

# Lothian Valuation Joint Board

Edinburgh, 28 November 2011

## Present:-

**City of Edinburgh Council** – Councillors Buchan, Burns, Gordon Mackenzie, Morris, Rust and Wheeler

**East Lothian Council** – Councillor Bell

**Midlothian Council** – Councillors Beattie (Vice-Convener, in the Chair) and Russell

**West Lothian Council** – Councillor King

## 1 Appointment of Convener

The Joint Board had continued consideration of this matter from the meeting on 5 September 2011.

### Decision

- 1) Not to appoint a Convener at this time because of the proximity of the local government elections.
- 2) To agree that the Vice-Convener would continue to convene meetings of the Joint Board.

(Reference – Lothian Valuation Joint Board 5 September 2011 (item 1))

## 2 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 5 September 2011 as a correct record subject to the deletion of “in place of Councillor McIvor” from paragraph 2 of the narrative in item 3 (Appointment of New Members to the Lothian Valuation Joint Board).

### **3 Appointment of New Members to the Lothian Valuation Joint Board**

The Joint Board had continued consideration of the appointment of representatives from the City of Edinburgh Council to the Appointment Committee, the Appeal Committee and the Joint Consultative Group following the resignation of Councillors McIvor and Beckett.

#### **Decision**

- 1) To note the appointment of Councillor Tom Buchanan and Councillor Elaine Morris to the Joint Board.
- 2) To appoint Councillor Elaine Morris to the Appointment Committee, the Appeal Committee and the Joint Consultative Group.

(References – Lothian Valuation Joint Board 5 September 2011 (item 3); report by the Chief Executive and Clerk, submitted.)

### **4 Board Treasurer, Solicitor and Monitoring Officer**

Arrangements for the Joint Board's Treasurer, Solicitor and Monitoring Officer in light of changes to the senior management structure within the City of Edinburgh Council (the Council) were detailed.

#### **Decision**

- 1) To appoint the Council's Director of Corporate Governance as Monitoring Officer to the Joint Board with immediate effect.
- 2) To appoint the Council's Chief Financial Officer as Treasurer to the Joint Board with immediate effect pending a review of the Council's Department of Corporate Governance.
- 3) To note that the Council's Head of Legal and Administrative Services would remain as the Joint Board's Solicitor.

(References – Act of the City of Edinburgh Council No 8 of 27 October 2011; Lothian Valuation Joint Board 7 December 2009 (item 3) and 24 June 2011 (item 2); report by the Chief Executive and Clerk, submitted.)

## **5 Period 7 Financial Statement 2011/12**

A summary of the revenue position for the period ending 31 October 2011 was provided, together with projections of likely expenditure to the year end.

Performance at the seven month stage showed a net underspend of £57,000 which was 1.6% below the net approved budget.

The projected year end net expenditure was anticipated to be £83,000 below the Board's approved budget.

### **Decision**

To note the financial statement for the seven month period to 31 October 2011, together with the year end projections.

(Reference – report by the Treasurer, submitted.)

## **6 Audited Financial Statements for the Year Ended 31 March 2011**

The Audited Financial Statements for the year ended 31 March 2011 were presented.

There were no qualifications to the Auditor's opinion in the Audit Certificate and it was concluded that the financial statements presented fairly the Board's position and that they had been properly prepared and recorded in accordance with the Local Government (Scotland) Act 1973.

### **Decision**

- 1) To note the Joint Board's Audited Financial Statements for the year ended 31 March 2011.
- 2) To thank the Audit Scotland Team for their work in relation to the introduction of IFRS (International Financial Reporting Standards).
- 3) To thank the Treasurer and her staff for the work involved in preparing the Board's financial statements.

(References – Lothian Valuation Joint Board 24 June 2011 (item 3); report by the Treasurer, submitted.)

## **7 Report to Members and the Controller of Audit on the 2010/11 Audit**

The External Auditor's report on the audit of the Joint Board's 2010/11 financial statements was presented. The overall conclusion of the Auditor was that the financial stewardship of the Board in 2010/11 was satisfactory. Key risk areas and planned management action were detailed in the Action Plan appended to the Auditor's report.

Mary Bowman and Anne-Marie Machan (Audit Scotland) drew the Board's attention to the principal areas covered by the report. In referring to the Joint Board's Convenership, they expressed support for the decision not to appoint a new Convener at this stage and that the Vice-Convener would continue to chair meetings (see item 1 above).

### **Decision**

- 1) To note the External Auditor's report on the 2010/11 audit.
- 2) To thank Mary Bowman and Anne Marie Machan of the Audit Scotland Team for their contribution to the Board's work during their five year tenure and to wish Mary Bowman well in her retirement.

(Reference – report by Audit Scotland on the Lothian Valuation Joint Board's 2010/11 Financial Statements, submitted.)

## **8 Quarterly Progress Report to the Joint Board**

An update was provided on the service overview and priorities, current issues and the future direction of the Joint Board. Particular reference was made to the 2011 electoral registration canvass which had been concluded on time.

A recommendation was made on arrangements for celebrating the Queen's Diamond Jubilee in June 2012.

### **Decision**

- 1) To note the report by the Assessor.
- 2) To add a floating day to staff leave entitlement in celebration of the Queen's Diamond Jubilee.
- 3) To welcome the appointment of the new Divisional Assessor.

(Reference – report by the Assessor, submitted.)

## **9 Mid Term Review – Treasury Management Activity**

The Joint Board had previously approved an annual investment strategy for 2011/12. Investment activity undertaken on behalf of the Joint Board during the first half of the 2011/12 financial year was detailed.

### **Decision**

To note the investment activity undertaken on behalf of the Board.

(References – Lothian Valuation Joint Board 4 February 2011 (item 3); report by the Treasurer, submitted.)