

DUNBARTONSHIRE AND ARGYLL AND BUTE VALUATION JOINT BOARD

At a Hybrid Meeting of the Dunbartonshire and Argyll and Bute Valuation Joint Board held via MS Teams on Friday, 21 June 2024 at 11.00 a.m.

Present: Councillors Calum Smith and Vaughan Moody, (East Dunbartonshire Council); Councillors Gordon Blair, Mark Irvine, Ian MacQuire, Dougie McFadzean and Peter Wallace (Argyll and Bute Council); and Councillors Karen Murray Conaghan and Jonathan McColl (West Dunbartonshire Council).

Attending: Russell Hewton, Assessor and Electoral Registration Officer (ERO); Laurence Slavin, Treasurer; Janine Corr, Accountant; Rosemary Nelson, Principal Administration Officer – VJB, and Lynn Straker, Committee Officer.

Also Attending: Caleb Oguche and Tom Reid – External Auditors - Mazars.

Apologies: Apologies for absence were intimated on behalf of Councillors Gurpreet Singh Johal and Lawrence O'Neill and Darryl Rae, Depute Assessor and Electoral Registration Officer.

Councillor Vaughan Moody in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Valuation Joint Board held on 22 March 2024 were submitted and approved as a correct record.

BEST VALUE – SERVICE PLANNING

A report was submitted by the Assessor & Electoral Registration Officer seeking approval of the 2024-27 Service Plan.

Having heard the Assessor & Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to approve the Service Plan for the period 2024-27.

BEST VALUE – PERFORMANCE REPORTING AND PLANNING

A report was submitted by the Depute Assessor & Electoral Registration Officer:

- (a) providing an update on progress in relation to Best Value and, in particular, to advise on external performance reports for the year 2023/24;
- (b) seeking approval of the Public Performance Report for 2023/24; and
- (c) seeking approval of the Key Performance Indicator (KPI) targets for 2024/25.

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

- (1) to note the performance in relation to the Valuation Roll and Council Tax List KPIs for 2023/24;
- (2) to approve the Public Performance Report for 2023/24; and
- (3) to approve the KPI targets for 2024/25.

BEST VALUE – CUSTOMER SERVICE & COMPLAINTS UPDATE

A report was submitted by the Assessor & Electoral Registration Officer providing information on the above.

Having heard the Assessor & Electoral Registration Officer in further explanation the Board agreed to note the contents of the report.

AUDITED ANNUAL ACCOUNTS FOR YEAR ENDING MARCH 2023

A report was submitted by the Treasurer providing information on the above.

Having heard the Treasurer and the External Auditors in further explanation and in answer to Members' questions, the Board agreed to note the contents of the report.

DRAFT ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2024

A report was submitted by the Treasurer providing information on the above.

Having heard the Treasurer in further explanation and in answer to Members' questions, the Board agreed to note the content of the report.

ASSURANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2024 FROM THE SHARED SERVICE MANAGER – AUDIT & FRAUD

A report was submitted by the Treasurer advising of the contents of the annual Assurance Statement given to Members of the Board in support of the Annual Governance Statement. and outlining how audit assurances are obtained.

Having heard the Shared Service Manager – Audit & Fraud in further explanation and in answer to Members' questions, the Board agreed to note the contents of the annual Assurance Statement for the year ended 31 March 2024 provided at Appendix 1.

FORVIS MAZAR'S ANNUAL AUDIT PLAN 2023/24

A report was submitted by Treasurer providing information on the above.

Having heard the Treasurer and the External Auditors in further explanation and in answer to Members' questions, the Board agreed to note the content of the report.

ELECTORAL REGISTRATION SERVICE UPDATE

A report was submitted by the Electoral Registration Officer providing an update on the current position in relation to Electoral Registration.

After discussion and having heard the Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to note the content of this report.

ASSESSORS SERVICE UPDATE

A report was submitted by the Depute Assessor and Electoral Registration Officer advising of the general background of Non-Domestic Rating and Council Tax and progress in relation to maintenance of the Non-Domestic Rating (NDR) valuation roll; disposal of 2017 NDR Revaluation and 'running roll' appeals; disposal of 2023 NDR proposals; annual review of Self Catering subjects; the Assessor's Council Tax valuation function; the disposal of Council Tax proposals and appeals and the forthcoming priorities and next steps.

After discussion and having heard the Assessor and Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to note the content of the report.

POST OF DEPUTE ASSESSOR & ELECTORAL REGISTRATION OFFICER – RECRUITMENT TO FILL VACANCY

A report was submitted by the Assessor and Electoral Registration Officer seeking approval to proceed with a recruitment process to fill the soon to be vacant post of Depute Assessor & Electoral Registration Officer.

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

- (1) to the process of recruiting a new Depute Assessor & ERO proceeds as above (or as soon as can be practically achieved);
- (2) that the Joint Board's Recruitment Panel completes the Short Listing, Interview and Selection processes with appropriate support from the Assessor & ERO and West Dunbartonshire Council's HR&OD team; and
- (3) that the successful appointment would be reported to the Joint Board at its first full meeting following the appointment.

REPLACEMENT ASSESSORS SYSTEM – UPDATE

A report was submitted by Assessor and Electoral Registration Officer providing information on the above.

After discussion and having heard the Assessor and Electoral Registration Officer in further explanation, the Board agreed to note the contents of the report.

PERSONNEL POLICY – STAFF ID CARD POLICY AND PROCEDURE

A report was submitted by the Assessor and Electoral Registration Officer seeking approval of a Staff ID Card Policy and Procedure for application within the Joint Board.

Having heard the Assessor and Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to approve the Staff ID Card Policy, and note the subsequent Procedures, for implementation within the Joint Board.

PERSONNEL – REFERENCE POLICY

A report was submitted by the Depute Assessor and Electoral Registration Officer seeking approval of a Reference Policy for application within the Joint Board.

Having heard the Depute Assessor and Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to approve the Reference Policy for implementation within the Joint Board.

GOVERNANCE – RECORDS MANAGEMENT POLICY UPDATE

A report was submitted by the Depute Assessor and Electoral Registration Officer seeking approval of a new version of the Board's Record's Management Policy.

Having heard the Depute Assessor and Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to approve the Records Management Policy.

The meeting closed at 11.39 a.m.