

Lothian Valuation Joint Board

Edinburgh, 24 June 2011

Present:-

City of Edinburgh Council – Councillors McIvor (Convener), Buchan, Burns, Edie, Rust and Wheeler.

East Lothian Council – Councillor Bell.

Midlothian Council – Councillors Beattie (Vice-Convener) and Russell.

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 4 February 2011 as a correct record.

2 Board Treasurer and Monitoring Officer – Interim Arrangements

The City of Edinburgh Council had agreed interim management arrangements in light of the retirement of the Directors of Finance and Corporate Services.

Approval was sought to appoint the Acting Director of Finance and Chief Financial Officer, Karen Kelly as Board Treasurer and the Head of Legal and Administrative Services, Alastair Maclean as Monitoring Officer to the Board.

Decision

- 1) To note the interim management arrangements agreed by the City of Edinburgh Council.
- 2) To appoint the Acting Director of Finance and Chief Financial Officer, Karen Kelly as Treasurer to the Board with immediate effect.
- 3) To appoint the Head of Legal and Administrative Services, Alastair Maclean as Monitoring Officer to the Board with immediate effect.
- 4) To note that both appointments would be for a period of up to six months.

(Reference – report by the Chief Executive and Clerk, submitted.)

3 Unaudited Financial Statements for the Year Ended 31 March 2011

The unaudited financial statements for the year ended 31 March 2011 were presented together with a report by the Treasurer who highlighted the key issues raised in the accounts.

The final accounts would be submitted to a future meeting of the Board on completion of the External Audit.

Decision

- 1) To note the report by the Treasurer and the unaudited Financial Statements for 2010/11 and to note that the statements would be re-presented to the Board on completion of the external audit.
- 2) To ask the Assessor to report on the Assisted Car Purchase Scheme.

(Reference – report by the Treasurer, submitted.)

4 Internal Audit – Annual Report

An update was given on the work carried out by Internal Audit during the financial year 2010-2011. Action plans had been agreed with management on all recommendations made within the reports issued and appropriate follow-up arrangements had been put in place.

Decision

- 1) To note the report by the Chief Internal Auditor.
- 2) To note the Draft Statement on Corporate Governance as detailed in appendix two to the report by the Chief Internal Auditor.

(Reference – report by the Chief Internal Auditor, submitted.)

5 2010/11 Performance Report

Details were provided of performance in 2010/11. The new structure introduced during 2010/11 had moved seamlessly into operation with an exceptional dedicated senior management team working together to attain best practice and an efficient and effective organisation

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Decision

- 1) To note the report by the Assessor.
- 2) To thank all the staff for their dedication and support.

(Reference – report by the Assessor, submitted.)

6 Electoral Registration Report 2010/11

An update was provided on the range of activities undertaken by the electoral registration service over the past 12 months. Details were also given of issues facing Electoral Registration in the coming years.

Decision

To note the report by the Assessor.

(Reference – report by the Assessor, submitted.)

7 Quarterly Progress Report

The Board considered a progress report by the Assessor updating members on the service overview and priorities, current issues and the future direction of the Joint Board.

Decision

- 1) To note the report by the Assessor.
- 2) To congratulate the Trainee Valuer who had completed his professional exams and gained membership of the Royal Institution of Chartered Surveyors.

(Reference – report by the Assessor, submitted.)

8 Annual Report on Equalities 2011

The Annual Report on Equalities 2011 was presented. Details were provided of the general principles, the protected characteristics, actions/initiatives and access to buildings, functions and services.

Decision

To note the report by the Assessor.

(Reference – report by the Assessor, submitted.)

9 Long Service Award Scheme

A revised long service award scheme was presented. The Scheme had been revised and updated to reflect changes in the organisation and legislation since 2000 when it was first introduced.

Decision

To approve the Revised Long Service Award Scheme.

(Reference – report by the Assessor, submitted.)