

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 25th August, 2014.

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 Jimmy Black  
Councillor Kevin Cordell (for Councillor John Alexander)  
Councillor Tom Ferguson

Representing Perth and Kinross Council

Councillor Douglas Pover  
Councillor Elspeth Maclachlan  
Councillor Alexander J Stewart  
Councillor Alistair Munro  
Councillor Willie Wilson

Councillor Elspeth Maclachlan, Convener, in the Chair.

**I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor John Alexander (Dundee City Council) and Councillor Mohammed Asif (Dundee City Council).

**II DECLARATION OF INTEREST**

There were no declarations of interest.

**III MINUTE OF PREVIOUS MEETING**

The minute of meeting of Tayside Valuation Joint Board held on 16th June, 2014 was submitted and approved.

**IV REVENUE MONITORING FOR 3 MONTHS TO 30TH JUNE, 2014**

There was submitted Report No TVJB16-2014 by the Treasurer appraising the Joint Board of the latest position on its 2014/15 Revenue Budget, based on the actual spend to 30th June, 2014.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 30th June, 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 FINANCIAL REPORTS 2013/2014**

### **(a) EXTERNAL AUDITOR'S REPORT ON 2013/2014 AUDIT**

The Joint Board noted the External Auditor's report to members on the 2013/2014 Audit as submitted.

### **(b) RESPONSE TO EXTERNAL AUDITOR'S ANNUAL REPORT ON 2013/2014 AUDIT**

There was submitted Report No TVJB23-2014 by the Treasurer in 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, 2014. A copy of the External Auditor's report and the Board's Audited Statement of Accounts were included on the agenda as separate items.

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) **STATEMENT OF AUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014**

The Board noted the Statement of Audited Accounts for the year ended 31st March, 2014 as submitted.

## **VI INTERNAL AUDIT**

There was submitted Report No TVJB17-2014 by the Assessor presenting to the Board the Internal Audit Annual Report 2013/14 (No 2014/09) and the Internal Audit Plan for 2014/15 (No 2015/01) which were attached as appendices to the report.

The Joint Board agreed:-

- (i) to note the contents of the Internal Audit Plan for 2013/14;
- (ii) to note the Internal Audit Plan for 2014/15 and to authorise the Assessor to sign the Internal Audit Charter which was attached to the report.

## **VII BEST VALUE PUBLIC PERFORMANCE REPORT 2013/2014**

There was submitted Report No TVJB18-2014 by the Assessor appraising the Joint Board of the performance levels achieved by the Assessor and his staff during financial year 2013/14, and to present the Board's Annual Public Performance Report.

The Joint Board agreed:-

- (i) to approve the Board's Annual Public Performance Report for the year 2013/14 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 the Performance Standards assessed by the Electoral Commission in respect of Electoral Registration which was attached to the report as Appendix 3; and
- (iv) to note the results of the Customer Satisfaction Survey which was attached to the report as Appendix 4.

## **VIII HEALTH AND SAFETY ANNUAL REPORT**

There was submitted Report No TVJB19-2014 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.

## **IX REVIEW OF CONTRACT CAR HIRE SCHEME**

There was submitted Report No TVJB20-2014 by the Assessor reviewing the current arrangements of the Contract Car Hire Scheme.

The Joint Board agreed that effective from 25th August 2014 the Contract Car Hire Scheme be amended:-

- (i) the maximum subsidy was reduced from £120 to £80 per month;
- (ii) the mileage rates were paid at minimum HMRC rates per fuel type irrespective of engine size; and
- (iii) any extensions to existing contracts were made in line with the revised subsidy arrangements rather than existing arrangements.

The Joint Board further agreed that the Assessor be remitted to examine the possibility of the inclusion of the use of vehicles utilising alternative methods of fuel such as Liquid Petroleum Gas (LPG) and electric vehicles within the scheme and to submit a report to the Joint Board on any amendment to the scheme found necessary.

## **X IMPLEMENTATION OF INLAND REVENUE AUTHORISED MILEAGE RATES**

There was submitted Report No TVJB21-2014 by the Assessor advising the Joint Board of the financial and other implications of implementing the Inland Revenue Authorised Mileage Rates, in respect of the Casual User Car Allowance Scheme within Tayside Valuation Joint Board.

The Joint Board agreed:-

- (i) that the mileage rates payable under the Board's Casual User Care Allowance Scheme be revised to the Inland Revenue Authorised Mileage Rates, with effect from 1st October, 2014;
- (ii) that the option to pay an additional 5p per mile for each passenger carried be adopted in order to promote efficient business travel practices and reduce the overall amount of mileage incurred;
- (iii) that the Inland Revenue Rates in force on 1st October should be applied for the remainder of the financial year, that the rates should be adjusted to reflect the Inland Revenue Authorised Mileage Rates at 1st April, 2015 and the Treasurer be authorised to implement any adjustments to these rates annually from the following 1st April; and
- (iv) that all Board employees and the Trade Unions were given written notice of the effective date of the above changes to car mileage rates.

## **XI REVIEW OF SCHEME OF FLEXIBLE WORKING HOURS**

There was submitted Report No TVJB22-2014 by the Assessor reviewing the current arrangements of the Scheme of Flexible Working Hours.

The Joint Board agreed that effective from 25th August, 2014 the Scheme of Flexible Working Hours be amended to include:-

- (i) that the permitted working hours were extended to 8.00 am - 6.30 pm.
- (ii) that the required core time was reduced to 10.00 am - 12 noon and 2.00 pm - 3.30 pm.
- (iii) that the maximum number of permitted flexi days was increased to 1½ days per flexi period, subject to an overall maximum of 13 days per year.
- (iv) that the maximum credit carry forward time was increased to 15 hours.

## **XII TIMETABLE OF MEETINGS FOR 2015**

The Joint Board agreed that meetings for Tayside Valuation Joint Board over 2015 be as follows:-

Monday, 26th January, 2015  
 Monday, 15th June, 2015  
 Monday, 24th August, 2015  
 Monday, 16th November, 2015

The Joint Board agreed that all meetings be held in the Council Chamber, Town and County Hall, The Cross, Forfar at 10.00 am.

## **XIII DATE OF NEXT MEETING**

The Joint Board noted that the next meeting of the Joint Board would be held in Committee Room 1, 14 City Square, Dundee on Monday, 17th November, 2014 at 10.00 am.

Elsbeth MACLACHLAN, Convener.