

Notice of Meeting and Agenda

Friday, 28 June 2013 at 10 am
in the City Chambers, High Street, Edinburgh

**PLEASE NOTE
DATE AND TIME OF
MEETING**

1 Order of Business

Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2 Declaration of Interests

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3 Minute of the Lothian Valuation Joint Board of 18 March 2013 (circulated) – submitted for approval as a correct record

4 Unaudited Financial Statements for the Year Ended 31 March 2013 – report by the Treasurer (circulated)

5 Electoral Registration Report 2011/2012 – report by the Assessor and Electoral Registration Officer (circulated)

6 Internal Audit – Annual Report – report by the Chief Internal Auditor (circulated)

Sue Bruce
Chief Executive and Clerk

Membership

The City of Edinburgh Council (9)

Councillor Bagshaw
Councillor Ricky Henderson
Councillor Howat
Councillor Keil
Councillor McInnes
Councillor McVey
Councillor Perry
Councillor Rust
Councillor Work

Midlothian Council (2)

Councillor Bryant
Councillor Russell

West Lothian Council (3)

Councillor King
Councillor McCarra
Councillor Muldoon

East Lothian Council (2)

Councillor Gillies
Councillor Hampshire

Notes:

- (1) If you have any questions about the agenda or meeting arrangements, please contact Lesley Arbuckle, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh, EH1 1YJ; ☎ 0131 529 5242 e-mail Lesley.arbuckle@edinburgh.gov.uk.
- (2) A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the Main Reception Office, City Chambers, High Street, Edinburgh.
- (3) The agenda, minutes and public reports for this meeting can be viewed online by going to www.edinburgh.gov.uk/meetings. Members and Officers of the City of Edinburgh Council can also view them by going to the Orb home page and clicking on Committee Business.



Please recycle this paper

Lothian Valuation Joint Board

Edinburgh, 18 March 2013

Present:-

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

East Lothian Council – Councillor Gillies.

Midlothian Council – Councillor Bryant.

West Lothian Council – Councillors King, McCarra and Robertson (Vice-Convener).

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 1 February 2013 as a correct record.

2 Future Meeting Arrangements June 2013 to June 2014

Decision

To approve the schedule of meetings as detailed for the period June 2013 to June 2014.

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

3 Projected Outturn 2012/13

Details were given of the projected revenue outturn position to 31 March 2013. The report was based on expenditure as at period 10, 31 January and had been prepared in consultation with the Assessor.

Performance at this stage showed a net underspend of £113,000, mainly as a result of staff vacancy control.

The year-end position would be reviewed when the final accounts for 2012/13 were submitted to the Board.

Decision

To note the report.

(Reference – report by the Treasurer, submitted.)

4 Annual Investment Strategy

Decision

To approve the Annual Investment Strategy for 2013/14 as detailed in Appendix 1 to the report by the Treasurer.

(Reference – report by the Treasurer, submitted.)

5 Assessor's Quarterly Progress Report to the Joint Board

The Assessor presented an update on the service overview and priorities, current issues and the future direction of the Joint Board.

Attention was drawn to a number of matters including, the 2012 electoral registration canvass which had been completed on time and resources for the canvass and the Scottish Independence Referendum.

The Assessor also confirmed that comments had been received from 6 electors in response to the statement on the canvass envelope that read "Save taxpayers money - reply immediately to avoid a reminder or a home visit".

Decision

- 1) To note the Assessor's quarterly progress report.
- 2) To note the Board's request that cost details for the proposed extension of the voting age franchise to 16 and 17 year olds for the Scottish Independence Referendum to be included in future update reports.
- 3) To record the Board's support to canvassers who had been the victims of verbal and physical abuse whilst carrying out their duties.

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

6 Equalities Report 2013

The Annual Report on Equalities for 2013 was presented. Details were provided of assessments carried out, the areas that needed attention and the processes that would be implemented to prevent future gaps in reporting.

Decision

To note the report

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

7 Lothian Valuation Joint Board Annual Audit Plan 2012/13

The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency in order to allow the matter to be dealt with promptly.

The external auditor's annual Audit Plan for the Board for 2012/13 was presented.

Brian Battison (Audit Scotland) addressed the Board and answered questions from members.

Decision

- 1) To thank Brian Battison for his presentation.
- 2) To note the report.

(Reference – report by Audit Scotland, submitted.)

8 Valedictory – Ian Knowles, Finance Manager

The Convener acknowledged the assistance given to the Board by Ian Knowles over the past years and wished him well following his early retirement from the Council in June 2013.



Unaudited Financial Statements for the Year Ended 31st March 2013

28th June 2013

1 Purpose of report

The purpose of this report is to present the unaudited Financial Statements for the year ended 31st March 2013.

2 Unaudited Financial Statement

- 2.1 The unaudited Financial Statements are presented in accordance with the Local Authority Accounts (Scotland) Regulations 1985 (amended 1997) which requires that the Financial Statements for the year 2012/13 be presented to the Board no later than 30th June, 2013.
- 2.2 The unaudited Financial Statements for 2012/13 have been prepared in accordance with International Financial Reporting Standards (IFRS) based 2012 Code of Practice in the United Kingdom and include IFRS comparative figures for 2011/12.
- 2.3 The Annual Governance Statement is shown on pages 46 to 48 of the Financial Statements. This Statement includes details of the Governance Framework and a review of its effectiveness including the system of internal financial control.
- 2.4 The Treasurer's opinion is that reasonable assurance can be placed on the adequacy and effectiveness of the Board's internal control system. This opinion is informed by the work of the Internal Audit, managers in the Board and External Audit.
- 2.5 From this year's review there is evidence that the Code is operating effectively with overall compliance by the Board in all significant areas of its corporate governance arrangements.
- 2.6 The Board has no power to establish a general reserve, however, the Board agreed to fund future liabilities for early staff release measures from the underspendings in 2010/11 and 2011/12 of £0.228m and £0.042m respectively. Total funding contributions carried forward therefore amounts to £0.270m, and a creditor has been established for this amount.
- 2.7 The outturn for the year shows an underspending of £0.127m. Page 4 of the Foreword gives details and the main reasons for this underspend. The Board

ITEM NO 4

should consider whether it wishes to retain this underspend and carry forward as unspent requisitions, or return it to the constituent councils.

3 Recommendation

It is recommended that the Board notes the report and unaudited Financial Statements for 2012/13 and that the statements will be re-presented to the Board on completion of the external audit.

H. Dunn,
Treasurer.

Appendices	None
Contact/Tel:	Mr. I. Knowles: 0131 469 3173 e-mail: ian.knowles@edinburgh.gov.uk
Background Papers	Held at office of Treasurer

LOTHIAN VALUATION JOINT BOARD

***FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2013***

UNAUDITED

LOTHIAN VALUATION JOINT BOARD

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LOTHIAN VALUATION JOINT BOARD

MEMBERS AND OFFICIALS

Members

Convener: Councillor Norman Work, City of Edinburgh Council
Vice-Convener: Councillor Barry Robertson, West Lothian Council

Appointed by The City of Edinburgh Council :
Councillor Norman Work
Councillor Nigel Bagshaw
Councillor Ricky Henderson
Councillor Sandy Howat
Councillor Karen Keil
Councillor Mark McInnes
Councillor Adam McVey
Councillor Ian Perry
Councillor Jason Rust

Appointed by East Lothian Council :
Councillor Jim Gillies
Councillor Norman Hampshire

Appointed by Midlothian Council :
Councillor Jim Bryant
Councillor Margot Russell

Appointed by West Lothian Council :
Councillor Dave King
Councillor Greg McCarra
Councillor Barry Robertson

Officials

Assessor : Joan M. Hewton BSc, FRICS
Chief Executive and Clerk : Sue Bruce MPhil LLB Dip FRSA
Treasurer : Hugh Dunn, CPFA
Solicitor : Carol Campbell, LLP(Hons), DipLP
Monitoring Officer : Alastair Maclean, LLB(Hons), DipLP, NP, WS

LOTHIAN VALUATION JOINT BOARD

FOREWORD

Introduction

The Lothian Valuation Joint Board was established under the Valuation Joint Boards (Scotland) Order 1995 and provides Valuation Appeals, Lands Valuation, Electoral Registration and Council Tax Valuation services. The Board comprises 16 members appointed from the constituency authorities of whom nine are elected from the City of Edinburgh Council, three from West Lothian and two each from East and Midlothian Councils.

Costs incurred by the Lothian Valuation Joint Board are apportioned in accordance with the non-domestic rateable subjects and dwellings valued for council tax within the area of each constituent authority. This has resulted in expenditure being allocated 61.22% to The City of Edinburgh Council, 9.08% to Midlothian Council, 11.02% to East Lothian Council, and 18.68% to West Lothian Council.

Adoption of International Financial Reporting Standards

The Financial Statements of the Board for 2012/13 have been prepared in accordance with the International Financial Reporting Standards (IFRS) based 2012 Code of Practice in the United Kingdom (The Code). Local Authorities were required to adopt IFRS from 1st April 2010.

Financial Statements

The Financial Statements present the financial position and performance of the Board, for the year to 31st March 2013. This section of the foreword describes briefly the nature and purpose of each statement and the relationship between them. The financial statements have been prepared in accordance with the following fundamental accounting principles: relevance, reliability, comparability, understandability and materiality.

The accounting concepts of accruals, going-concern, and primacy of legislation requirements also apply.

All figures in the financial statements are rounded to thousand pounds (£'000) unless stated otherwise.

