

**DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD**  
**CODE OF CORPORATE GOVERNANCE SELF ASSESSMENT ACTION PLAN**

<b>Name</b>	Russell Hewton	<b>Designation</b>	Assessor & Electoral Registration Officer
<b>Action Plan Date</b>	March 2024	<b>Year</b>	2023/24
<b>Update Date</b>	08/03/2024	<b>Version</b>	v1.1

The Action list contains:-

1. Actions relating to improvement actions identified during the 2024 self-assessment
2. Actions outstanding from previous Action Plans.
3. Actions with an ongoing relevance (e.g. annual reviews and future commitments)

<b>Framework Reference</b>	<b>Areas requiring Improvement</b>	<b>Responsibility</b>	<b>Target Date for Delivery</b>	<b>Progress/Additional Comments</b>
<b>Principle 1: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</b>				
1.1	Consider specific induction training for VJB members	Joint Board	June 2027	Training provided November 2023.  <b>Action retained as reminder for when new Board is formed.</b>
3.3	Ensure Civil Penalties are applied as appropriate	Assessor	April 2024	SAA Guidance on approach to AINs and CPs reviewed February 2024 – Internal processes being reviewed.
<b>Principle 2: Ensuring openness and comprehensive stakeholder engagement</b>				
1.2	Further expansion of the number of Valuations that are available at SAA Web portal for Reval 2026.	Depute Assessor	November 2025	
1.3	Include reasons for decisions in Proposal Disposal Notices.	Valuation Working Group	From January 2024	System developments specified. Procedures being written by VWG.
3.2	Review electoral participation strategy ahead of UKPGE, highlighting changes from Elections Act.	ERO/PAO	April 2024	
3.6	Review of archiving arrangements for Board papers/minutes	Assessor/ Depute Assessor	May 2024	Alternative approach is to digitise all VJB papers and maintain the records on the VJB website with copies saved to shared drive for contingency purposes.

Principle 3: Defining outcomes in terms of sustainable economic, social, and environmental benefits				
Principle 4: Determining the interventions necessary to optimise the achievement of the intended outcomes				
1.1	Present funding scenarios/options to Finance Working Group prior to drafting 2025/26 and subsequent Budget estimates (if required by Joint Board)	Assessor & ERO	In lead up to March 2025	If meeting requested by Joint Board or finance officers.
2.6	Consider reporting requirements from new proposals/appeals systems and update Reporting Framework accordingly.	Assessor/Depute/DAs/ICT Team	April 2024	
2.6	Review of Reporting Framework to have better oversight of Survey Workload to prevent backlogs reoccurring.	Valuation Working Group	April 2024	
2.8 and 3.2	Consider and plan for the cliff-edge effect of 'Barclay' funding ceasing after 2024/25.	Assessor/Treasurer/Joint Board	March 2024	Long term financial strategy highlights future budget gap.
Principle 5: Developing the entity's capacity, including the capability of its leadership and the individuals within it				
1.4	Review Workforce Plan on an ongoing basis – to include review of staffing levels, NDR Reform, Revaluation timetables and Election Act requirements and possible CT Reform.	Assessor	April 2024	Retain as annual reminder
Principle 6: Managing risks and performance through robust internal control and strong public financial management				
3.3	Setup system of checking induction procedures have been completed.	PAO	April 2024	
4.1	Implement Records Management Plans Improvement Actions	Depute Assessor & ERO	Ongoing	
4.1 and 4.2	Update Privacy Notices and implement Data Sharing Agreement to reflect provision of NDR and CT appeal data to SCTS	Depute Assessor	April 2024	
5.1	Ensure that 2025/26 and subsequent budgets take account of both the current budget gap and the future requirements of NDR and ER reform	Assessor & ERO/ Finance Working Group/ Treasurer	March 2025	
Principle 7: Implementing good practices in transparency, reporting, and audit to deliver effective accountability				
1.2	Increase in number of Portal Valuations to be displayed for Reval 2026.	Depute Assessor	November 2025	