

Lothian Valuation Joint Board

Edinburgh, 29 June 2012

Present:-

City of Edinburgh Council – Councillors Work (Convener), Bagshaw, Ricky Henderson, McInnes, McVey, Perry and Rust.

East Lothian Council – Councillor Gillies.

Midlothian Council – Councillors Coventry (substituting for Councillor Bryant) and Russell.

West Lothian Council – Councillors Dodds (substituting for Councillor Muldoon), King (Vice-Convener) and McCarra.

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 11 June 2012 as a correct record.

2 Unaudited Financial Statements for the Year Ended 31 March 2012

The unaudited financial statements for the year ended 31 March 2012 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

To note the report and unaudited Financial Statements for 2011/12 and that the statements would be re-presented to the Board on completion of the external audit.

(Reference – report by the Treasurer, submitted.)

3 Performance Report 2011/12

Performance information relating to the work of the Valuation Service in 2011/12 was detailed. Key Performance Indicators for the work of Assessors in Scotland were in place for Valuation Roll and Council Tax and were submitted annually to the Scottish Government.

Internal performance standards were also set for staff with monitoring carried out on an ongoing basis and formally assessed in line with the Performance Review and Development policy.

Decision

- 1) To note the report by the Assessor.
- 2) To thank the Assessor and her staff for their commitment and hard work.

(Reference – report by the Assessor and Electoral Registration Officer, submitted.)

4 Board Treasurer – Interim Arrangements

Interim arrangements for the Joint Board's Treasurer, in light of changes to the senior management structure within the City of Edinburgh Council, were detailed.

Decision

To appoint the Council's interim Chief Financial Officer as Treasurer to the Joint Board for a period of six months.

(References – Lothian Valuation Joint Board 28 November 2011 (item 4); report by the Chief Executive and Clerk, submitted.)

5 Future Meeting Arrangements June 2012 to June 2013

A schedule of meetings for the Lothian Valuation Joint Board for the period to June 2013 and arrangements for meetings of the Joint Consultative Group were proposed. All meetings would be held in Edinburgh.

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Decision

To approve the following schedule of meetings for the Lothian Valuation Joint Board:

Proposed Date	Time
Friday 29 June 2012 (Unaudited Accounts)	10.00 am
Monday 3 September 2012	10.30 am
Monday 26 November 2012	10.30 am
Friday 1 February 2013 (JCG)	To be confirmed
Friday 1 February 2013 (Revenue Budget)	To be confirmed
Monday 18 March 2013	10.30 am
Friday 28 June 2013 (Unaudited Accounts)	10.30 am

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

6 Internal Audit – Annual Report

The work carried out by Internal Audit during the financial year 2011-2012 was detailed. Action plans had been agreed with management on all recommendations made within the reports issued by the Internal Auditor and appropriate follow-up arrangements had been put in place.

Decision

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

(Reference – report by the City of Edinburgh Council's Chief Internal Auditor, submitted.)

7 Annual Report on Equalities 2011/2012

The Annual Report on Equalities for 2011-2012 was presented. Details were provided of the general principles, the protected characteristics, actions/initiatives undertaken and access to buildings, functions and services.

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Decision

To continue to promote equality for all staff and stakeholders and to commit to ensuring that the Equalities Policy was adhered to.

(Reference – report by the Assessor and Electoral Registration Officer, submitted.)

8 Electoral Registration Report 2011/2012

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 content of the report.

(Reference – report by the Assessor and Electoral Registration Officer, submitted.)