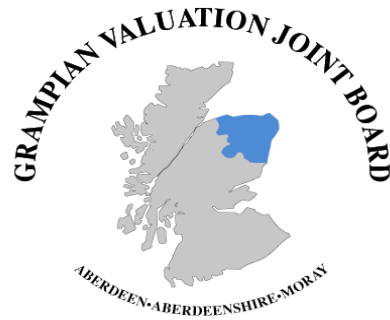


Grampian Valuation Joint Board



Scheme of delegation to officers

Version	Date	Status	By
1	25 August 2017	Approved	GVJB

1. Introduction

The Grampian Valuation Joint Board (“the Board”) was established as part of the 1996 re-organisation of local government in terms of The Valuation Joint Boards (Scotland) Order 1995 and is vested with the functions of the three valuation authorities (Aberdeen City Council, Aberdeenshire Council and Moray Council) in the area of the former Grampian Region. When the Board was originally established it was agreed that it would also be responsible for electoral registration. The Board comprises 15 members who are appointed by the three councils. Aberdeen City Council and Aberdeenshire Council both appoint six members and Moray Council appoints 3 members.

The Board is required to appoint three officers: a Clerk, a Treasurer and an Assessor & Electoral Registration Officer. The role of Clerk to the Board is discharged by Moray Council’s Chief Executive and the role of Treasurer to the Board is discharged by Moray Council’s Head of Financial Services.

This scheme of delegation sets out the matters that are delegated to the officers of the Board.

2. Clerk

The following matters are delegated to the Clerk:

- 2.1 Meetings and proceedings of the Board (s.43 Local Government (Scotland) Act 1973)
- 2.2 Circulating reports and agendas, supplying papers to the press and, where necessary, providing summaries of minutes (s.50B(2); 50B(7)(c) and 50C(2) Local Government (Scotland) Act 1973)
- 2.3 Complying with the Local Government (Access to Information) Act 1985 (s50A Local Government (Scotland) Act 1973)
- 2.4 Deciding on members’ rights of access to Board documents which disclose ‘exempt information’ in terms of the Local Government (Access to Information) Act 1985 (s.50(F)(2) Local Government (Scotland) Act 1973)
- 2.5 Acting as ‘proper officer’ to prepare and maintain a list of politically restricted posts (s.2 of the Local Government and Housing Act 1989)
- 2.6 Accepting tenders in accordance with the Board's financial regulations
- 2.7 On the recommendation of the Assessor and in consultation with the Convener and Vice-Convener, approving early retirements on the grounds of ill-health

- 2.8 Approving attendance of Members at conferences/seminars in Great Britain where there is insufficient time for the invitation to be considered by the Board prior to the conference/seminar being held, subject to availability of funds and a report for information being submitted to the next available meeting of the Board.
- 2.9 Signing documents on behalf of the Board, including binding missives.
- 2.10 Advising the Assessor on matters related to governance, legal action and procedure in relation to the Board.

3. Treasurer

- 3.1 The Treasurer is the 'proper officer' for the Board's financial affairs in terms of Section 95 of the Local Government (Scotland) Act 1973. and The following matters are delegated to the Treasurer:
- 3.2 Providing financial advice and support to the Clerk, the Assessor & ERO and elected members.
- 3.3 Discharging the obligations outlined in the Board's Financial Regulations, including the exercise of delegated powers.
- 3.4 Effecting suitable insurance cover.

4. Assessor and Electoral Registration Officer

The Assessor and ERO have a statutory responsibility to maintain the Valuation Roll, Valuation List and Electoral Register.

The following matters are delegated to the Assessor & ERO

- 4.1 Discharging the obligations outlined in the Board's financial regulations, including the exercise of delegated powers.
- 4.2 Managing stocks and equipment.
- 4.3 Administering property, including day-to-day maintenance of property and contracts, subject to the Board's standing orders and financial regulations.
- 4.4 Authorising employees' attendance at meetings, training courses, seminars conferences and other developmental activities including Scottish Assessors Association meetings and meetings of other relevant professional bodies, provided that expenditure is within the approved budget and the location is within Great Britain or Ireland.

- 4.5 Recruiting and appointing permanent and temporary staff and authorising minor changes in the staff structures or gradings, provided these can be contained within approved budgets.
- 4.6 Administering all personnel, in accordance with agreed Board policies and national requirements such as Equalities Mainstreaming. In these matters, the Assessor will be guided by the advice of the Head of Human Resources and ICT for Moray Council.
- 4.7 Conducting disciplinary proceedings in respect of employees within the general terms of employment law and the specific provisions of the Board's disciplinary procedure.
- 4.8 Implementing national circulars where these contain no element of discretion.
- 4.9 Managing Board records held on the Assessor & ERO's operational sites in accordance with the Public Records (Scotland) Act 2011.
- 4.10 Dealing with requests for information made to the Board under the Freedom of Information legislation where the information is held by the Assessor & ERO.
- 4.11 Initiating, entering into, defending and withdrawing from legal proceedings concerning the Board in consultation with the Clerk. This may include engaging private legal advisors and counsel.
- 4.12 If an urgent decision or action is required on a matter which falls out with the delegation contained within this Scheme, and the decision or action cannot wait until the next meeting of the Board, then the Assessor may take such decision or action as is required provided:
 - the consent of the Treasurer, Convener and Depute Convener is obtained; and
 - the matter is reported to the next meeting of the Board for homologation.

5. Other officials

Advice is provided to the Clerk, Treasurer, and Assessor & ERO by the Heads of Legal and Democratic Services, Human Resources and ICT and Financial Services of Moray Council. The Head of Legal and Democratic Services is also the Board's Monitoring Officer in terms of s.5 Local Government and Housing Act 1989 and shall act as the proper officer of the Board for the functions described in the following sections of the Local Government (Scotland) Act 1973:

- Section 190 - service of legal proceedings
- Section 191 - claims in sequestration and liquidation
- Section 193 - authorisation of documents
- Section 194 - execution of deeds
- Section 197 - inspection and deposit of documents