

At a MEETING of the **TAYSIDE VALUATION JOINT BOARD** held remotely on 19th June, 2023.

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
Baillie Christina Roberts
Councillor Lynne Short
Councillor Wendy Scullin
Baillie Fraser Macpherson

Representing Perth and Kinross Council:-

Councillor Dave Cuthbert
Councillor Sheila McCole
Baillie Mike Williamson
Councillor Frank Smith

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

I APOLOGIES

Apologies for absence were submitted on behalf of Councillor Pete Shears (Dundee City Council) and Baillie Chris Ahern (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 23rd January, 2023 was submitted and approved.

IV ELECTORAL PRINT AND POSTAL SERVICES

There was submitted Agenda Note (TVJB14-2023) by the Assessor, referring the Joint Board to Article IV of the minute of meeting of the Joint Board of 23rd January 2023, wherein it was noted that the existing contract for the provision of electoral print and postal services expired in June 2023 and that the Assessor would review the available options for supply of such services within the Scottish (Government) Procurement and Property Directorate - National Postal Services Framework, with the aim of appointing a suitable contractor, and that the outcome of the review would be submitted to this meeting of the Joint Board.

The Joint Board noted that, following consideration, the contract was awarded to Adare SEC Ltd.

V CORPORATE PLAN AND SERVICE PLAN 2022/2025

There was submitted Report No TVJB7-2023 by the Assessor, presenting the Assessor's Corporate Plan and Service Plan for the years 2022/2025, which had been updated for the year 2023/2024.

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

VI RISK MANAGEMENT/BUSINESS CONTINUITY

There was submitted Report No TVJB9-2023 by the Assessor, presenting the Assessor's Annual Report on Risk Management and Business Continuity arrangements.

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

VII MAINSTREAMING EQUALITY REPORT - UPDATE

There was submitted Report No TVJB10-2023 by the Assessor, presenting the biennial update to the Mainstreaming Equality Report and reporting on progress made towards achieving equality outcomes.

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

VIII INTERNAL AUDIT

There was submitted Report No TVJB8-2023 by the Assessor, presenting the following Internal Audit Reports which were attached as Appendices to the report:-

- (i) Internal Audit Report 2023/05 – Procurement and Creditors/Purchasing
- (ii) Internal Audit Report 2023/06 – Health, Safety and Wellbeing
- (iii) Internal Audit Report 2023/07 – Annual Report

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

IX UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2023

There was submitted Report No TVJB12-2023 by the Treasurer, providing additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2023 which was submitted to the Joint Board along with the report.

The Joint Board agreed:-

- (i) to note the content of the covering report;
- (ii) to note the unaudited Annual Accounts which were 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 IAS 19 Retirement Benefit calculations had been reviewed and accepted by Dundee City Council as administering authority.

X AUDIT SCOTLAND – ANNUAL AUDIT PLAN 2022/2023

There was submitted Report No TVJB13-2023 by the Treasurer, presenting the External Auditor's Annual Audit Plan for the year ending 31st March, 2023, which was attached as an Appendix to the report.

The Joint Board agreed to note the content of the External Auditor's Annual Audit Plan for the year ending 31st March, 2023.

XI RECORDING OF MEETINGS

There was submitted an Agenda Note (TVJB15-2023) by the Clerk, referring to Standing Order No 5 which provided that "Unless the Joint Board decide otherwise, the taking of photographs of any proceedings, or the use of any means to enable persons not present to see or hear proceedings, or the making of any oral report on any proceedings as they take place, shall not be permitted".

It was reported that the technological package currently used to facilitate remote meetings of Tayside Valuation Joint Board included an application which allowed for the recording of meetings.

The Joint Board agreed that the public session of Joint Board meetings would be recorded and published on Tayside Valuation Joint Board's website for public viewing commencing with the meeting to take place on 28th August, 2023.

XII DATE OF NEXT MEETING

The Joint Board agreed to note that the next meeting of the Joint Board would be held remotely on Monday, 28th August, 2023 at 9.00 am.

The Joint Board 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 paragraphs 6, 8, 9 and 10 of Part I of Schedule 7A of the Act.

XIII OFFICE ACCOMMODATION

There was submitted Report No TVJB11-2023 by the Assessor, providing an update on the position with regard to the relocation of staff within office accommodation.

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

Kevin CORDELL, Convener.