

DRAFT

MINUTE of RECONVENED MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on TUESDAY 16 APRIL 2013 at 2.00 p.m.

PRESENT: Councillors Holden, MacDonald, Mahoney, Murray and Nimmo,

CONVENER: Councillor MacDonald.

ATTENDING: Assessor and Electoral Registration Officer; Depute Assessor; Assistant Assessor; Assistant to Treasurer (L Shaw); Internal Audit (D Smith and I Burns), and Assistant to Clerk (S Barton).

VJB2. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost's Balsillie and Hamilton and Councillors Benny, Brisley, Hughes, Meiklejohn, McChord, Paterson and Turner.

VJB3. DECLARATIONS OF INTEREST

There were no declarations made.

VJB4. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 25 January 2013.

VJB5. REVENUE BUDGET 2012/13 – REVIEW AS AT 28.02.13

There was submitted (circulated) Report by the Treasurer advising of the forecast outturn for the financial year ending 31 March 2013.

Discussion took place on the cost of legal fees outlined in the budget.

NOTED the contents of the Report.

VJB6. INTERNAL AUDIT REPORT

There was submitted (circulated) Report by Internal Audit presenting the final Internal Audit Report in relation to Valuation Roll, Valuation of Non Domestic Properties.

Discussion took place on the ongoing work with the partner authorities to enable data to be extracted and used in keeping the Roll up to date.

NOTED the contents of the Report.

VJB7. EQUALITY OUTCOMES AND MAINSTREAMING REPORT

There was submitted (circulated) Report by the Depute Assessor advising (a) of the proposed Equality Outcomes for the Joint Board, and (b) that a mainstreaming report will be published by 30 April 2013.

Discussion took place on the following:-

- difficulties in addressing gender balance when there is a low turnover of staff
- the possibility of offering work experience opportunities

NOTED the forthcoming publication of the mainstreaming report and equality outcomes.

VJB8. FREEDOM OF INFORMATION PUBLICATION SCHEME

There was submitted (circulated) Report by the Depute Assessor advising of the requirement to adopt the Freedom of Information Commissioner's Model Publication Scheme by 31 May 2013.

Discussion took place on the following:-

- how the partner Council's are linked into the Assessor and Joint Board's websites
- customer satisfaction surveys

NOTED the ongoing work to produce both the Joint Board's and the Assessor's Model Publication Scheme's together with the associated "Guide to Information" ahead of their publication prior to 31 May 2013.

VJB9. EXCLUSION OF PUBLIC

AGREED in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A of the said Act.

VJB10. PROPERTY REVIEW BUSINESS CASE REPORT

There was submitted (circulated) Report by the Assessor and Electoral Registration Officer (a) advising of the result of the Business case (Property Review) exercise which has been completed; (b) outlining the process for the review which took into account various factors, including the space requirements for staff and equipment, communications, location and lease terms, and (c) reporting that the firm of Graham and Sibbald, Chartered Surveyors, were employed to identify potential accommodation within the Valuation Joint Board area.

AGREED:-

- (1) the preferred option outlined at 5.11 of the business case, and
- (2) that detailed negotiations begin so that the benefit of savings can be obtained from a new lease before expiry of the current lease.