To show the net position of the Board, adjustments are made to the Comprehensive Income and Expenditure Statement (CIES) to reflect differences in the accounting basis and funding basis under regulations. These adjustments ensure that the actual resources available to the Board are correctly accounted for in the Movement in Reserves Statement. These adjustments are shown in Note 6.

Statement of Responsibilities for the Statement of Accounts

This sets out the respective responsibilities of the Joint Board and Treasurer for the accounts.

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Board, analysed into usable reserves (i.e. those that can be applied to fund expenditure) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Board's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance. The Net Increase/(Decrease) before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Board.

LOTHIAN VALUATION JOINT BOARD

FOREWORD (Contd.)

Financial Statements (Contd.)

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from requisitions. The Board receives council requisitions to cover expenditure in accordance with regulations, which may be different from the accounting cost.

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board.

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

Statement of Accounting Policies

This Statement describes the basis for the recognition, measurement and disclosure of transactions shown in the Financial Statements.

All financial statements are supported by appropriate notes.

Annual Governance Statement

This sets out how the Lothian Valuation Joint Board delivers good governance and reviews the effectiveness of these arrangements. It also includes a statement on internal financial control in accordance with proper practice.

Remuneration Report

The Local Authority Accounts (Scotland) Amendment Regulations 2011 (SSI No. 2011/64) require local authorities in Scotland to prepare a Remuneration Report as part of the annual statutory accounts. This report provides details of the Board's remuneration policy for Board Members and senior employees, as well as providing pay band details for employees earning more than £50,000 per year. It also provides details of any material exit packages agreed during the financial year.

LOTHIAN VALUATION JOINT BOARD

FOREWORD (Contd.)

Financial Performance

This review of financial performance is based on management accounting information, rather than the unaudited Financial Statements, which are stated after adjustments to reflect IFRS based Code of Practice.

Revenue

The outturn position compared to budget is summarised below:

	Budget 2012/13 £m	Actual 2012/13 £m	Variance £m
• Employees	4.573	4.401	(0.172)
• Property	0.618	0.599	(0.019)
• Supplies and Services	0.687	0.760	0.073
• Transport and Plant	0.113	0.103	(0.010)
• Third Party Payments	0.095	0.111	0.016
• Support services	0.078	0.068	(0.010)
	<hr/>	<hr/>	<hr/>
	6.164	6.042	(0.122)
• Sales, fees and charges	(0.043)	(0.048)	(0.005)
• Interest on revenue balances	(0.003)	(0.003)	0.000
	<hr/>	<hr/>	<hr/>
	6.118	5.991	(0.127)
	<hr/>	<hr/>	<hr/>

For the year ended 31st March 2013, the Board had a surplus on its Comprehensive Income and Expenditure account of £0.127m (Note 16.1 refers). Actual is 97.9% of budget.

The principal reasons for the surplus are variances in the following budgets:

• Employees	£m
	(0.172)

This underspend is mainly due to ongoing controls over staff vacancies, partially offset by additional temporary and part time staff costs in respect of a requirement to ensure that every household that does not return an electoral canvass form during the 2012 electoral registration canvass, receives a door to door visit.

• Property	£m
	(0.019)

This underspend is mainly due to lower than budgeted ground maintenance - contract works.

• Supplies and Services	£m
	0.073

This overspend is mainly due to a full replacement programme of desk top PC hardware. As a result of an assessment of the age and performance of the existing hardware, and in order to maintain operational efficiency, the planned staged renewal was advanced to a full renewal programme. This overspending has been partially offset by underspendings on printing, stationery and postages.

LOTHIAN VALUATION JOINT BOARD

FOREWORD (Contd.)

Revenue (Contd.)

£m

- Transport and Plant (0.010)

The continuing review of work practices on external survey requirement and the economic downturn in the construction industry has resulted in lower than anticipated external survey requirements and associated transport costs.

- Third Party Payments 0.016

This overspend is mainly due to higher than anticipated activity of the Valuation Appeals Committee arising due to outstanding appeals lodged in respect of material change of circumstances, and the increasing complexity both in valuation and legal terms that these appeals present.

The Board has no power to establish a general reserve, however the Board agreed a recommendation to fund future liabilities for early staff release measures from the 2011/12 underspend. The underspend for 2011/12 of £0.042m was carried forward together with the 2010/11 underspend of £0.228m as previously agreed. Total funding contributions carried forward therefore amounts to £0.270m.

Net Pension Liability

The net pension liability of the Board as at 31st March 2013 was calculated in accordance with the requirements of International Accounting Standard 19 (IAS 19) and amounts to £6.305m (2011/12 £4.504m).

IAS 19 is based on the principle that an organisation should account for retirement benefits at the point at which it commits to paying them, even if the actual payment will be made years into the future.

Staff are admitted to the Lothian Pension Fund. A tri-ennial actuarial valuation considers the appropriate employer's rates and this, together with revenues generated from employee contributions and investments, is utilised to meet the fund's commitments. The last valuation was carried out by Hymans Robertson, LLP during 2011. The next actuarial review is due in 2014.

The 2012/13 accounts have been prepared in accordance with IAS 19. The IAS 19 based adjustments to net operating expenditure lead to an overall Pension Liability of £6.305m which is offset by a pension reserve. This is an increase of £1.801m from the 2011/12 balance sheet position of £4.504m. This is mainly due to less favourable financial assumptions at 31st March 2013 than that assumed at 31st March 2012 and falling bond yields, both leading to a negative impact on the balance sheet and CIES. This has been partially offset by better than expected investment performance over the last twelve months resulting in a positive impact on the IAS 19 position.

The technical accounting charge has had no impact on the underlying basis for meeting the Lothian Valuation Joint Board's current and ongoing pension liabilities. These will be met from contributions from constituent authorities under the Order 1995. Accordingly, it has been considered appropriate to adopt a going concern basis for the preparation of these Financial Statements.

LOTHIAN VALUATION JOINT BOARD

FOREWORD (Contd.)

Future Outlook

The Local Government Finance Settlement announced by the Cabinet Secretary for Finance, Employment and Sustainable Growth on the 27th November 2012, confirmed the Spending Review which indicated that revenue funding had been maintained at 2011/12 "flat cash" levels for 2012-15.

At its meeting on the 1st February 2013, the Board approved a one year revenue budget for 2013/14 and an indicative budget for 2014/15. In view of the "flat cash" funding assumption contained within the Spending Review, the budget planning assumption for the 2013/14 approved budget and the 2014/15 indicative budget is for those budgets to be in line with the 2012/13 provision of £6.118m.

The Assessor has prepared a service plan which aims to integrate the direction of the service with the revenue budget. Over the coming years the focus will be on improving service delivery and creating efficiencies through improved work practices and procedures.

Borrowing Facilities

The Local Government in Scotland Act 2003 introduced the Prudential Code for capital finance in local authorities. The Board now has the power to decide how much to spend and borrow subject to demonstrating that its plans are prudent and affordable. There was no prudential borrowing in 2012/13.

Treasurer:

Date:

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Hugh Dunn, CPFA

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LOTHIAN VALUATION JOINT BOARD

STATEMENT OF RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Board's Responsibilities

The Board is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of those resources and safeguard its assets;
- to approve the Statement of Accounts.

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Board's Financial Statements in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code of Practice).

In preparing the financial statements, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice, except where stated in the Policies and Notes to the Financial Statements.

The Treasurer has also:

- kept proper accounting records which are up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Financial Statements

The Financial Statements present a true and fair view of the financial position of the Board as at 31st March 2013, and its income and expenditure for the year ended 31st March 2013.

Treasurer:

Date:

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Hugh Dunn, CPFA

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LOTHIAN VALUATION JOINT BOARD

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Board, analysed into Usable Reserves (that is, those that can be applied to fund expenditure) and Unusable Reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Board's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from other statutory reserves undertaken by the Board.

2011/12 - Previous Year Comparative	Usable Reserves	Unusable Reserves	Total Board Reserves
	General Fund Balance		
	£'000	£'000	£'000
Opening Balances at 1 April 2011	0	4,526	4,526
Movement in reserves during 2011/12			
(Surplus) or deficit on provision of services	(228)	0	(228)
Other Comprehensive Expenditure and Income	0	(177)	(177)
Total Comprehensive Expenditure and Income	(228)	(177)	(405)
Adjustments between accounting basis & funding basis under regulations (Note 6.2)	228	(228)	0
Net increase/decrease before transfers to Other Statutory Reserves	0	(405)	(405)
Transfers to/from Other Statutory Reserves	0	0	0
Increase/Decrease in 2011/12	0	(405)	(405)
Balance at 31 March 2012 carried forward	0	4,121	4,121

2012/13 - Current Financial Year	Usable Reserves	Unusable Reserves	Total Board Reserves
	General Fund Balance		
	£'000	£'000	£'000
Opening Balances at 1 April 2012	0	4,121	4,121
Movement in reserves during 2012/13			
(Surplus) or deficit on provision of services	(246)	0	(246)
Other Comprehensive Expenditure and Income	0	1,947	1,947
Total Comprehensive Expenditure and Income	(246)	1,947	1,701
Adjustments between accounting basis & funding basis under regulations (Note 6.1)	246	(246)	0
Net increase/decrease before transfers to Other Statutory Reserves	0	1,701	1,701
Transfers to/from Other Statutory Reserves	0	0	0
Increase/Decrease in 2012/13	0	1,701	1,701
Balance at 31 March 2013 carried forward	0	5,822	5,822

LOTHIAN VALUATION JOINT BOARD

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with the generally accepted accounting practices, rather than the amount to be funded from requisitions. The Board receives requisitions to cover expenditure in accordance with regulations; this may be different from the accounting cost.

