Assistant Assessor, Perth & Kinross Division  
Richard Michalski, Assistant Assessor, Dundee Division

**VIII PROGRAMME OF MEETINGS**

The Board agreed that the timetable of meetings for 2012 be as follows:-

Monday 16th January, 2012 - (General Purposes Sub-Committee)  
Monday 30th January, 2010  
Monday 11th June, 2012  
Monday 25th June, 2012 - (General Purposes Sub-Committee)  
Monday 27th August, 2012  
Monday 19th November, 2012

The Board noted that all meetings would be held in Angus unless otherwise advised by the Clerk.

**IX DATE OF NEXT MEETING**

The Board noted that the next meeting would be held in the Council Offices, Dundee City Council on Monday, 21st November, 2011.

Tom FERGUSON, Convener.

**APPENDIX**

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Monday, 27th June, 2011.

Present:-

Councillor Tom FERGUSON, Dundee City Council  
Councillor Christina ROBERTS, Dundee City Council (for Councillor Andy DAWSON)  
Councillor Lewis SIMPSON, Perth and Kinross Council  
Councillor Mark Salmond, Angus Council  
Councillor John Whyte, Angus Council

Apologies for absence were submitted on behalf of Councillor Andy Dawson, Dundee City Council.

Councillor Tom FERGUSON, Convener, in the Chair.

**I                    UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2011**

There was submitted Report No TVJB 15-2011 by the Treasurer providing some additional commentary on the unaudited Statement of Accounts for the year ended 31st March, 2011 which was submitted to the General Purposes Sub-Committee along with the report.

The Sub-Committee 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 had submitted 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 International Accounting Standards 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

Tom FERGUSON, Convener.