

LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 1 March 2010

Convener:

Councillor Bill Shields

Councillors Present:

North Lanarkshire Council

Robert Burrows, Bob Chadha, Paul Delaney, Kaye Harmon, James McGuigan, William Shields, Gordon Stewart

South Lanarkshire Council

Hugh Dunsmuir (Depute), Alex McInnes, Alice Marie Mitchell, Lesley McDonald, Jim McGuigan, James Wardhaugh

Councillors' Apologies:

North Lanarkshire Council

Brian Wallace

South Lanarkshire Council

John Cairney, Patrick Ross-Taylor

Attending:

Assessor and Electoral Registration Service

E Duffy, Assessor and Electoral Registration Officer; G Bennett, Depute Assessor and Electoral Registration Officer

Clerk's Office

J Burke, Administration Assistant; P MacRae, Administration Officer, South Lanarkshire Council

Treasurer's Office

L O'Hagan, Finance Manager (Accounting and Budgeting), South Lanarkshire Council

Convener's Remarks

The Convener intimated that Councillor Jim McGuigan had replaced Councillor John McNamee as a Board member and that Councillor Clare McColl had been appointed as a Substitute member.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Board held on 7 December 2009 were submitted for approval as a correct record.

The Board decided: that the minutes be approved as a correct record.

3 Revenue Budget Monitoring 2009/2010 - Lanarkshire Valuation Joint Board

A report dated 28 January 2010 by the Treasurer was submitted comparing the Board's actual expenditure at 22 January 2010 against budgeted expenditure for 2009/2010 and providing a forecast for the year to 31 March 2010.

Following a probable outturn exercise, the forecast to 31 March 2010 was an underspend of £0.056 million. It was proposed that this sum be transferred to Reserves.

The Board decided:

- (1) that the underspend on the Board's revenue budget of £0.065 million at 22 January 2010, as detailed in Appendix A of the report, be noted and;
- (2) that the forecast to 31 March 2010 of an underspend of £0.056 million be noted and the transfer of that sum to Reserves be approved.

[Reference: Minutes of 7 December 2009 (Paragraph 4)]

4 Timetable of Future Meetings

A report dated 1 February 2010 by the Clerk was submitted on the proposed timetable of meetings for the Board to 5 March 2012. It was proposed that the meetings be held at 2.00pm in the South Lanarkshire Council Offices, Almada Street, Hamilton on the following dates:-

- ◆ Monday 30 August 2010
- ◆ Monday 29 November 2010
- ◆ Monday 7 March 2011
- ◆ Monday 6 June 2011
- ◆ Monday 5 September 2011
- ◆ Monday 5 December 2011
- ◆ Monday 5 March 2012

The Board decided: that the arrangements for future meetings of the Board to 5 March 2012 be approved.

[Reference: Minutes of 1 December 2008 (Paragraph 7)]

5 Performance Standards for Electoral Registration Officers

A report dated 10 February 2010 by the Assessor and Electoral Registration Officer was submitted on an assessment of the performance of the Electoral Registration Officer (ERO) for 2009.

The Electoral Commission had developed a suite of 10 performance measures against which Electoral Registration Officers were required to measure their performance. The 10 performance measures were set out under the following 4 main headings:-

- ◆ completeness and accuracy of electoral registration records
- ◆ integrity
- ◆ participation
- ◆ planning and organisation

In respect of the Lanarkshire Valuation Joint Board, the ERO had been assessed as:-

- ◆ not yet meeting the performance standard in 2 of the performance measures
- ◆ meeting the performance standard in 5 of the performance measures
- ◆ above the performance standard in 3 of the performance measures

Completeness and accuracy of electoral registration records was considered by the Commission as the most important of those performance areas. The ERO had met the standard in 2 out of 3 of the performance measures and exceeded the standard in the other of the Commission's required performance measures in this key area.

A detailed plan for maintaining the integrity of registration and absent vote applications would be put in place during 2010. Efforts would continue to allocate resources to put in place a meaningful Public Awareness Strategy. Those actions would allow the ERO to meet the Commission's performance standards at the next assessment.

A 5 year strategic plan for improving the completeness and accuracy of the Electoral Register was being prepared and would be submitted to a future meeting of the Board.

The Board decided: that the report be noted.

[Reference: Minutes of 1 June 2009 (Paragraph 11)]

6 Lanarkshire Valuation Joint Board - Updated Grievance Procedures

A report dated 10 February 2010 by the Depute Assessor and Electoral Registration Officer was submitted on updated Grievance Procedures for the Lanarkshire Valuation Joint Board. The procedures had been prepared in line with the revised South Lanarkshire Council Disciplinary and Grievance Policy, but reflected the Board's different reporting procedures in relation to:-

- ◆ operation of procedures
- ◆ formal disputes
- ◆ procedure to be followed at a hearing of the Grievance and Disputes Panel

The Board decided: that the updated Grievance Procedures be noted.

7 Progress Report

A report dated 10 February 2010 by the Assessor and Electoral Registration Officer was submitted on:-

- ◆ an overview of the Service
- ◆ current issues and Service priorities
- ◆ an update on performance
- ◆ issues affecting the future direction of the Joint Board

The Board decided: that the report be noted.

[Reference: Minutes of 7 December 2009 (Paragraph 8)]

8 Urgent Business

There were no items of urgent business.