2011/12				2012/13		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
1,553	(43)	1,510	Registration of Electors	1,465	(12)	1,453
4,660	(130)	4,530	Local Tax Collection	4,396	(36)	4,360
6,213	(173)	6,040	Cost Of Services	5,861	(48)	5,813
Financing and Investment Income:						
0	0	0	Interest payable & similar charges	0	0	0
0	(3)	(3)	Interest receivable	0	(3)	(3)
0	(149)	(149)	Pensions interest cost & expected return on pensions asset:	0	(70)	(70)
0	(152)	(152)	Total Financing and Investment Income	0	(73)	(73)
Taxation and Non-Specific Grant Income:						
0	(6,116)	(6,116)	Constituent council requisitions (Note 27)	0	(5,985)	(5,985)
0	(6,116)	(6,116)	Total Taxation and Non-Specific Grant Income	0	(5,985)	(5,985)
6,213	(6,441)	(228)	(Surplus) or Deficit on Provision of Services (Note 16.1)	5,861	(6,106)	(245)
Other Comprehensive Income and Expenditure:						
(177)	0	(177)	Actuarial (gains) / losses on pension assets / liabilities	1,947	0	1,947
6,036	(6,441)	(405)	Total Comprehensive Income and Expenditure	7,808	(6,106)	1,702

LOTHIAN VALUATION JOINT BOARD

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Board may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves are those that the Board is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses, where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

31 March 2012 £'000		Notes	31 March 2013 £'000
439	Property, plant and equipment	7.1	477
24	Intangible assets	8	77
118	Long-term debtors	25	108
<u>581</u>	Long term assets		<u>662</u>
9	Inventories	10	16
245	Short-term debtors	11	164
751	Cash and cash equivalents	12	783
<u>1,005</u>	Current assets		<u>963</u>
(503)	Short-term creditors	13	(477)
<u>(503)</u>	Current liabilities		<u>(477)</u>
(700)	Other long-term liabilities	26	(665)
(4,504)	Other long-term liabilities (Pensions)	23.4	(6,305)
<u>(5,204)</u>	Long-term liabilities		<u>(6,970)</u>
<u><u>(4,121)</u></u>	Net assets		<u><u>(5,822)</u></u>
4,121	Unusable reserves	14	5,822
<u><u>4,121</u></u>	Total reserves		<u><u>5,822</u></u>

Treasurer:

Date:

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Hugh Dunn, CPFA

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LOTHIAN VALUATION JOINT BOARD

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Board during the reporting period. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of requisitions and recipients of services provided by the Board. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows.

2011/12			2012/13	
£'000	£'000		£'000	£'000
OPERATING ACTIVITIES				
(32)		Cash received for goods and services	(35)	
(99)		Other local authorities	(69)	
(3)		Interest received	(3)	
(5,936)		Other operating cash receipts	(6,077)	
	(6,070)	Cash inflows generated from operating activities		(6,184)
4,413		Cash paid to and on behalf of employees	4,426	
1,484		Cash paid to suppliers of goods and services	1,567	
	5,897	Cash outflows generated from operating activities		5,993
	(173)	Net cash flows from operating activities (Note 15.1)		(191)
INVESTING ACTIVITIES				
31		Purchase of property, plant and equipment and intangible assets.	159	
0		Proceeds from sales of property, plant and equipment and intangible assets.	0	
	31	Net cash flows from investing activities		159
	0	Net cash flows from financing activities		0
	(142)	Net (increase)/decrease in cash and cash equivalents (Note 15.2)		(32)
Balance at start of period				
1st April		Cash and cash equivalents	1st April	
609			751	
	609			751
31st March		Cash and cash equivalents	31st March	
751			783	
	751			783
	(142)	Net (increase)/decrease in cash and cash equivalents (Note 15.2)		(32)

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES

1.1 General

The Financial Statements have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice in the United Kingdom (the Code) and the Service Reporting Code of Practice (SeRCOP). This is to ensure that the Financial Statements "present a true and fair view" of the financial position and transactions of the Board.

From 1st April 2010, the Board implemented the requirements of International Financial Reporting Standards for the first time and these are used for the purpose of preparing the Financial Statements for the year ended 31st March 2013.

The Financial Statements have been prepared on an historic cost basis, modified by the revaluation of certain categories of fixed assets where appropriate.

1.2 Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place and not simply when cash payment is made or received. This means that expenses are recorded when goods or services have been received and income is recorded when goods or services have been provided. This recording is irrespective of whether cash has actually been paid or received in the year.

1.3 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions, repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments maturing in three months or less from the date of acquisition and are readily convertible to known amounts of cash with insignificant risk of change in value.

1.4 Changes in Accounting Policies, Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, or other events or conditions on the Board's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Changes in accounting estimates are accounted for prospectively, that is, in the current and future years affected by the change. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.5 Revenue Expenditure

Revenue expenditure is that which does not yield benefit beyond the year of account. In broad terms the revenue expenditure of the Board can be divided into two categories:

- employees;
- day-to-day operating expenses, includes costs incurred in respect of furniture and fittings, and equipment.

All revenue expenditure is accounted for on an accruals basis.

Each year net revenue expenditure is met by way of requisitions on the City of Edinburgh, Midlothian, East Lothian and West Lothian Councils.

1.6 Capital Expenditure

Capital expenditure is presented as a fixed asset in the Balance Sheet. Capital expenditure is the expenditure on the acquisition of tangible or intangible assets which adds to and not merely maintains the value of an existing asset provided that it yields benefits to the Board and the services it provides for a period of more than one year. Capital expenditure is subject to a de-minimis level of £6,000.

These fixed assets are matched by a Capital Adjustment Account within the Balance Sheet. This reserve does not represent resources available to the Board.

1.7 Short Term Debtors and Short Term Creditors

The revenue and capital transactions of the Board are recorded on an accruals basis which means that amounts due to or from the Board, but still outstanding at the year end, are included in the accounts. Where there was insufficient information to provide actual figures, estimates have been included.

1.8 Value Added Tax

Value Added Tax is excluded from the Financial Statements unless it is not recoverable from HM Revenues and Customs.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.9 Non-Current Assets

a) *Intangible Assets*

Recognition:

- Intangible assets are non-current assets that have no physical substance but are identifiable and controlled by the Board and it can be established that there is an economic benefit or service potential associated with the item which will flow to the Board. This expenditure is mainly in relation to software licenses purchased by the Board. Expenditure on the acquisition, creation or enhancement of intangible assets has been capitalised on an accruals basis.

Depreciation:

- Software licences classified as intangible assets are depreciated over the period of the licence, commencing in the year after acquisition.

Measurement:

- Intangible assets are initially measured at cost and included in the Balance Sheet at net historical cost.

b) *Property, Plant and Equipment*

Property, plant and equipment are tangible items held for use by the Board in its provision of service and are expected to be used for more than one financial year. Property, plant and equipment are included in the Balance sheet in the following classes:

- Leasehold improvements;
- Vehicles, plant, furniture and equipment

Recognition:

- Expenditure on the acquisition, creation or enhancement of these non-current assets has been capitalised on an accruals basis, provided that future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably. This expenditure is subject to the application of a de-minimis level of £6,000.

Depreciation:

Depreciation is provided on all property, plant and equipment with a finite useful life (which can be determined at the time of acquisition or revaluation) according to the following policy:

- No depreciation is charged on freehold land;
- Depreciation is not provided in the year of an asset's purchase;
- Depreciation is calculated using the straight-line basis on the opening book value over the remaining useful life of the asset;

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.9 Non-Current Assets (Contd.)

b) *Property, Plant and Equipment (Contd.)*

Depreciation (Contd.):

- Non-current assets are depreciated as follows:

Asset	Years
Property	25
Vehicles, plant and equipment	5

Leasehold improvements are depreciated over the remaining life of the asset.

Measurement:

Property, plant and equipment, and leasehold improvements are measured at depreciated historic cost. This does not comply with the Code, however, the difference is not considered material.

De-recognition:

An asset is de-recognised either on its disposal or where no future economic benefits or service potential are expected from its use or disposal. The gain or loss arising from de-recognition of an asset is included in "Surplus or Deficit on the Provision of Service" within the Comprehensive Income and Expenditure Statement when the asset is de-recognised. The gain or loss on de-recognition of property, plant and equipment assets is a reconciling item in the "Movement in Reserves Statement for the General Fund".

Impairment:

Assets are assessed at each year end as to whether there is any indication that an asset may be impaired, that is, that the carrying value of an asset on the Balance sheet exceeds its recoverable amount. Where indications exist and any possible differences are material, the recoverable amount is estimated and an impairment loss is recognised for the shortfall. Impairment losses, if any, are accounted for by debiting any accumulated balance of revaluation gains for the asset held in the Revaluation Reserve or where there is no or insufficient balance in the Revaluation Reserve, by debiting the relevant service line in the Comprehensive Income and Expenditure Statement.

1.10 Overheads and Support Services

The costs of support services are allocated on a basis appropriate to the service provided in order to match costs to service usage. Certain support service costs are provided under a Service Level Agreement between the Board and service provider.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.11 Charges to Comprehensive Income and Expenditure Statement for use of non-current assets

The Comprehensive Income and Expenditure Statement is charged with the following amounts to record the real cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the Board;
- Impairment losses, if any, attributable to the clear consumption of economic benefits on property, plant and equipment used by the Board.

