

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Perth on 28th January, 2013.

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 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 Mohammed Asif, Dundee City Council.

II DECLARATION OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

- (a) The minute of meeting of the Tayside Valuation Joint Board held on 19th November 2012 is submitted and approved.
- (b) The minute of meeting of the Tayside Valuation Joint Board General Purposes Sub-Committee held on 14th January 2013 was submitted and approved, a copy of which is attached to this minute as an Appendix.

IV PROVISIONAL REVENUE BUDGET 2013/2014

There was submitted Report No TVJB1-2013 by the Assessor and Treasurer detailing the recommendations of the General Purposes Sub-Committee meeting of 14th January, 2013 in respect of the Provisional Revenue Budget for 2013/14.

The Joint Board agreed to accept the recommendations of the General Purposes Sub-Committee of 14th January, 2013, and:-

- (i) approve the Provisional Revenue Budget for 2013/14 for Tayside Valuation Joint Board as detailed in Appendix A of the report;
- (ii) approve the apportionment of the 2013/14 Revenue Budget, which was based on the proportion of each Council's relevant 2013/14 Grant Aided Expenditure figures as detailed in Appendix B of the report; and
- (iii) approve the 2013/14 requisitions for the three constituent Councils as detailed in Appendix B of the report.

V CAPITAL EXPENDITURE 2013/2014 TO 2015/2016

There was submitted Report No TVJB2-2013 by the Treasurer detailing the recommendations of the General Purposes Sub-Committee meeting of 14th January, 2013 in respect of the Joint Board's capital expenditure programme for the three year period 2013/14 to 2015/16 inclusive.

The Joint Board agreed to accept the recommendations of the General Purposes Sub-Committee of 14th January, 2013, and:-

- (i) approve the Joint Board's updated capital expenditure programme for the three financial years 2013/14, 2014/15 and 2015/16 as detailed in Appendix A of the report; and
- (ii) approve the capital contributions totalling £23,000 (£7,667 per Constituent Council) which would be required in 2013/14, 2014/15 and 2015/16 to fund the updated capital expenditure programme.

VI REVENUE MONITORING FOR NINE MONTHS TO 31ST DECEMBER 2012

There was submitted Report No TVJB3-2013 by the Treasurer appraising the Joint Board of the latest monitoring position on its 2012/13 Revenue Budget based on the actual spend to 31st December, 2012.

The Joint Board agreed:-

- (i) to note the Revenue Monitoring position as at 31st December, 2012; and
- (ii) to note that the Treasurer and the Assessor would continue the Board's projected outturn for 2012/13 and endeavour to ensure that the final outturn was within the approved Revenue Budget.

VII INTERNAL AUDIT

There was submitted Report No TVJB4-2013 by the Assessor presenting to the Board the following Internal Audit Reports, which were attached as appendices to the report:-

Internal Audit Report 2013-02 – Health & Safety
Internal Audit Report 2013-03 – Corporate Planning

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

VIII MONITORING OF EQUALITY POLICY

There was submitted Report No TVJB5-2013 by the Assessor presenting to the Board:-

- (i) the 2012 equality monitoring information, and

- (ii) the Assessor's annual report on progress made on the commitments contained in the Board's Single Equality Scheme.

IX EMPLOYEE PERFORMANCE AND DEVELOPMENT REVIEW

There was submitted Report No TVJB6-2013 by the Assessor seeking approval for a revised Staff Development Review to be implemented within Tayside Valuation Joint Board.

The Joint Board approved the replacement for the Staff Development Review: Employee Performance and Development Review. The Employee Performance and Development Review outline and Skills and Knowledge framework were attached in the appendix to the report.

X ASSESSOR'S STAFF ESTABLISHMENT

There was submitted Report No TVJB7-2013 by the Assessor providing the Board with a note of the current staff establishment of the offices of the Assessor.

The Joint Board agreed:-

- (i) to note the content of the report; and
- (ii) to note that the Assessor would continue to monitor and review staffing levels.

XI RENT REVIEW - ROBERTSON HOUSE, PERTH

It was reported that a Notice of rent review for the Board's office at Robertson House, Perth was served last year and the Estates Department of Perth and Kinross Council had been engaged to negotiate the reviewed rent on behalf of the Board.

The current lease ran from 1 April 1997 to 30 March 2017 with provision for rent reviews every 5 years. The rent was currently £55,700 per annum.

Following discussions, the Landlord's agent had offered to extend the lease for a further 5 years (to March 2022) on the same terms, in return for the rent remaining at the existing £55,700 until 30 March 2017.

The Board's Delegation of Powers provisions to Officers authorised the Assessor to act on urgent matters which may arise between meetings, in conjunction with the Convener and the Clerk to Board, and to report thereon for information and record purposes at the next meeting of the Board.

