

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held remotely on 20th June, 2022.

Present:-

Representing Angus Council:-

Councillor Serena Cowdy  
Councillor Brenda Durno  
Councillor George Meechan  
Councillor Martin Shepherd

Representing Dundee City Council:-

Depute Lord Provost Kevin Cordell  
Bailie Christina Roberts  
Councillor Lynne Short  
Councillor Wendy Scullin  
Bailie Fraser Macpherson

Representing Perth and Kinross Council:-

Councillor Dave Cuthbert  
Councillor Sheila McCole  
Bailie Mike Williamson  
Bailie Chris Ahern  
Councillor Frank Smith

Depute Lord Provost Kevin CORDELL, Convener, in the Chair.

**I INTERIM CHAIR**

Kenny McKaig, Legal Manager (Dundee City Council) in the Chair on behalf of the Clerk to the Joint Board.

**II MEMBERSHIP OF JOINT BOARD**

The Joint Board agreed to note the following appointments made by each of the three constituent Councils:-

**Angus Council Membership (Spokesperson) (4)**

Councillor Serena Cowdy  
Councillor Brenda Durno  
Councillor George Meechan  
Councillor Martin Shepherd

**Dundee City Council Membership (Convener) (6)**

Depute Lord Provost Kevin Cordell  
Bailie Christina Roberts  
Councillor Lynne Short  
Councillor Wendy Scullin  
Councillor Pete Shears  
Bailie Fraser Macpherson

**Perth and Kinross Membership (Vice Convener) (5)**

Councillor Dave Cuthbert  
Councillor Sheila McCole  
Bailie Mike Williamson  
Bailie Chris Ahern  
Councillor Frank Smith

### **III APPOINTMENT OF CONVENER**

The Joint Board was requested to appoint a Convener from Dundee City Council.

The Joint Board unanimously agreed to the appointment of Depute Lord Provost Kevin Cordell.

### **IV APPOINTMENT OF VICE CONVENER AND SPOKESPERSON**

#### **(a) VICE CONVENER**

The Joint Board was requested to appoint a Vice Convener from Perth and Kinross Council.

The Joint Board unanimously agreed to the appointment of Councillor Dave Cuthbert.

#### **(b) SPOKESPERSON**

The Joint Board was requested to appoint a Spokesperson from Angus Council.

The Joint Board unanimously agreed to the appointment of Councillor Brenda Durno.

### **V GENERAL PURPOSES SUB-COMMITTEE – RECONSTITUTION**

Reference was made to Article V of the minute of meeting of this Joint Board held on 11th June, 2012 wherein the General Purposes Sub-Committee was established.

The Joint Board was asked to reconstitute the General Purposes Sub-Committee. The Terms of Reference of the General Purposes Sub-Committee were as follows:-

1. To consider and short leet applications, interview and appoint to the position of Assessor.
2. To recommend to the Joint Board the approval of the Capital Programme for the following financial year and to instruct the Treasurer to requisition each of the three Constituent Councils for their share of funding the Capital Programme.
3. To consider, in detail, the report submitted by the Treasurer on the Provisional Revenue Budget for the forthcoming financial year as submitted by the Treasurer and Assessor.
4. To refer the Provisional Revenue Budget to the Convener, Vice Convener, Spokesperson and Leaders of the Administration of the Constituent Councils for discussion.
5. To recommend to the Joint Board the approval of the Final Revenue Budget as presented in the Treasurer's report.
6. To recommend to the Joint Board that the apportionment of the Final Revenue Budget be based on the proportion of each Council's relevant Grant Aided Expenditure as detailed in the Treasurer's report.
7. To consider the unaudited Statement of Accounts for the previous financial year.
8. To hear and deal with complaints in accordance with the Complaints Procedure.
9. To consider applications for regrading submitted by members of staff in terms of the National Conditions of Service.
10. To consider and determine appeals by employees in terms of any nationally agreed scheme and appeals falling to be determined by Tayside Valuation Joint Board in terms of their adopted grievance and disciplinary procedures.
11. To consider any other items of business which the Joint Board may refer to it and make recommendations thereto.

The membership of the Sub-Committee comprised the Convener, Vice Convener and Spokesperson or their nominees.

The quorum of the Sub-Committee would be three elected members on the basis of one elected member from each constituent Council.

The Joint Board agreed to the reconstitution of the General Purposes Sub-Committee on the terms as outlined.

## **VI APPOINTMENT OF CLERK AND TREASURER**

The Joint Board agreed that there be no changes to the current appointments of Clerk to the Joint Board and Treasurer, Roger Mennie, Head of Democratic and Legal Services, Dundee City Council, and Mr Robert Emmott, Executive Director of Corporate Services, Dundee City Council, respectively.

## **VII STANDING ORDERS, FINANCIAL REGULATIONS, TENDER PROCEDURES, PURCHASING, PROCUREMENT PROCEDURES AND SCHEME OF DELEGATION**

There was submitted Report No TVJB11-2022 by the Clerk seeking the Joint Board's approval to adopt the current Standing Orders, Financial Regulations, Tender Procedures, Purchasing and Procurement Procedures and Scheme of Delegation to Officers.