The Board is not required to raise requisitions on the constituent councils to cover depreciation or impairment losses. Depreciation and impairment losses are not proper charges under statutory accounting requirements and are therefore a reconciling item in the Movement in Reserves Statement for the General Fund by way of an adjusting transaction with the Capital Adjustment Account.

1.12 Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

a) Finance Leases

Leased-in assets

The Board has not identified any leased-in assets that fall under the definition of finance leases.

Leased-out assets

The Board has not identified any leased-out assets that fall under the definition of finance leases.

b) Operating Leases

Leased-in assets

Rental payments, net of benefits received, under operating leases are charged to the Comprehensive Income and Expenditure statement on a straight line basis over the life of the lease.

Leased-out assets

The Board has not identified any leased-out assets that fall under the definition of operating leases.

1.13 Provisions

Provision is made within the Statement of Accounts when the board has a present legal or constructive obligation as a result of a past event, there is a probability of a transfer of economic benefit and a reliable estimate can be made of the obligation. Provisions are charged to the Comprehensive Income and Expenditure Statement in the year in which the Board becomes aware of the obligation.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.14 Contingent Liability

A contingent liability is defined as either a possible obligation that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events, which are not wholly within the control of the Board or a present obligation that arises from past events, but it is not possible that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. If such obligation exist, they are not recognised in the Balance Sheet but are disclosed as a note to the Statement of Accounts.

1.15 Contingent Assets

A contingent asset arises where an event has taken place that gives the Board a possible asset whose existence will only be confirmed by the occurrence or non-occurrence of one or more uncertain future events, which are not wholly within the control of the Board. If such assets exist, they are disclosed as a note to the Statement of Accounts.

1.16 Employee Benefits

Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Board is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absences Account.

1.17 Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Board to terminate employees' employment before the normal retirement date or an employee's decision to accept voluntary redundancy. These amounts are charged on an accruals basis to the Comprehensive Income and Expenditure Statement when the Board is demonstrably committed to either terminating the employment of an employee or making an offer to encourage voluntary redundancy.

1.18 Inventories

Inventories are assets in the form of materials or supplies which are consumed, distributed or held for sale in the ordinary course of the Board's operations. Inventories are included in the Balance Sheet at latest invoice price. This does not comply with the Code, which requires such items to be shown at the lower of cost and net realisable value. The difference is not considered to be material.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.19 Pensions

The Joint Board is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Financial Statements have been prepared including pension costs, as determined under International Accounting standard 19 - Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amounts of retirement benefits the Board has committed to pay during the year. Pension interest cost and the expected return on pension assets have been included in the "Surplus or Deficit on the Provision of Services" within the Comprehensive Income and Expenditure Statement.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund Balance.

Pension assets have been valued at bid value (purchase price), as required under IAS19.

Further costs arise in respect of certain pensions paid to retired employees on an unfunded basis. Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

1.20 Revenue Contributions

Revenue contributions from constituent councils have been included in the Financial Statements on an accruals basis. Where such contributions remain unspent at the Balance sheet date, but approval has been given to carry these funds forward to the next financial year, these amounts have been set aside in creditors.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.21 Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Usable reserves hold monies that can be applied to fund expenditure. Unusable reserves cannot be applied to fund expenditure.

The Board operates the following usable reserves:

a) *General Fund*

This represents the balance of the surpluses or deficits arising from the Comprehensive Income and Expenditure Statement. However, the Board has no statutory powers to hold a general fund balance, there is therefore no balance on the General fund.

The Board operates the following unusable reserves:

b) *Capital Adjustment Account*

This provides a balancing mechanism between the different rates at which assets are depreciated and financed.

c) *Pension Reserve*

This represents the difference between the monies which the Board requires to meet its pension liability as calculated under International Accounting Standards 19, Employee Benefits (IAS 19) and the amount required to be charged to the General Fund in accordance with statutory requirement governing Local Government Pension Scheme.

d) *Accumulated Absences Account*

This represents the net monies which the Board requires to meet its short-term compensated absences for employees under IAS19.

1.22 Financial Instruments

a) *Financial Liabilities*

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. As at 31st March, 2013, the Board had no borrowings.

b) *Financial Assets*

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. The Board holds its surplus funds with the City of Edinburgh Council in a pooled investment arrangement and does not place external deposits in its own name. These sums are presented in the Balance Sheet as the balance due from the City of Edinburgh Council and interest receivable from this investment is credited to the Comprehensive Income and Expenditure Statement.

LOTHIAN VALUATION JOINT BOARD

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.22 Financial Instruments (Contd.)

b) Financial Assets (Contd.)

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Comprehensive Income and Expenditure Statement.

Any gains and losses that arise on the de-recognition of the asset are credited/debited to the Comprehensive Income and Expenditure Statement.

1.23 Events After the Balance Sheet Date

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of event can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period - the Statement of Accounts is adjusted to reflect such items;
- those that are indicative of conditions that arose after the reporting period - the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

1.24 Exceptional Items

When items of income and expenditure are material, their nature and amount are disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Board's financial performance.

1.25 Going Concern

It is appropriate to adopt a going concern basis for the preparation of the Financial Statements as the constituent authorities have a legal obligation under the 1995 Combined Area Amalgamation Scheme Order to provide the Joint Board with funding to meet all liabilities as they fall due.

LOTHIAN VALUATION JOINT BOARD

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

For 2012/13, one accounting policy change requires to be reported. This relates to the June 2011 amendments to the accounting standard IAS19 Employee Benefits. The revised standard has been issued but not yet adopted by the Code.

The key change relates to the replacement of the expected return on assets with an equivalent figure using the discount rate.

This change of accounting policy is effective from 1st April 2013 and there is no impact of this change on the 2012/13 financial statements.

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Board has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- There is high degree of uncertainty about future levels of funding for local government, however, the Board has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Board might be impaired as a result of a need to reduce levels of service provision.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Board about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors.

4.1 Property, Plant and Equipment

Uncertainties

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relations to individual assets. The current economic climate may mean that the Board restricts spending on repairs and maintenance which, in turn, may have an effect on the useful lives of the assets.

Effect if Actual Result Differs from Assumptions

If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls. It is estimated that the annual depreciation charge would increase by £0.069m for every year that useful lives had to be reduced.

LOTHIAN VALUATION JOINT BOARD

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY (Contd.)

4.2 Pension Liabilities

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Board with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions

During 2012/13, the Board's actuaries advised that the balance sheet position has deteriorated since last year. This was principally due to three main factors:

- Financial assumptions - less favourable assumptions made at 31st March 2013 than that assumed at 31st March 2012 resulting in a negative impact on the balance sheet and CIES;
- Discount rate - falling bond yields. The effect of this was to increase liabilities and results in a negative impact on the balance sheet and CIES. This has been partially offset by:
- Investment performance - higher than expected. The effect of this was to increase assets and results in a positive impact on the balance sheet and CIES.

The following table shows the sensitivity of the results to the changes in the assumptions used to measure the scheme liabilities. Approximate percentage changes and monetary values are shown:

	Approximate % increase to Employer Obligations %	Approximate monetary value £000
0.5% decrease in Real Discount Rate	11%	4,460
1 year increase in member life expectancy	3%	1,181
0.5% increase in the Salary Increase Rate	4%	1,591
0.5% increase in the Pension Increase Rate	7%	2,776

5. EVENTS AFTER BALANCE SHEET DATE

There are no events after balance sheet date.

LOTHIAN VALUATION JOINT BOARD

6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

6.1 This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Board in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Board to meet future capital and revenue expenditure.

2012/13 - Current Financial Year	Usable Reserves	Unusable Reserves			
	General Fund Balance	Capital Adjustment Account	Pension Reserve	Accumulated Absence Account	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	(56)	56	0	0	56
Amortisation of intangible assets	(13)	13	0	0	13
Insertion of items not debited or credited to the CIES					
Capital expenditure charged against General Fund Balance	159	(159)	0	0	(159)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	(607)	0	607	0	607
Reversal of exceptional items relating to retirement benefits debited or credited to the CIES	0	0	0	0	0
Employer's pension contributions and direct payments to pensioners payable in the year	753	0	(753)	0	(753)
Adjustments primarily involving the Employee Statutory Adjustment Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	10	0	0	(10)	(10)
Total Adjustments	246	(90)	(146)	(10)	(246)

LOTHIAN VALUATION JOINT BOARD

6. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS (Contd.)

6.2 This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Board in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Board to meet future capital and revenue expenditure.

