

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held remotely on 21st June, 2021.

Present:-

Representing Angus Council:-

Councillor Gavin Nicol  
Councillor Beth Whiteside

Representing Dundee City Council:-

Bailie Christina Roberts

Representing Perth and Kinross Council:-

Councillor Angus Forbes  
Councillor Anne Jarvis  
Councillor Sheila McCole  
Councillor Mike Williamson

Councillor Gavin Nicol, Convener, in the Chair.

## **I APOLOGIES/SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor Ron Sturrock (Angus Council), Councillor Richard Moore (Angus Council), Depute Lord Provost Bill Campbell (Dundee City Council), Councillor Steven Rome (Dundee City Council), Councillor George McIrvine (Dundee City Council), Councillor Margaret Richardson (Dundee City Council), Councillor Philip Scott (Dundee City Council) and Councillor Audrey Coates (Perth and Kinross Council).

## **II DECLARATION OF INTEREST**

There were no declarations of interest.

## **III MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Tayside Valuation Joint Board held on 25th January, 2021 was submitted and approved.

## **IV APPOINTMENT OF TREASURER**

Reference was made to Article VII of the minute of meeting of this Joint Board of 26th June, 2017, wherein the Joint Board confirmed that the Executive Director of Corporate Services would serve as the Treasurer.

The Joint Board was asked to note that, following his appointment to the post of Executive Director of Corporate Services of Dundee City Council, Robert Emmott would serve as Treasurer to the Joint Board.

## **V CORPORATE PLAN AND SERVICE PLAN 2019/2022**

There was submitted Report No TVJB5-2021 by the Assessor presenting the Assessor's Corporate Plan for the years 2019/2022, which had been updated for the year 2021/2022.

The Joint Board agreed to approve the Corporate Plan and Service Plan contained in the Appendix of the report and to note that the next General Revaluation exercise referred to at section 2.2 of the Plan was due to come into effect on 1st April, 2023.

## **VI RISK MANAGEMENT/BUSINESS CONTINUITY**

There was submitted Report No TVJB6-2021 by the Assessor presenting the Assessor's Annual Report on Risk Management and Business Continuity arrangements.

The Joint Board agreed to note the contents of the report together with its accompanying appendices.

## **VII MAINSTREAMING EQUALITY REPORT**

There was submitted Report No TVJB7-2021 by the Assessor presenting the draft Mainstreaming Equality Report reporting on progress made towards achieving equality outcomes.

The Joint Board agreed to note and approve the Mainstreaming Equality Report which was attached to the report as an Appendix.

## **VIII INTERNAL AUDIT**

There was submitted Report No TVJB8-2021 by the Assessor submitting the following Internal Audit Reports:-

- Internal Audit Report 2021/03 – Non Domestic Rates
- Internal Audit Report 2021/04 – Compliance with Legislation
- Internal Audit Report 2021/05 – Follow-Up Reviews
- Internal Audit Report 2021/06 – Annual Report

The Joint Board agreed to note the contents of the report and the Audit Reports which were attached to the report as Appendices.

## **IX AUDIT SCOTLAND - ANNUAL AUDIT PLAN 2020/2021**

There was submitted Report No TVJB9-2021 by the Treasurer on the Joint Board External Auditor's Annual Audit Plan for the year ending 31st March, 2021 which was attached to the report as an Appendix.

The Joint Board agreed to note the content of the report and the External Auditor's Annual Audit Plan for the year ending 31st March, 2021 which was attached to the report as an Appendix.

## **X LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No TVJB10-2021 by the Treasurer reviewing and updating the Joint Board's Local Code of Corporate Governance.

The Joint Board agreed:-

- (i) to approve the Review and updated Local Code of Corporate Governance as detailed in Appendix 1 of the report; and
- (ii) to approve the implementation of the improvements listed in Appendix 2 of the report.

## **XI ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2021**

There was submitted Report No TVJB11-2021 by the Treasurer, submitting the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2021 which was also submitted to the Joint Board.

The Joint Board agreed:-

- (i) to note the contents of the report;
- (ii) to note the impact of the coronavirus pandemic on the Joint Board's corporate governance as detailed in the Annual Governance Statement which was attached to the report as an Appendix;
- (iii) to approve the Annual Governance Statement which was included as an Appendix to the report; and
- (iv) to instruct the Treasurer to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2021.

## **XII UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2021**

There was submitted Report No TVJB12-2021 by the Treasurer providing some additional commentary on the Unaudited Annual Accounts for the year ended 31st March, 2021 which was submitted to the Joint Board along with the report.

The Joint Board agreed:-

- (i) to note the content of the report;
- (ii) to note the Unaudited Annual Accounts which had been submitted as an Appendix to the report;
- (iii) to note that the Treasurer would submit the Annual Accounts to the Appointed Auditor; and
- (iv) to note that the key assumptions underpinning the Actuary's International Accounting Standards (IAS 19) Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

## **XIII DATE OF NEXT MEETING**

The Joint Board agreed to note that the next meeting of the Joint Board would be held remotely on Monday, 30th August, 2021 at 11.00 am.

Gavin NICOL, Convener.