The Joint Board agreed to adopt the current Standing Orders, Financial Regulations, Tender Procedures, Purchasing and Procurement Procedures and Scheme of Delegation to Officers which were attached to the report.

## **VIII APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Pete Shears (Dundee City Council).

## **IX DECLARATION OF INTEREST**

There were no declarations of interest.

## **X MINUTE OF PREVIOUS MEETING**

- (a) The minute of meeting of the Tayside Valuation Joint Board held on 24th January, 2022 was submitted and approved.
- (b) The minute of meeting of Tayside Valuation Joint Board (General Purposes Sub Committee) held on 15th February, 1st March and 4th March, 2022 were submitted and noted, a copy of which is attached to this minute as an Appendix.

## **XI POSITION OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER – APPOINTMENT OF ROY CHRISTIE**

Reference was made to Article VIII of the minute of meeting of this Joint Board of 24th January, 2022 wherein it was noted that Alastair Kirkwood, Assessor and Electoral Registration Officer would retire on 31st March, 2022 and that the General Purposes Sub Committee would appoint his successor.

The Joint Board noted that Roy Christie had been appointed as Assessor and Electoral Registration Officer of Tayside Valuation Joint Board effective from 1st June, 2022.

The Membership of the Joint Board welcomed Mr Christie and also took the opportunity to pay tribute to the personal contribution made by Alastair Kirkwood to the Joint Board over the period of his appointment as Assessor and Electoral Registration Officer.

## **XII CORPORATE PLAN AND SERVICE PLAN 2022/2025**

There was submitted Report No TVJB8-2022 by the Assessor presenting the Assessor's Draft Corporate Plan and Service Plan for the years 2022/2025 to the Joint Board for approval.

The Joint Board agreed to approve the Draft Corporate Plan and Service Plan which was attached as an Appendix to the Report.

## **XIII RISK MANAGEMENT/BUSINESS CONTINUITY**

There was submitted Report No TVJB7-2022 by the Assessor presenting the Annual Report on Risk Management and Business Continuity arrangements.

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

## **XIV INTERNAL AUDIT**

There was submitted Report No TVJB6-2022 by the Assessor presenting the following Internal Audit Reports, which were attached as appendices to the report:-

Internal Audit Report 2022/04 – Electoral Registration  
 Internal Audit Report 2022/05 – Follow-Up Reviews  
 Internal Audit Report 2022/06 – Annual Report

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

## **XV UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2022**

There was submitted Report No TVJB9-2022 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2022 which was being submitted to the 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 were attached to the report as an Appendix;
- (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 IAS 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

## **XVI AUDIT SCOTLAND – ANNUAL AUDIT PLAN 2021/2022**

There was submitted Report No TVJB10-2022 by the Treasurer presenting the External Auditor's Annual Audit Plan for the year ending 31st March 2022.

The Joint Board agreed to note the contents of the report and the External Auditor's Annual Audit Plan for the year ending 31st March, 2022, which was attached to the report as an Appendix.

**XVII                    PROGRAMME OF MEETINGS 2022**

The Joint Board agreed to note that the programme of meetings of the Joint Board for the remainder of 2022 was as follows and that meetings would now commence at the earlier time of 9.00am instead of 11.00am:-

<b><u>Date</u></b>	<b><u>Time</u></b>
Monday, 29th August, 2022	9.00 am
Monday, 21st November, 2022	9.00 am

**XVIII                    DATE OF NEXT MEETING**

The Joint Board agreed to note that the next meeting of the Joint Board would be held remotely on Monday, 29th August, 2022 at 9.00 am.

Kevin CORDELL, Convener.

At MEETINGS of the **GENERAL PURPOSES SUB-COMMITTEE OF THE TAYSIDE VALUATION JOINT BOARD** held remotely on 15th February, 2022 and 1st March, 2022 and at Dundee on Friday, 4th March, 2022.

Present:-

On 15th February, 2022:-

Councillor Gavin NICOL (Angus Council)  
Baillie Christina ROBERTS (Dundee City Council)  
Councillor Angus FORBES (Perth and Kinross Council)

On 1st March, 2022:-

Councillor Gavin NICOL (Angus Council)  
Baillie Christina ROBERTS (Dundee City Council)  
Councillor Angus FORBES (Perth and Kinross Council)

On 4th March, 2022:-

Councillor Gavin NICOL (Angus Council)  
Baillie Christina ROBERTS (Dundee City Council)  
Councillor Angus FORBES (Perth and Kinross Council)

Councillor Gavin NICOL, 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 meetings for the undernoted items of business on the grounds that they 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**

There were no declarations of interest.

## **II APPOINTMENT OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER**

At the meeting held on 15th February, 2022, there were submitted details of the applications received and the Sub-Committee agreed the candidates to be invited for interview on 4th March, 2022.

At the meeting held on 1st March, 2022, the Sub Committee heard a verbal report on the Assessment Centre Process.

At the meeting held on 4th March, 2022, the Sub-Committee interviewed the candidates. Following an exchange of views, and after hearing the officers, the Sub-Committee unanimously agreed to offer the post of Assessor and Electoral Registration Officer to Mr Roy Christie who intimated his acceptance.

Gavin NICOL, Convener.