2011/12 - Comparative Figures	Usable Reserves		Unusable Reserves		
	General Fund Balance	Capital Adjustment Account	Pension Reserve	Accumulated Absence Account	Movement in Unusable Reserve
	£'000	£'000	£'000	£'000	£'000
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	(81)	81	0	0	81
Amortisation of intangible assets	(9)	9	0	0	9
Insertion of items not debited or credited to the CIES					
Capital expenditure charged against General Fund Balance	30	(30)	0	0	(30)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	(481)	0	481	0	481
Reversal of exceptional items relating to retirement benefits debited or credited to the CIES	0	0	0	0	0
Employer's pension contributions and direct payments to pensioners payable in the year	764	0	(764)	0	(764)
Adjustments primarily involving the Employee Statutory Adjustment Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5	0	0	(5)	(5)
Total Adjustments	228	60	(283)	(5)	(228)

LOTHIAN VALUATION JOINT BOARD

7. PROPERTY PLANT AND EQUIPMENT

Movements on balances:

	Leasehold Improvements £000's	Vehicles Plant and Equipment £000's	Total Property Plant and Equipment £000's
7.1 <u>Current Year Movements in 2012/13</u>			
Cost or Valuation			
At 1st April 2012	414	340	754
Additions	0	93	93
At 31st March 2013	414	433	847
Accumulated Depreciation			
At 1st April 2012	(81)	(234)	(315)
Depreciation charge	(16)	(39)	(55)
At 31st March 2013	(97)	(273)	(370)
Net Book Value at 31st March 2013	317	160	477
7.2 <u>Comparative Movements in 2011/12</u>			
Cost or Valuation			
At 1st April 2011	414	321	735
Additions	0	19	19
At 31st March 2012	414	340	754
Accumulated Depreciation			
At 1st April 2011	(64)	(170)	(234)
Depreciation charge	(17)	(64)	(81)
At 31st March 2012	(81)	(234)	(315)
Net Book Value at 31st March 2012	333	106	439

LOTHIAN VALUATION JOINT BOARD

7. PROPERTY PLANT AND EQUIPMENT (Contd.)

7.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Leasehold improvements (buildings) - 25 years
- Vehicles, plant and equipment - 5 years

7.4 Capital Commitments

At 31st March 2013, there were no capital commitments entered into by the Board.

7.5 Revaluations

Property, plant and equipment are shown in the balance sheet at depreciated historic cost.

The significant assumptions applied in estimating the fair values are:

- the property was not inspected - this was neither practical nor considered by the valuer to be necessary for the purpose of the valuation;
- unless stated otherwise, all properties with greater than de-minimus value were assumed to be in reasonable state of repair and have a life expectancy of more than 50 years;
- the valuations were prepared using information from the City of Edinburgh Council's internal records as well as the valuation Roll produced by the Lothian Valuation Joint Board.

	Leasehold Improvements £000's	Vehicles Plant and Equipment £000's	Total Property Plant and Equipment £000's
Carried at historical cost	317	160	477
Valued at fair values as at:			
• 31st March 2012	0	0	0
• 31st March 2011	0	0	0
• 31st March 2010	0	0	0
• 31st March 2009	0	0	0
• 31st March 2008	0	0	0
Total Cost or Valuation	<u>317</u>	<u>160</u>	<u>477</u>

LOTHIAN VALUATION JOINT BOARD

8. INTANGIBLE ASSETS

The Board accounts for its software as intangible assets, to the extent that software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include both purchased licences and internally generated software.

All software is given a useful life, based on assessments of the period that the software is expected to be of use to the Board. The useful lives assigned to the major software suites used by the Board are:

- 3 years: Sophos upgrade - Dacoll
- 5 years: GIS and Imaging Application
Disaster Recovery Solution
Oracle database operating system.

The carrying amount of intangible assets is amortised on a straight-line basis. Amortisation of £13,112 was charged to the Comprehensive Income and Expenditure during 2012/13.

The movement on Intangible Assets during the year is as follows:

	2011/12 £'000	2012/13 £'000
Balance at start of year:		
• Gross carrying amounts	47	58
• Accumulated amortisation	(25)	(34)
Net carrying amount at start of year	22	24
Additions	11	66
Amortisation for the period	(9)	(13)
Net carrying amount at end of year	24	77
Comprising:		
• Gross carrying amounts	58	124
• Accumulated amortisation	(34)	(47)
	<u>24</u>	<u>77</u>

LOTHIAN VALUATION JOINT BOARD

9. FINANCIAL INSTRUMENTS

9.1 In accordance with IAS 32 Financial Instruments: Presentation; IAS 39 Financial Instruments: Recognition and Measurement; and FRS 7 Financial Instruments : Disclosures; this note details the make up of financial instruments, both assets and liabilities, the key risks the Board is exposed to in its management of its financial instruments, and how these are managed. From 1st April 2012, the Board changed its Accounting Policy in respect of the transfer of assets to comply with amendments to IFRS 7 issued in October 2010. Initial assessment suggests that the standard will not have a material impact on the financial statements of the Board.

	Long-term		Current	
	31st March 2012 £'000	31st March 2013 £'000	31st March 2012 £'000	31st March 2013 £'000
Investments				
Loans and receivables	0	0	750	781
Creditors				
Trade creditors	0	0	36	43

9.2 Income, Expenses, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

	Financial Liabilities measured at amortised cost 31st March 2012 £'000	Financial Liabilities measured at amortised cost 31st March 2013 £'000
Total expense and income in Surplus or Deficit on the Provision of services :		
Interest income	3	3

Fair Values of Assets and Liabilities

- where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value;
- the fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2012		31 March 2013	
	Carrying Amount £'000	Fair Value £'000	Carrying Amount £'000	Fair Value £'000
Trade creditors	36	36	43	43
Loans and receivables	750	750	782	782

LOTHIAN VALUATION JOINT BOARD

10. INVENTORIES

	Stationery		Operational equipment	
	2011/12 £'000	2012/13 £'000	2011/12 £'000	2012/13 £'000
Balance at start of year	12	6	4	3
Purchases	4	12	3	6
Expense in year	(10)	(7)	(4)	(5)
Balance at end of year	6	11	3	4

	Consumables		Total	
	2011/12 £'000	2012/13 £'000	2011/12 £'000	2012/13 £'000
Balance at start of year	0	0	16	9
Purchases	4	3	11	21
Expense in year	(4)	(2)	(18)	(14)
Balance at end of year	0	1	9	16

11. SHORT TERM DEBTORS

	31st March 2012 £'000	31st March 2013 £'000
Debtors:		
• HM Revenues and Customs - VAT	27	25
• Rent	57	57
• Car leasing	77	56
• Car purchase advances	8	5
• Insurances	14	14
• Other entities and individuals	62	7
	245	164

LOTHIAN VALUATION JOINT BOARD

12. CASH AND CASH EQUIVALENTS

The balance of cash and cash equivalents is made up of the following elements:

	31st March 2012 £'000	31st March 2013 £'000
Cash held by the Board	1	1
Other local authorities	750	782
	<hr/>	<hr/>
	751	783
	<hr/>	<hr/>

13. SHORT TERM CREDITORS

	31st March 2012 £'000	31st March 2013 £'000
Other local authorities	(270)	(397)
Employee costs	(82)	(90)
Valuation Appeals Panel - Secretary's fees	(22)	(14)
Other entities and individuals	(129)	24
	<hr/>	<hr/>
Total	(503)	(477)
	<hr/>	<hr/>

14. UNUSABLE RESERVES

	31st March 2012 £'000	31st March 2013 £'000
14.1 Capital Adjustment Account	(465)	(554)
14.2 Pension Reserve	4,504	6,305
14.3 Accumulated Absence Account	82	71
	<hr/>	<hr/>
	4,121	5,822
	<hr/>	<hr/>

LOTHIAN VALUATION JOINT BOARD

14. UNUSABLE RESERVES (Contd.)

14.1 Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Board as finance for the costs of acquisition, construction and enhancement.

Note 6 provides details of all the transactions posted to the Account.

	2011/12 £'000	2012/13 £'000
Balance at 1st April	(524)	(465)
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
• Charges for depreciation and impairment of non-current assets	80	56
• Revaluation losses on Property, Plant and Equipment	0	0
• Amortisation of intangible assets	9	13
• Amounts of non-current assets written off on gain/loss on disposal to CIES	0	0
	<hr/>	<hr/>
Net written out amount of the cost of non-current assets consumed in year	(435)	(396)
Capital financing for the year:		
• Use of capital receipts to finance new capital expenditure	0	0
• Statutory provision for the financing of capital expenditure	(30)	(158)
	<hr/>	<hr/>
Balance at 31st March	(465)	(554)

14.2 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

LOTHIAN VALUATION JOINT BOARD

14. UNUSABLE RESERVES (Contd.)

14.2 Pension Reserve (Contd.)

	2011/12 £'000	2012/13 £'000
Balance at 1st April	4,964	4,504
Actuarial gains or losses on pension assets and liabilities	(177)	1,948
Reversals of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement.	481	607
Employer's pension contributions and direct payments to pensioners payable in the year.	(764)	(754)
Balance at 31st March	4,504	6,305

14.3 Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2011/12 £'000	2011/12 £'000	2012/13 £'000	2012/13 £'000
Balance at 1st April		86		82
Settlement or cancellation of accrual made at the end of the preceeding year	(86)		(82)	
Amounts accrued at the end of the current year	82		71	
Amount by which officer remuneration charged to the Comprehensive Income and expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		(4)		(11)
Balance at 31st March		82		71

LOTHIAN VALUATION JOINT BOARD

15. CASH FLOW STATEMENT

15.1 Reconciliation between the General Fund Balance and the revenue activities net cash flow.

	2011/12 £'000	2012/13 £'000
Net increase/(decrease) in the General Fund Balance	0	0
Exclude accumulated absences	(5)	(10)
Exclude revenue contribution to capital	(30)	(159)
	<hr/>	<hr/>
	(35)	(169)
(Decrease)/increase in revenue debtors	7	(77)
(Decrease)/increase in long term debtors	(14)	(14)
(Decrease)/increase in stocks	(6)	7
Decrease/(increase) in deferred credit	35	35
Decrease/(increase) in revenue creditors	(160)	27
	<hr/>	<hr/>
Revenue activities net cash flow	(173)	(191)

15.2 Reconciliation of the movement in cash with the related items in the opening and closing balance sheets for the period.

