

## **DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**

At a Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held in the Members' Meeting Room, East Dunbartonshire Council Offices, Tom Johnston House, Civic Way, Kirkintilloch on Friday, 27 November 2009 at 12.00 noon.

**Present:** Councillor Donald McMillan, Argyll and Bute Council; Councillors John Jamieson, Anne Jarvis, Vaughan Moody and Gillian Renwick, East Dunbartonshire Council; and Councillors Jim Brown and Jim Finn, West Dunbartonshire Council.

**Attending:** David Thomson, Assessor and Electoral Registration Officer; William Mathieson, Depute Assessor and Electoral Registration Officer; Alistair Boyd, Depute Assessor and Electoral Registration Officer; June Nelson, Principal Administration Officer; Joyce White, Treasurer; Gillian McNeilly, Manager of Accounting, West Dunbartonshire Council and Craig Stewart, Committee Officer.

**Also**

**Attending:** Denise McLafferty and Lorraine Brady, UNISON.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Donald McIntosh (Argyll and Bute Council) and David McBride (West Dunbartonshire Council).

### **Councillor Vaughan Moody in the Chair**

#### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Dunbartonshire and Argyll & Bute Valuation Joint Board held on 12 June 2009 were submitted and approved as a correct record.

#### **MINUTES OF MEETING OF THE FINANCE SUB-COMMITTEE**

The Minutes of Meeting of the Valuation Joint Board Finance Sub-Committee held on 23 September 2009 were submitted for information and noted.

## **ANNUAL REPORT AND FINAL ACCOUNTS – YEAR ENDING 31 MARCH 2009**

A report was submitted by the Treasurer to the Joint Board presenting the audited annual report and final accounts for the year ending 31 March 2009.

Having heard the Treasurer in further explanation, the Joint Board agreed to approve the Annual Report and Final Accounts for the year ending 31 March 2009.

## **KPMG LLP's FINAL AUDIT REPORT TO THOSE CHARGED WITH GOVERNANCE KPMG LLP's FINAL AUDIT REPORT TO MEMBERS AND THE CONTROLLER OF AUDIT 2008/2009**

A report was submitted by the Treasurer to the Joint Board advising of KPMG LLP's report on the audit of the Joint Board's accounts 2008/09 which encompasses two KPMG LLP reports.

The Joint Board agreed to note the report and approve the management actions detailed in the action plan contained within the KPMG Report to those charged with governance (Appendix 1 - page 8).

## **REVENUE BUDGETARY CONTROL REPORT – PERIOD 6 (2009/10)**

A report was submitted by the Treasurer to the Joint Board advising on the budgetary performance of the Revenue Account for the period to 15 October 2009.

Having heard the Manager of Accounting, West Dunbartonshire Council in further explanation, the Joint Board agreed to note the budgetary position of the Revenue Account.

## **CAPITAL BUDGETARY CONTROL REPORT – PERIOD 6 (2009/10)**

A report was submitted by the Treasurer to the Joint Board advising on the budgetary performance of the Capital Account for the period to 15 October 2009.

The Joint Board agreed to note the budgetary position of the Capital Account.

## **NON-DOMESTIC RATING AND COUNCIL TAX VALUATION PROGRESS**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) advising of progress in relation to the Assessor's Non-Domestic Rating Valuation function and, in particular, the progress in relation to the preparatory work for the 2010 General Revaluation; and

- (b) advising of progress in relation to the Assessor's Council Tax Valuation function.

Having heard the Assessor and Electoral Registration Officer in elaboration, the Joint Board agreed:-

- (1) to note progress in relation to preparations for the 2010 Revaluation; and
- (2) to note progress in relation to maintenance of the Valuation Roll and the Council Tax Valuation Lists including the disposal of proposals and appeals.

### **ELECTORAL REGISTRATION**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) providing an update on the current position in relation to Electoral Registration; and
- (b) advising of the new requirement to collect electors' personal identifiers from July 2010 and, in particular, to highlight the potential cost of implementing the change.

Having heard the Assessor and Electoral Registration Officer and the Principal Administration Officer in further explanation and in answer to Members' questions, the Joint Board agreed:-

- (1) to note the contents of the report; and
- (2) that a special meeting of the Valuation Joint Board be convened should extra funding be required to implement the collection of personal identifiers for the 2010 annual canvass.

### **REVENUE BUDGET ESTIMATES – BACKGROUND AND EFFICIENCY PROPOSALS**

A report was submitted by the Assessor and Electoral Registration Officer:-

- (a) supporting the Revenue Estimates 2010/11 report which is a separate report on the agenda of the Valuation Joint Board;
- (b) providing information on the efficiency measures taken by the Assessor and Electoral Registration Officer in recent years;
- (c) advising of the savings which are proposed in arriving at the Revenue Estimates 2010/11 report;
- (d) seeking approval to make one post of Depute Assessor redundant through the early retirement of one post holder to facilitate efficiency savings; and

- (e) advising of the financial risk to the Valuation Joint Board resulting from the new requirement to collect and store Personal Identifiers for electors.

Having heard the Assessor and Electoral Registration Officer in further explanation, the Joint Board agreed:-

- (1) to note the efficiency measures taken by the Assessor and Electoral Registration Officer in recent years and the savings planned for 2010/11;
- (2) to approve the proposal to make one post of Depute Assessor redundant through the voluntary early retirement of a current post holder to facilitate efficiency savings in 2010/11 and beyond;
- (3) to approve the realignment of the remaining Depute Assessor's salary from 75% of the Assessor's salary to 80%;
- (4) to note the new duties imposed on the Electoral Registration Officer in relation to Individual Electoral Registration from 2010 and their potential costs;
- (5) to note that additional revenue funding may be required if these new duties are not funded by way of direct government grant; and
- (6) to note the risk of including rental income from the proposed let of part of 235 Dumbarton Road, Clydebank in the revenue estimates.

### **REVENUE ESTIMATES 2010/11**

A report was submitted by the Treasurer to the Joint Board seeking approval of the draft Revenue Estimates for 2010/11.

Having heard the Treasurer in elaboration, the Joint Committee agreed:-

- (1) to approve the draft Revenue Estimates for 2010/11, as indicated in Appendix 1 to the report, which will result in a 0% increase in the contributions from the constituent authorities; and
- (2) that the requisition be apportioned to the constituent Councils on the basis of their Grant Aided Expenditure (GAE) figures, as indicated in Appendix 3 to the report.

### **CAPITAL ESTIMATES 2010/11**

A report was submitted by the Treasurer to the Joint Board seeking approval of the draft Capital Estimates for 2010/11.

Having heard the Treasurer, the Joint Committee agreed:-

- (1) to approve the 2010/11 Capital Plan of £136,790; and

- (2) to note the capital requisition for each constituent authority for 2010/11, as detailed in Appendix 1 to the report.

### **PAY MODERNISATION**

A report was submitted by the Depute Assessor (Clydebank) providing an update on the current situation with the Pay Modernisation project.

Following discussion and having heard Mr. Mathieson, Depute Assessor and Electoral Registration Officer, relevant officers and Ms. McLafferty, the Joint Board agreed:-

- (1) to note the current position and the progress made to date in relation to Pay Modernisation; and
- (2) to approve the adoption of the revised model for formal presentation to staff.

### **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Valuation Joint Board would be held on a Friday in mid June 2010 in Rothesay, Argyll and Bute.

The meeting closed at 12.30 p.m.