

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held at Dundee on 9th May, 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 Jimmy Black (for Councillor Christina Roberts)  
Councillor Andy Dawson  
Baillie George Regan

Representing Perth and Kinross Council

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

Councillor Tom Ferguson, Convener, in the Chair.

Prior to commencement of the business the Convener paid tribute to the contribution made by Mr N Clark Low, Assessor to the work of Tayside Valuation Joint Board. Mr Low had been appointed from within the Board to the position of Assessor and Electoral Registration Officer on 1st April, 2004 and would be retiring from that position on 30th June, 2011.

Councillor Helen Oswald paid further tribute to Mr Low and thanked him for the assistance he had provided to her during her term of office as Convener of the Board and wished him well in his retirement.

Apologies for absence were submitted on behalf of Councillor Dave Scott, Perth and Kinross Council, and Councillor Christina Roberts, Dundee City Council.

**I MINUTE OF PREVIOUS MEETING**

- (a) The minute of meeting of Tayside Valuation Joint Board held on 31st January, 2011 was submitted and approved.
- (b) The Minute of meeting of Tayside Valuation Joint Board (General Purposes Sub-Committee) held on Monday, 24th March, 2011 was submitted and noted for information and record purposes, a copy of which is attached to this minute as an Appendix).

**II INTERNAL AUDIT - AUDIT NEEDS ASSESSMENT AND STRATEGIC PLAN 2010 TO 2013**

There was submitted Report No TVJB9-2011 by the Treasurer presenting the Internal Audit Needs and Strategic Plan 2010 to 2013, which was attached as an appendix to the report.

The Board agreed the three year Strategic Audit Plan which had been based on the detailed Internal Audit Needs Assessment.

### **III EXTERNAL AUDIT ANNUAL AUDIT PLAN 2010/11**

There was submitted Report No TVJB14-2011 by the Treasurer presenting the External Audit Annual Audit Plan, attached as an appendix to the report.

The Board agreed to note the content of the External Audit Annual Audit Plan for 2010/11.

### **IV FRAUD GUIDELINES**

There was submitted Report No TVJB8-2011 by the Treasurer presenting the updated Fraud Guidelines.

The Board agreed to approve the updated Fraud Guidelines attached as an appendix to the report.

### **V PRODUCTION OF ELECTORAL CANVASS FORM**

There was submitted Report No TVJB10-2011 by the Assessor seeking approval to appoint the current external provider to continue to undertake the work of producing and issuing Electoral Canvass Enquiry Forms for the Board for a further three year period.

The Board agreed to authorise the Assessor to appoint Adara Halcyon to provide this service for the years 2011 to 2014 at an initial cost of £12,324 per annum.

### **VI FREEDOM OF INFORMATION/DATA PROTECTION - ANNUAL REPORT**

There was submitted Report No TVJB11-2011 by the Assessor presenting current statistical data and relevant background information in relation to matters arising in respect of Freedom of Information and Data Protection issues.

The Board agreed to note the content of the report.

### **VII INTERNAL AUDIT**

There was submitted Report No TVJB12-2011 by the Assessor presenting the following Internal Audit Report:-

Internal Audit Report No 2011/02 - Annual Internal Audit Plan 2010/11

The Board agreed to note the contents of the report.

### **VIII SINGLE EQUALITY SCHEME**

There was submitted Report No TVJB13-2011 by the Assessor presenting a Single Equality Scheme to replace the Board's three current separate schemes relating to Race, Gender and Disability Equalities.

The Board agreed to approve the Single Equality Scheme attached as an appendix to the report.

### **X DATE OF NEXT MEETING**

The Board noted that the next meeting would be held in the Council Offices, Dundee on Monday, 22nd August, 2011.

Tom FERGUSON, Convener.

## APPENDIX

At a MEETING of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held at Dundee on Thursday, 24th March, 2011.

Present:-

Councillor Tom FERGUSON, Dundee City Council  
Councillor Christine ROBERTS, Dundee City Council  
Councillor Lewis SIMPSON, Perth and Kinross Council

Apologies for absence were submitted on behalf of Councillor John Whyte, Angus Council, Councillor Mark Salmond, Angus Council and Councillor Andy Dawson, Dundee City Council.

Councillor Tom FERGUSON, Convener, in the Chair.

**The 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 INTERVIEWS AND APPOINTMENT

POST OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER

Tom FERGUSON, Convener.