	2011/12 £'000	2012/13 £'000
Due by/(to) the City of Edinburgh Council at 31st March	608	750
Due by/(to) the City of Edinburgh Council at 1st April	750	782
	<hr/>	<hr/>
(Increase)/decrease in cash	(142)	(32)

16. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However, decisions about resource allocation are taken by the Board on the basis of budget reports analysed across functions. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement),
- the cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year,

LOTHIAN VALUATION JOINT BOARD

16. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS (Contd.)

16.1 2012/13 - Current Year	2012/13
Service Information	£'000
Fees, charges and other service income	(49)
Interest and investment income	(3)
Income from requisitions	(6,113)
Govt grants and other contributions	0
	<hr/>
	(6,165)
	<hr/>
Employee expenses	4,401
Other operating expenses	1,569
Support Services	68
	<hr/>
	6,038
	<hr/>
Cost of Services	(127)

Reconciliation to Net Cost of Service in Comprehensive Income and Expenditure Statement

Cost of Service in Service Analysis	(127)
Add: amounts not reported to management	736
Remove: amounts reported to management not included in CIES	5,204
	<hr/>
Net Cost of Services in CIES	5,813

	Service Analysis £'000	Not Reported to Mgnt £'000	Not Included in CIES £'000	Allocation of Recharges £'000	Net Cost of Services £'000	Corporate Amounts £'000	(Surplus)/ Deficit on Provision of Service £'000
Reconciliation to Subjective Analysis							
Fees, charges and other income	(49)	0	0	0	(49)	0	(49)
Interest and investment income	(3)	0	3	0	0	(3)	(3)
Income from requisitions	(6,113)	0	6,113	0	0	(5,985)	(5,985)
Interest receipts	0	0	0	0	0	(70)	(70)
Govt grants and other contribns	0	0	0	0	0	0	0
	<hr/>						
Total Income	(6,165)	0	6,116	0	(49)	(6,058)	(6,107)
	<hr/>						
Employee expenses	4,401	667	(752)	27	4,343	0	4,343
Other operating expenses	1,569	0	(160)	41	1,450	0	1,450
Support Services	68	0	0	(68)	0	0	0
Depreciation, amort & impair	0	69	0	0	69	0	69
Interest payments	0	0	0	0	0	0	0
Gain/Loss on disposal of assets	0	0	0	0	0	0	0
	<hr/>						
Total Expenditure	6,038	736	(912)	0	5,862	0	5,862
	<hr/>						
(Surplus) or Deficit on the provision of service	(127)	736	5,204	0	5,813	(6,058)	(245)

LOTHIAN VALUATION JOINT BOARD

16. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS (Contd.)

16.2 2011/12 - Comparative figures	2011/12
Service Information	£'000
Fees, charges and other service income	(174)
Interest and investment income	(3)
Income from requisitions	(6,158)
Govt grants and other contributions	0
	<hr/>
	(6,335)
	<hr/>
Employee expenses	4,607
Other operating expenses	1,614
Support Services	72
	<hr/>
	6,293
	<hr/>
Cost of Services	(42)

Reconciliation to Net Cost of Service in Comprehensive Income and Expenditure Statement

Cost of Service in Service Analysis	(42)
Add: amounts not reported to management	715
Remove: amounts reported to management not included in CIES	5,367
	<hr/>
Net Cost of Services in CIES	6,040
	<hr/>

	Service Analysis £'000	Not Reported to Mgmt £'000	Not Included in CIES £'000	Allocation of Recharges £'000	Net Cost of Services £'000	Corporate Amounts £'000	(Surplus)/ Deficit on Provision of Service £'000
Reconciliation to Subjective Analysis							
Fees, charges and other income	(174)	0	0	0	(174)	0	(174)
Interest and investment income	(3)	0	3	0	0	(3)	(3)
Income from requisitions	(6,158)	0	6,158	0	0	(6,116)	(6,116)
Interest receipts	0	0	0	0	0	(149)	(149)
Govt grants and other contribns	0	0	0	0	0	0	0
Total Income	(6,335)	0	6,161	0	(174)	(6,268)	(6,442)
Employee expenses	4,607	625	(764)	29	4,497	0	4,497
Other operating expenses	1,614	0	(30)	43	1,627	0	1,627
Support Services	72	0	0	(72)	0	0	0
Depreciation, amort & impair	0	90	0	0	90	0	90
Interest payments	0	0	0	0	0	0	0
Gain/Loss on disposal of assets	0	0	0	0	0	0	0
Total Expenditure	6,293	715	(794)	0	6,214	0	6,214
(Surplus) or Deficit on the provision of service	(42)	715	5,367	0	6,040	(6,268)	(228)

LOTHIAN VALUATION JOINT BOARD

17. MEMBERS ALLOWANCES

The Board paid the following amounts to members during the year:

	2011/12 £000's	2012/13 £000's
Salaries	9	6
Expenses	0	1
Total	<u>9</u>	<u>7</u>

Details are contained in the Remuneration Report (page 52)

18. EXTERNAL AUDIT COSTS

The Board has incurred the following costs in relation to the audit of the Statement of Accounts:

	2011/12 £000's	2012/13 £000's
Fees payable in respect of:		
• external audit services carried out by the appointed auditor for the year	<u>7</u>	<u>7</u>

19. GRANT INCOME

There was no revenue grant credited to the Comprehensive Income and Expenditure Statement in 2012/13 (2011/12 £0).

20. RELATED PARTIES

The Board is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Board or to be controlled or influenced by the Board. Disclosure of these transactions allows readers to assess the extent to which the Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board.

20.1 Scottish Government

The Scottish Government is responsible for providing the statutory framework within which the Board operates. It provides the majority of the Board's funding in the form of grants to the constituent councils, and prescribes the terms of many of the transactions that the Board has with other parties. Constituent councils provide funding to the Board at the start of each financial year. Grants received are set out in the subjective analysis in Note 16, Amounts Reported for Resource Allocation Decisions.

LOTHIAN VALUATION JOINT BOARD

20. RELATED PARTIES (Contd.)

20.2 Members

Members of the Board have direct control over the Board's financial and operating policies. The total of members' allowances paid in 2012/13 is shown in Note 17 and the Remuneration Report.

20.3 Other Parties

During the year, the Board entered into the following transactions with related parties:

	2011/12 £000's	2012/13 £000's
• The City of Edinburgh Council		
Rates	165	175
Central support costs	72	68
Interest on revenue balances	(3)	(3)
Constituent council contribution	3,770	3,742
Car purchase advances	13	5
Due from City of Edinburgh Council	750	782
Long term debtor - lease of office	113	107
• Midlothian Council		
Constituent council contribution	559	555
• East Lothian Council		
Constituent council contribution	679	674
• West Lothian Council		
Constituent council contribution	1,150	1,142

21. TERMINATION BENEFITS

There were no employee contracts terminated by the Board during 2012/13.

LOTHIAN VALUATION JOINT BOARD

22. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown below, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Board, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Board that has yet to be financed.

	2011/12 £000's	2012/13 £000's
Opening Capital Financing Requirement	0	0
Capital investment		
• Property, Plant and Equipment	19	93
• Intangible assets	11	66
Sources of finance		
• Capital receipts	0	0
• Direct revenue contributions	(30)	(159)
Closing Capital Financing Requirement	0	0

23. DEFINED BENEFIT PENSION SCHEMES

23.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Board makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Board has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Board participates in the following post employment scheme:

- Local Government Pension Scheme (LGPS) - a funded defined benefit statutory scheme as administered by the City of Edinburgh Council's Lothian Pension Fund. The LGPS is administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

A funded defined benefit final salary scheme, requires the Board and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.2 Transactions Relating to Post-employment Benefits

The Board recognises the cost of retirement benefits in the reported cost of service when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	2011/12 Local Govt Pension Scheme	2012/13 Local Govt Pension Scheme
Comprehensive Income and Expenditure Statement		
Cost of Services:		
• Current service costs	630	677
• Past service costs	0	0
• Exceptional item - change from RPI to CPI	0	0
• Settlements and curtailments	0	0
Financing and Investment Income and Expenditure		
• Interest cost	1,804	1,581
• Expected return on scheme assets	(1,953)	(1,651)
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of services	481	607
Other Post Employment Benefit Charged to the CIES:		
• Actuarial (gains) and losses	(177)	1,947
Total Post Employment Benefit Charged to the CIES	(177)	1,947
Movement in Reserves Statement		
• Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	283	146
Actual amount charged against the General Fund Balance for pensions in the year:		
• Employers' contributions payable to the scheme	689	678
• Contributions in respect of unfunded benefits	75	75
	764	753

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31st March 2013 is a loss of £1.947m (2011/12 gain of £0.177m).

