

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at PERTH on 22nd August, 2016.

Present:-

Representing Angus Council

Councillor Jim Houston

Representing Dundee City Council

Councillor David Bowes
Councillor Lynne Short
Councillor Tom Ferguson
Councillor Mohammed Asif

Representing Perth and Kinross Council

Councillor Douglas Pover
Councillor Elspeth Maclachlan
Councillor Caroline Shiers
Councillor Alistair Munro
Councillor Willie Wilson

Councillor Elspeth Maclachlan, Convener, in the Chair.

I APOLOGIES

Apologies for absence were submitted on behalf of Provost Helen Oswald (Angus Council), Councillor Bill Bowles (Angus Council), Councillor Bob Myles, (Angus Council), Depute Lord Provost Christina Roberts (Dundee City Council), Councillor Jimmy Black (Dundee City Council) and Councillor Alistair Munro (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 13th June, 2016 was submitted and approved.

**IV MEMBERSHIP OF THE JOINT BOARD - PERTH AND KINROSS COUNCIL -
RESIGNATION OF COUNCILLOR ALEXANDER J STEWART**

It was reported that Councillor Alexander J Stewart had resigned from his position as an elected member on the Joint Board and that his replacement on the Joint Board would be Councillor Caroline Shiers.

The Joint Board noted the position.

V REVENUE MONITORING FOR THREE MONTHS TO 30TH JUNE, 2016

There was submitted Report No TVJB13-2016 by the Treasurer appraising the Joint Board of the latest monitoring position on its 2015/2016 Revenue Budget, based on the actual spend to 30th June, 2016.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th June, 2016; and
- (ii) to note that the Treasurer and the Assessor would continue to monitor the Joint Board's projected outturn for 2016/2017 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

VI FINANCIAL REPORTS 2015/2016

- (a) EXTERNAL AUDITORS REPORT ON 2015/2016 AUDIT

The Joint Board agreed to note the External Auditor's report to members on the 2015/2016 Audit as submitted.

- (b) RESPONSE TO EXTERNAL AUDITORS ANNUAL REPORT ON 2015/2016 AUDIT

There was submitted Report No TVJB 14-2016 by the Treasurer as a response to the report prepared by the Joint Board's External Auditor on the audit of Tayside Valuation Joint Board for the year ended 31st March, 2016.

The Joint Board agreed:-

- (i) to endorse the report as the formal response to the External Auditor's report; and
- (ii) to note that the External Auditor's findings and conclusions were favourable.
- (c) ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2016

The Joint Board agreed to note the Annual Accounts for the year ended 31st March, 2016 as submitted.

VII INTERNAL AUDIT

There was submitted Report No TVJB16-2016 by the Assessor presenting an Internal Audit Report concerning Data Protection/Freedom of Information and the Audit Needs Assessment and Strategic Plan for the period 2016 to 2019 and to seek approval of the Internal Audit Annual Plan for 2016/17 and the proposed Internal Audit Charter.

The Joint Board agreed:-

- (i) to note the content of Internal Audit Report No 2016/09: Data Protection/Freedom of Information which was attached to the report as Appendix 1;
- (ii) to note the content of Internal Audit Report 2017/01: Audits Needs Assessment and Strategic Plan 2016 to 2019 which was attached to the report as Appendix 2;
- (iii) to approve the Internal Audit Annual Plan for 2016/17 which was attached to the report as Appendix 3; and
- (iv) to approve the Internal Audit Charter which was attached to the report as Appendix 4.

VIII FREEDOM OF INFORMATION/DATA PROTECTION/ENVIRONMENTAL INFORMATION/RE-USE OF PUBLIC SECTOR INFORMATION

There was submitted Report No TVJB17-2016 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 and to seek approval of the updated Model Publication Schemes, Guides to Information and Policy and Procedure.

The Joint Board agreed to note the content of the report and to approve the updated Model Publication Schemes, Guides to Information and Policy and Procedure which were attached to the report as Appendices.

IX ELECTORAL REGISTRATION

There was submitted Report No TVJB18-2016 by the Assessor seeking to update members on recent Electoral Registration issues relating to the Scottish Parliamentary Election and the Referendum on Membership of the European Union.

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

X INDIVIDUAL ELECTORAL REGISTRATION

There was submitted Report No TVJB19-2016 by the Assessor updating members on the conclusion of the transition to Individual Electoral Registration (IER) and the outcome of performance monitoring undertaken by the Electoral Commission.

The Joint Board agreed:-

- (i) to note the transition to IER was completed on 1st December, 2015 and carry forward electors were removed from the Register on that date;
- (ii) to note the Electoral Commission had assessed the Joint Board's performance during the transition to IER and had determined that the Joint Board had met the required standards; and
- (iii) to note the UK Government was expected to meet the ongoing additional cost of IER for the period of the existing Parliament albeit on a reducing basis as mechanisms to reduce these additional costs were sought.

XI HEALTH AND SAFETY ANNUAL REPORT

There was submitted Report No TVJB20-2016 by the Assessor presenting to the Joint Board the Assessor's annual report on Health and Safety matters, in accordance with the Board's Health and Safety Policy Statement.

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

XII BEST VALUE – PUBLIC PERFORMANCE REPORT 2015/16

There was submitted Report No TVJB21-2016 by the Assessor appraising the Joint Board of the performance levels achieved by the Assessor and his staff during financial year 2015/2016, and to present the Joint Board's Annual Performance Report.

The Joint Board agreed:-

- (i) to approve the Joint Board's Annual Public Performance Report for the year 2015/2016 which was attached to the report as Appendix 1;
- (ii) to note the information submitted by the Assessor to the Scottish Government in respect of the Key Performance Indicators concerning the Valuation Roll and Council Tax Valuation List which was attached to the report as Appendix 2;
- (iii) to note that the Electoral Commission had concluded its analysis of Performance Standards in relation to the transition to Individual Electoral Registration and had concluded that the required standards had been met; and
- (iv) to note the results of the Customer Satisfaction Survey which was attached to the report as Appendix 3.

XIII ANTI FRAUD GUIDELINES

There was submitted Report No TVJB15-2016 by the Treasurer submitting the proposed revised Anti-Fraud Guidelines for approval.

The Joint Board agreed to approve the revised Anti-Fraud Guidelines which would complement the various guidance and procedure documents already in place for the employees and Members of Tayside Valuation Joint Board.

XIV PROGRAMME OF MEETINGS 2017

The Joint Board agreed that the programme of meetings of the Tayside Valuation Joint Board over 2017 be as follows:-

<u>Date</u>	<u>Time</u>	<u>Venue</u>
Monday, 23rd January, 2017	10.00 am	Committee Room 1, 14 City Square, Dundee
Monday, 26th June, 2017	10.00 am	Committee Room 1, 14 City Square, Dundee
Monday, 28th August, 2017	10.00 am	Committee Room 1, 14 City Square, Dundee
Monday, 20th November, 2017	10.00 am	Committee Room 1, 14 City Square, Dundee

XV DATE OF NEXT MEETING

The Joint Board agreed to note that the next meeting of the Joint Board would be held in the Hay Room, Dewars Centre, Glover Street, Perth on Monday, 14th November, 2016 at 10.00 am.

Elspeth MACLACHLAN, Convener.