

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

At a Hybrid Meeting of the Dunbartonshire and Argyll and Bute Valuation Joint Board held in the Denny Meeting Room, 16 Church Street, Dumbarton G82 1QL and using MS Teams on Friday, 4 October 2024 at 11.01 a.m.

**Present:** Councillor Vaughan Moody (East Dunbartonshire Council); Councillors Ian MacQuire, Dougie McFadzean and Peter Wallace (Argyll and Bute Council); and Councillors Jonathan McColl, and Lawrence O'Neill (West Dunbartonshire Council).

**Attending:** Russell Hewton, Assessor and Electoral Registration Officer (ERO); Kevin Kelly, Depute Assessor; Laurence Slavin, Treasurer; Janine Corr, Accountant; Rosemary Nelson, Principal Administration Officer – VJB; and Carol-Ann Burns, Senior Democratic Services Officer.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Gordon Blair and Mark Irvine (Argyll and Bute Council), Councillor Calum Smith (East Dunbartonshire) and Councillors Gurpreet Johal Singh, John Millar and Provost Karen Murray Conaghan (West Dunbartonshire Council).

**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 21 June 2024 were submitted and approved as a correct record.

### **REVENUE & CAPITAL BUDGETARY CONTROL REPORT TO 31 AUGUST 2024 (PERIOD 5)**

A report was submitted by the Treasurer advising Members on the progress of the revenue budget and the capital programme for 2024/25.

The Board agreed:-

- (1) to note that it was anticipated that £0.239m of revenue reserves would be required to be used in-year to balance the revenue account; and
- (2) to note the projected capital re-profiling of spend and earmarked resource of £0.011m, to be carried forward into 2024/25 to fund the completion of the existing capital projects.

### **BEST VALUE – RISK MANAGEMENT UPDATE**

A report was submitted by the Assessor & Electoral Registration Officer seeking Board approval of the Joint Board's Risk Register for 2024/25.

Having heard the Assessor & Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to approve the Board Risk Register, including the actions shown therein, for 2024/25.

### **WORKFORCE PLANNING UPDATE**

A report was submitted by the Assessor & Electoral Registration Officer advising of an update to the 2024 Workforce Plan which was approved at a meeting of the Joint Board on 22 March 2024.

Having heard the Assessor & Electoral Registration Officer in further explanation and in answer to Members' questions, the Board agreed to note the progress in relation to implementing the Boards Workforce Plan.

### **ASSESSORS SERVICE UPDATE**

A report was submitted by the Depute Assessor & Electoral Registration Officer advising Members of:-

- General Background of Non-Domestic Rating (NDR) and Council Tax;
- Progress in relation to the Assessor's NDR valuation functions;
- Progress in relation to disposal of 2017 NDR Revaluation and 'running roll' appeals;
- Progress in relation to disposal of 2023 NDR proposals;
- Progress in relation to preparation and delivery of the 2026 Revaluation;
- Progress in relation to the annual review of Self-Catering subjects;
- Progress in relation to the Assessor's Council Tax valuation function;
- Progress in relation to disposal of Council Tax proposals and appeals; and
- Forthcoming priorities and next steps.

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

- (1) to note progress in relation to the general maintenance of the Valuation Roll and the disposal of both 2017 appeals and 2023 proposals;
- (2) to note progress in relation to the new SCU annual audit for the years 2022/23 and 2023/24;
- (3) to note progress in relation to the general maintenance of the Council Tax List, including the disposal of Council Tax proposals and appeals;
- (4) to note progress in relation to Sold House Band Increases, and the implementation of new Key Performance Indicators;
- (5) to note progress of our Council Tax record digitisation project; and
- (6) to note progress being made in relation to forthcoming priorities and next steps.

### **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.

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

### **REPLACEMENT ASSESSORS SYSTEM**

A report was submitted by the Assessor & Electoral Registration Officer providing an update on the project to replace the decades old Assessors 'Progress' System.

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

- (1) to note the award of the contract for a period of two years, with the option to extend for a further two periods of 12 months, with the contract having commenced on 1st August 2024; and
- (2) to note the annual cost of the contract is £85,000.

### **MINUTE OF MEETING OF VALUATION JOINT BOARD RECRUITMENT PANEL**

The Minute of Meeting of the Valuation Joint Board Recruitment Panel held on 30 July 2024 were submitted and approved as correct records. The Board noted the appointment of Kevin Kelly as Depute Assessor & Electoral Registration Officer.

### **REVIEW OF STANDING ORDERS**

A report was submitted by the Clerk seeking approval of minor changes to the Valuation Joint Boards Standing Orders.

Having heard the Assessor & Electoral Registration Officer in further explanation and in answer to Members' questions, the Board approved the revised Standing Orders, as appended to this report.

#### **DATE OF NEXT MEETING**

Members noted that the next meeting of the Valuation Joint Board was scheduled for Friday, 28 March 2025 at 11.00 a.m. and would be a Hybrid meeting where Members can join remotely using Webex or in person at East Dunbartonshire Council, Strathkelvin Place, Kirkintilloch G66 1TJ.

The meeting closed at 11.11a.m.