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.3 Assets and Liabilities in Relation to Post-employment Benefits

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	2011/12 Local Govt Pension Scheme	2012/13 Local Govt Pension Scheme
Opening balance at 1st April	32,763	32,796
Current Service Cost	630	677
Interest cost	1,804	1,581
Contributions by scheme participants	237	229
Contributions in respect of unfunded benefits	(75)	(75)
Actuarial (gains) and losses	(1,848)	4,733
Benefits paid	(715)	(562)
Past service costs	0	0
Exceptional item - change from RPI to CPI	0	0
Curtailments	0	0
Settlements	0	0
	<hr/>	<hr/>
Closing balance at 31st March	32,796	39,379
	<hr/>	<hr/>

Reconciliation of fair value of the scheme assets:

	2011/12 Local Govt Pension Scheme	2012/13 Local Govt Pension Scheme
Opening balance at 1st April	27,799	28,292
Expected rate of return	1,953	1,651
Actuarial (gains) and losses	(1,671)	2,786
Employer contributions	689	678
Contributions by scheme participants	237	229
Benefits paid	(715)	(562)
Settlements	0	0
	<hr/>	<hr/>
Closing balance at 31st March	28,292	33,074
	<hr/>	<hr/>

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.4 Scheme History

	2008/09	2009/10	2010/11	2011/12	2012/13
	£'000s	£'000s	£'000s	£'000s	£'000s
Present value of liabilities:					
• Local Government Pension Scheme	21,254	37,647	32,763	32,796	39,379
Fair value of assets in the Local Government Pension Scheme					
• Local Government Pension Scheme	18,766	25,907	27,799	28,292	33,074
Surplus/(deficit) in the scheme:	(2,488)	(11,740)	(4,964)	(4,504)	(6,305)

The liabilities show the underlying commitments that the Board has in the long run to pay post-employment (retirement) benefits. The total liability of £6.305m has a substantial impact on the net worth of the Board as recorded in the Balance Sheet, resulting in a negative overall balance of £5.822m. However statutory arrangements for funding the deficit mean that the financial position of the Board remains healthy:

- the deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (that is, before payments fall due), as assessed by the scheme actuary
- finance is only required to be raised to cover discretionary benefits when the pensions are actually paid

23.5 History of Experience Gains and Losses

The actuarial gains identified as movements on the Pension Reserve in 2011/12 can be analysed into the following categories, measured as a percentage of the assets or liabilities at 31st March 2012:

	2008/09	2009/10	2010/11	2011/12	2012/13
	£'000s	£'000s	£'000s	£'000s	£'000s
Differences between expected and actual return on assets:					
• Local Government Pension Scheme	34.6%	20.6%	(1.7%)	(5.9%)	8.4%
Experience gains and losses on liabilities:					
• Local Government Pension Scheme	12.0%	0.0%	0.0%	8.1%	0.1%

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.6 Basis for Estimating Assets and Liabilities

Liabilities have been Assessed on an actual basis using the projected unit credit method, an estimate of the pensions that will be payable in future years is dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension scheme and Discretionary Benefits liabilities have been assessed by Hymans Robertson LLP, independent actuaries.

	2011/12	2012/13
	Local Govt	Local Govt
	Pension	Pension
	Scheme	Scheme
The principal assumptions used by the actuary have been:		
Long term expected rate of return on assets in the scheme:		
• Equities	6.2%	4.5%
• Bonds	4.0%	4.5%
• Property	4.4%	4.5%
• Cash	3.5%	4.5%
Mortality assumptions - longevity at 65 for current pensioners:		
• Men	20.4 years	20.4 years
• Women	22.8 years	22.8 years
Mortality assumptions - longevity at 65 for future pensioners:		
• Men	22.6 years	22.6 years
• Women	25.4 years	25.4 years
Rate of inflation	2.5%	2.8%
Rate of increase in salaries	4.8%	5.1%
Rate of increase in pensions	2.5%	2.8%
Rate for discounting scheme liabilities	4.8%	4.5%
Expected return on assets	5.8%	4.5%

The Local Government Pension Scheme's assets consist of the following categories, by proportion of the assets held:

	31st March	31st March
	2012	2013
Equity investments	79%	79%
Debt instruments	8%	8%
Other assets	13%	13%
	100%	100%

LOTHIAN VALUATION JOINT BOARD

24. LEASES

Operating Leases

The Board currently occupies land and buildings listed below by entering into the following operating lease:

- 17a South Gyle Crescent - offices

	2011/12 £000's	2012/13 £000's
The future minimum lease payments due in future years are:		
• Not later than 1 year	305	305
• Later than 1 year not later than 5 years	1,526	1,526
• Later than 5 years	4,273	3,968
	<hr/>	<hr/>
	6,104	5,799
	<hr/>	<hr/>

The Board has no finance lease obligations.

25. LONG TERM DEBTORS

The long term debtor is in respect of a cash incentive received by the Board on its relocation of offices to its new premises at 17a South Gyle Crescent (Note 24 Leases refers). The cash incentive is amortised on a straight line basis over the term of the lease. A 25 year lease was entered into in December 2006, the remaining life amounts to 20 years, consequently £5,642 will be written to the Comprehensive Income and Expenditure Statement each year.

	2011/12 £000's	2012/13 £000's
• Cash incentive:		
Balance at 1st April	118	112
Amortised to Comprehensive Income and Expenditure Statement	(6)	(4)
	<hr/>	<hr/>
Balance at 31st March	112	108
• Car purchase advances	6	0
	<hr/>	<hr/>
	118	108
	<hr/>	<hr/>

26. OTHER LONG TERM LIABILITIES

The Board relocated to its new offices in December 2006. As part of the agreement, the landlord agreed to pay a cash incentive of £0.400m on date of entry and £0.475m in 2011. This will be amortised on a straight line basis totalling £0.035m per annum over 25 years, the term of the lease.

	2011/12 £000's	2012/13 £000's
Balance at 1st April	(735)	(700)
Amortised to Comprehensive Income and Expenditure Statement	35	35
	<hr/>	<hr/>
Balance at 31st March	(700)	(665)
	<hr/>	<hr/>

LOTHIAN VALUATION JOINT BOARD

27. CONSTITUENT COUNCIL REQUISITIONS

The net expenditure of the Board is a charge upon the City of Edinburgh Council, West, East and Midlothian Councils. The division of net expenditure borne by the constituent councils is made in accordance with the Valuations Joint Boards (Scotland) Order 1995.

	Amount due for 2012/13 £000's	Amount received 2012/13 £000's	Amount due (to)/from Constituent Councils 2012/13 £000's
City of Edinburgh Council	3,664	3,742	(78)
Midlothian Council	543	555	(12)
East Lothian Council	660	674	(14)
West Lothian Council	1,118	1,142	(24)
	<hr/>	<hr/>	<hr/>
	5,985	6,113	(128)
	<hr/>	<hr/>	<hr/>

28. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

All Treasury Management is carried out on the Board's behalf by the City of Edinburgh Council. The Council complies with the CIPFA Prudential Code, and has adopted the CIPFA Treasury Management in the Public Services Code of Practice. The City of Edinburgh Council, on behalf of the Board, has overall risk management procedures that focus on the unpredictability of financial markets, and implementing restrictions to minimise these risks.

The Board's activities expose it to a variety of financial risks which have been assessed in order to determine whether or not such risks have, in order to comply with financial instrument accounting requirements, an impact on these financial statements. For all of the financial risks, the impact on financial statements was found to be immaterial. Each risk is detailed below along with an explanation as to why there is no financial effect arising:

- Re-financing risk - the possibility that the Board might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms is considered immaterial because although the Board has powers to obtain loan finance, no such loans were held during the year;
- Market risk - the possibility that financial loss might arise for the Board as a result of changes in such measures as interest rate movements is considered immaterial because the finances of the Board are such that during the year there was no interest payable and interest receivable was immaterial;
- Credit risk - the possibility that other parties might fail to pay amounts due to the Board is considered immaterial on the basis of past experience and the fact that most debt payable to the Board is due from other public bodies;

28. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS (Contd.)

- Liquidity risk - the possibility that the Board might not have funds available to meet its commitments to make payments is considered immaterial given the statutory responsibility that the Board has to have a balanced budget and that constituent authorities have to fund the activities of the Board.
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Board is considered immaterial because the Board does not generally invest in equity shares.
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Board is considered immaterial because there are no financial assets or liabilities held at the year end denominated in foreign currencies.

The Board holds its surplus funds with the City of Edinburgh Council and does not place external deposits in its own name. The balance held by and due from the City of Edinburgh Council at 31st March 2013 amounted to £0.782m (2011/12 £0.750m). No breaches of the Board's counterparty criteria occurred during the reporting period and the Board does not expect any losses from non-performance by any of its counterparties in relation to deposits. During the reporting period, the Board held no collateral as security.

LOTHIAN VALUATION JOINT BOARD

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

Lothian Valuation Joint Board aims to ensure best value and provide equitable, customer focussed, high quality, professional valuation and electoral services for all its stakeholders.

The Board is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for, and used economically, efficiently, effectively and ethically. The Board also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities, Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Board's affairs and facilitating the effective exercise of its functions, including arrangements for management of risk.

The Board has approved and adopted a Local Code of Corporate Governance that is consistent with the principles, and reflects the requirements, of the CIPFA/SOLACE framework Delivering Good Governance in Local Government and is supported by detailed evidence of compliance, which is regularly reviewed. A copy of the code is on our website www.lothian-vjb.gov.uk or can be obtained from the Assessor.

This statement explains how Lothian Valuation Joint Board delivers good governance and reviews the effectiveness of those arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Board's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Board to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services. The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance.

- Focusing on the purpose of the Board and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Board and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

LOTHIAN VALUATION JOINT BOARD

ANNUAL GOVERNANCE STATEMENT (Contd.)

The Board's Governance Framework (Contd.)

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Board's policies, aims and objectives. These are outlined in the Board's annual Corporate & Service Plan. This enables the Board to manage its key risks efficiently, effectively, economically and ethically.