In the circumstances, following consultation with the Convener, the Clerk and the Treasurer, the terms offered had been accepted.

The Joint Board noted the position as outlined.

XII FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

It was reported that in terms of the Freedom of Information (Scotland) Act 2002, Section 23, Scottish public authorities were required to adopt and maintain a publication scheme that had the approval of the Scottish Information Commissioner.

As a result of the Commissioner's review of the approach to publication schemes in Scotland, a single model publication scheme suitable for adoption by any Scottish public authority had been developed. The Model Publication Scheme 2013 had the Commissioner's approval until May 2017.

Certain Scottish public authorities, including Assessors and Joint Boards were required to have approved publication schemes in place by 31 May 2013. The Scottish Assessors' Association were liaising with the Freedom of Information Commissioner's office on this matter. From these discussions it had been established that the current publication schemes, which were common to all 14 Scottish

Assessors and their Boards, where appropriate, would not meet the requirements for approval in 2013.

It was therefore intended that Tayside Valuation Joint Board and the Assessor adopted the Scottish Information Commissioner's Model Publication Scheme. The Model Publication Scheme had to be adopted in its entirety and without amendment.

By adopting the Model Publication Scheme, Tayside Valuation Joint Board and the Assessor were also committed to producing a "guide to information" that must:

- state the information available
- state what charges may be adopted
- explain how to find the information
- provide contact details
- explain how to request information that is not published.

The guides to information and the notification to the Information Commissioner that the Board and the Assessor had adopted these Model Publication Schemes had to be in place by 31 May 2013.

The Joint Board agreed to note that the Clerk and the Assessor would attend to this.

XIII DATE OF NEXT MEETING

The Joint Board noted that the next meeting of the Joint Board would be held in the Council Chamber, Perth and Kinross Council, 2 High Street, Perth on Monday, 17 June, 2013 at 10.00 am.

Elsbeth MACLACHLAN, Convener.

APPENDIX I

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Monday, 14th January, 2013.

Present:-

Councillor Elspeth MACLACHLAN, Perth and Kinross Council
 Councillor Ken LYNN (for Councillor David Bowes) Dundee City Council (for Councillor David Bowes)
 Provost Helen OSWALD, (for Jim Houston) Angus Council

Apologies for absence were submitted on behalf of Councillor David Bowes, Dundee City Council and Councillor Jim Houston, Angus Council.

Councillor Elspeth MACLACHLAN, Convener, in the Chair.

I DECLARATION OF INTEREST

No declarations of interest were made.

II PROVISIONAL REVENUE BUDGET 2013/14

There was submitted Joint Report No TVJB22-2012 by the Assessor and Treasurer on the Provisional Revenue Budget for 2013/14 for detailed consideration by the General Purposes Sub-Committee.

The Sub-Committee agreed:-

- (i) to note the 2013/14 Provisional Revenue Budget for the Tayside Valuation Joint Board as detailed in Appendix A of the report;
- (ii) to recommend to the Joint Board, the approval of the 2013/14 Revenue Budget, as per Appendix A of the report;
- (iii) to recommend to the Joint Board, that the apportionment of the 2013/14 Revenue Budget, be based on the proportion of each Council's relevant 2013/14 Grant Aided Expenditure figures, as detailed in Appendix B of the report; and
- (iv) to recommend to the Joint Board, that the 2013/14 requisitions for the three constituent Councils, be as detailed in Appendix B of the report.

III CAPITAL EXPENDITURE 2013/14 TO 2015/16

There was submitted Report No TVJB23-2012 by the Treasurer updating the General Purposes Sub-Committee of the Joint Board on the capital expenditure programme for the three year period 2013/14 to 2015/16 inclusive.

The Sub-Committee agreed:-

- (i) to recommend to the Joint Board, the approval of the updated capital expenditure programme, for the three financial years 2013/14, 2014/15 and 2015/16, as detailed in Appendix A of the report; and
- (ii) to note that capital contributions totalling £23,000 (£7,667 per Constituent Council) would be required in 2013/14, 2014/15 and 2015/16 to fund the updated capital expenditure programme.

Elspeth MACLACHLAN, Convener.

APPENDIX

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Tuesday, 19th March, 2013.

Present:-

Councillor Jim HOUSTON, Angus Council
Councillor David BOWES, Dundee City Council
Councillor Elspeth MACLACHLAN, Perth and Kinross Council

Councillor Elspeth MACLACHLAN, Convener, in the Chair.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Act.

I DECLARATION OF INTEREST

No declarations of interest were made.

II POSITION OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER - INTERVIEWS AND APPOINTMENT

Elspeth MACLACHLAN, Convener.