



MINUTE OF MEETING OF THE GRAMPIAN VALUATION JOINT BOARD

23 JANUARY 2009

COMMITTEE ROOM 3, WOODHILL HOUSE, WESTBURN ROAD, ABERDEEN

PRESENT

Councillors I Ogilvie (Convener), J Dunbar, (Depute Convener), B Cormie, S Coull, J Dick, J G Duncan, J Hunter, J Mair, A Milne, J Reynolds, R L Watson and M Watt

APOLOGIES

Apologies for absence were intimated on behalf of Councillors J Hamilton, J Hunter, G Leslie and R H Shepherd.

IN ATTENDANCE

A. A. McConochie, Assessor and Electoral Registration Officer, M. Wilson, Treasurer, Head of Personnel Services, The Moray Council.

1. MINUTE OF MEETING OF 7 NOVEMBER 2008

The Minute of the meeting of the Board dated 7 November 2008 was submitted and approved as an accurate record.

2. CORPORATE GOVERNANCE

There was submitted a report by the Assessor updating the Board in relation to the development of staffing policies and Risk Register.

Following consideration the Board:

- (i) noted the position with regard to the development of staffing policies and that an updated policy matrix will be presented to the next meeting;
- (ii) considered with a view to formal approval the updated Anti Fraud and Corruption Policy; and
- (iii) noted the position in relation to development of the Risk Register which will be presented at the next Board meeting.

3. KEY PERFORMANCE INDICATORS

Under reference to Brach 7(v) of the Minute of the Board dated 11 November 2005 there was submitted a monitoring report by the Assessor in regard to non-financial key performance indicators.

Following consideration the Board agreed to note the report.

4. ELECTORAL REGISTRATION PERFORMANCE INFORMATION

There was submitted a report by the Electoral Registration Officer submitting details of Electoral Registration Performance.

Following consideration the Board agreed to note the report.

5. REVENUE BUDGET FOR 2009/10, 2010/11 & 2011/12

There was submitted a report by the Treasurer inviting the Board to consider the Revenue Budget for 2009/10 and the 2009/10 requisitions to the three constituent authorities.

Following consideration the Board:

- (i) approved the Budget for 2009/10 to be set at £4,084,000 as detailed in Appendix 2.
- (ii) approved the requisitions for 2009/10 to the Constituent Authorities to be set at £4,084,000 as detailed in para 7.2; and
- (iii) noted the indicative budgets and requisitions for 2010/2011 and 2011/2012 as detailed in Appendix 2 and para 7.2.

6. INTERNAL AUDIT PLAN 2008/09

There was submitted a report by the Treasurer advising the Board of the planned internal audit coverage of the Assessor's functions for the financial year ended 31 March 2009.

The Board considered the proposed internal audit coverage and noted the report.

7. EMPLOYMENT POLICIES

There was submitted a report by the Head of Personnel Services asking the Board to note and agree the following revised employment policies:

- (i) No Smoking Policy
- (ii) Scheme for the Presentation of Long Service Awards
- (iii) Scheme for the Presentation of Long Service Certificates
- (iv) Policy and Procedure on Alcohol and Drug Use Affecting Work
- (v) Recruitment and Selection Policy and Procedure

Following consideration the Board approved the revisions to the above policies, subject to consultation with the trade unions. The Board agreed to delegate authority to the Assessor and Head of Personnel Services to implement the policies subject to; any minor changes resulting from consultation.

8. NEW LOCAL GOVERNMENT PENSION**SCHEME FROM APRIL 2009**

There was submitted a report by the Head of Personnel Services advising the Board of the new Local Government Pension Scheme which will come into force on 1 April 2009.

Following consideration the Board noted the introduction of the new Local Government Pension Scheme that will come into force on 1 April 2009.

9. FORMAL COMPLAINT 006

In terms of the Board's Formal Complaints Procedure adopted by the Board on 3 November 2000 (Branch 7 of the Minute refers) there was submitted a confidential report by the Assessor bringing to the Board's attention details of a formal complaint received on 29 October 2008. A copy of the complaint was appended to the report.

The meeting noted that the complaint related to the conduct of an inspection of the complainer's property.

The Board agreed to note the report.