Within overall control arrangements the system of internal control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

Determining the Board's purpose, its vision for the local area and intended outcomes for the Community

The Board has communicated its vision in the Corporate and Service Plan. Delivery of the vision is the responsibility of the Board, the Assessor, Depute Assessor and Heads of Service. The Board has developed a partnership approach when working with other authorities.

Review of Effectiveness

The Board has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within Lothian Valuation Joint Board has been nominated to review the effectiveness of the Local Code and will report annually to the LVJB Board.

The review of the effectiveness of its governance framework including the system of internal financial control is informed by:

- the work of the Internal Auditors and the Head of Internal Audit's Annual Statement on the adequacy and effectiveness of the Board's system of internal financial control;
- the Assessor's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Board Managers; and
- the External Auditors in their Annual Audit Letter and other reports;

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

- **The Lothian Valuation Joint Board** provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Board's performance.
- **Internal Audit** provides an independent and objective assurance service to the Board who complete a programme of reviews throughout the year, to provide an opinion on internal control, risk management and governance arrangements of Lothian Valuation Joint Board.

LOTHIAN VALUATION JOINT BOARD

ANNUAL GOVERNANCE STATEMENT (Contd.)

Review of Effectiveness (Contd.)

- **Audit Scotland's Annual Audit Report** is considered by the Board along with the output from other external audits.
- **The Strategic, Operational and Project Risk Registers** are reviewed as part of the Board's Corporate and Service Plan (the Corporate and Service Plan is approved by the Board). Key risks are monitored quarterly by the Board. This ensures that actions are taken to effectively manage the Board's highest risks.
- **The Monitoring Officer** is responsible to the Board for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.

Certification

In compliance with accounting practice, the Treasurer had provided the Chief Executive with a statement on the adequacy and effectiveness of the Board's internal financial control system for the year ended 31st March 2013. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Board's internal control system.

During the year, the Head of Internal Audit reviewed changes to the current corporate governance arrangements and systems of internal control and her findings are included in the Head of Internal Audit's Annual Report.

From this year's review there is evidence that the Code is operating effectively with overall compliance by the Board in all significant areas of its corporate governance arrangements.

Convener of Lothian Valuation Joint Board:

Date:

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Norman Work

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Chief Executive and Clerk:

Date:

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Sue Bruce MPhil LLB Dip FRSA

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Assessor:

Date:

.....
Joan M. Hewton BSc, FRICS

.....

Treasurer:

Date:

.....
Hugh Dunn, CPFA

.....

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT

The Remuneration Report provides details of the Board's remuneration policy for its senior employees and states how remuneration arrangements are managed. Senior employees within the Board are defined as those having the responsibility for the management of the Board to the extent that they can direct or control the major activities of the Board. This includes activities involving the expenditure of money, during the year to which the report relates, whether solely or collectively with other persons.

As well as providing details of the Board's remuneration policy, the Remuneration Report will also show:

- Details of the number of employees whose remuneration was £50,000 or more, which will be disclosed in pay bands of £5,000;
- Details of remuneration paid to senior employees of the Board for 2012/13;
- Details of the Board's senior employees who participate in the Local Government Pension Scheme, administered by the Lothian Pension Fund, and the benefits provided under the scheme.

1. Audit of Remuneration Report

All information disclosed in the remuneration tables in this Remuneration Report has been audited by Audit Scotland and all other sections of the Remuneration Report has been reviewed to ensure that they are consistent with the financial statements.

2. Remuneration policy

The Lothian Valuation Joint Board is responsible for approving the remuneration level of the Assessor and Electoral Registration Officer, and the Depute Assessor, these being the only Chief Official posts within the Board. The Scottish Joint Negotiating Committee (SJNC) for Local authority Services sets the salaries for the Chief Officials of Scottish local authorities and is responsible for agreeing annual inflationary increases. The post of Assessor and Electoral Registration Officer was reviewed at the creation of the Joint Board in 1996. Advice on such matters is received from the Human Resources division of the City of Edinburgh Council and from the Director of Corporate Services, City of Edinburgh Council, who is currently the Monitoring Officer to the Board.

The salaries of all other employees is set by reference to the Scottish Joint Council for Local Government Employees for all other categories of staff. The Board's Scheme of Delegation provides the Assessor and Electoral Registration Officer with delegated authority to appoint employees within agreed staffing and expenditure levels. The City of Edinburgh Council provides remuneration advice and assistance to the Board on request.

The Convener and Vice-Convener of the Board are remunerated by the Council of which they are a council member. The remuneration of councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183).

The Board has an arrangement with each council that remunerates the Convener and Vice-Convener to reimburse the Council for the additional costs of that councillor arising from them being a Convener or Vice-Convener of the Board. The disclosures made in this report are limited to the amounts paid to the council by the Board for remuneration and does not reflect the full value of the remuneration that may be paid to the councillor.

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

2. Remuneration policy (Contd.)

All other members of the Board are remunerated by the Council of which they are a council member.

The position of Chief Executive is provided and remunerated by the City of Edinburgh Council.

In 2012/13 the Board had two senior employees and the remuneration paid to these employees totalled £0.207m.

3. Pension Entitlement of Senior Employees

The Board's senior employees participate in the Local Government Pension Scheme administered by the Lothian Pension Fund. This is a final salary pension scheme which means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme. The scheme's normal retirement age for employees is 65.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls in to each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contribution rates were set at 6% for all non manual employees.

The tiers and members contributions rates for 2012/13 are as follows:

On earnings up to and including £19,400 (5.5%), on earnings above £19,400 and up to £23,700 (7.25%), on earnings above £23,700 and up to £32,500 (8.5%), on earnings above £32,500 and up to £43,300 (9.5%) and on earnings above £43,300 (12%).

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for a lump sum payment up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/60th of final pensionable salary and years of pensionable service. Prior to 2009, the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80ths of final pensionable salary and years of pensionable service.

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

4. Remuneration by Pay Band

Details of the Board's employees receiving more than £50,000 remuneration for the year, excluding employer's pension contributions are:

Remuneration Band	Number of Employees	
	2011/12	2012/13
£50,000 - £54,999	1	1
£55,000 - £59,999	1	2
£60,000 - £64,999	1	-
£65,000 - £69,999	-	1
£70,000 - £84,999	-	-
£85,000 - £89,999	-	-
£90,000 - £94,999	1	1
£95,000 - £109,999	-	-
£110,000 - £114,999	1	1
Totals	5	6

5. Remuneration paid to Senior Employees

The table below details remuneration paid to senior employees within the Board. Senior Employees are defined as having the responsibility for management of the Board to the extent that they can direct or control the major activities of the Board. This includes activities involving the expenditure of money, during the year to which the report relates, whether solely or collectively with other persons.

Name and Post Title	Salary, Fees and Allowances 31 March 2012 £	Salary, Fees and Allowances 31 March 2013 £
	J.Hewton - Assessor and Electoral Reg Officer	114,466
G. Strachan - Depute Assessor	92,042	92,042
Total	206,508	206,508

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

6. Pension Entitlement of Senior Employees

<u>In-year pension contributions</u>		For year to 31 March 2012 £	For year to 31 March 2013 £
Name and Post Title			
J.Hewton - Assessor and Electoral Reg Officer		23,783	19,366
G. Strachan - Depute Assessor		19,093	15,457
<u>Accrued Pension Benefits</u>		As at 31 March 2013 £'000	Difference from 31 March 2012 £'000
Name and Post Title			
J.Hewton - Assessor and Electoral Reg Officer	Pension	43	(2)
	Lump sum	108	(9)
G. Strachan - Depute Assessor	Pension	39	2
	Lump sum	97	0

All senior employees shown in the tables above are members of the Local Government Pension Scheme.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government service, not solely their current appointment.

7. Remuneration of Convener and Vice Conveners

The following table provides details of the remuneration paid to the Board's Convener and Vice-Convener:

	Salary, fees and allowances £	Taxable Expenses £	Total Remun. 2012/13 £	Total Remun. 2011/12 £
N.Work - Convener	5,553	787	6,340	5,408
D.King - Vice-Convener	0	0	0	3,768
B.Robertson - Vice-Convener	667	0	667	0
	<u>6,220</u>	<u>787</u>	<u>7,007</u>	<u>9,176</u>

During 2012/13, D.King was in post as Vice-Convener until 1st February 2013 when B.Robertson became Vice-Convener.

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

8. Exit Packages

The following information details the number, and total cost, of exit packages agreed, grouped in rising bands of £20,000 up to £100,000.

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

Exit Packages Band	Number of Employees		Total Cost	
	2011/12	2012/13	2011/12	2012/13
			£	£
£0 - £20,000	2	-	39,222	-
£20,001 - £40,000	-	-	-	-
£40,001 - £60,000	-	-	-	-
£60,001 - £80,000	-	-	-	-
£80,001 - £100,000	1	-	91,437	-
Totals	3	0	130,659	0

There have been no compulsory redundancies entered into by the Board. Costs for 2011/12 are in respect of voluntary retirements which were approved on the basis of Regulation 30 (Rule of 85) of the Pension Fund Regulations. Costs incurred by the Board reflect the pension strain costs in respect of retirements before 60 years of age and there were no costs in respect of added years, ex-gratia payments or other departure expenses.

Chief Executive and Clerk:

Date:

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Sue Bruce, MPhil LLB Dip FRSA

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Treasurer:

Date:

.....
Hugh Dunn, CPFA

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LOTHIAN VALUATION JOINT BOARD

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of Lothian Valuation Joint Board and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Lothian Valuation Joint Board for the year ended 31 March 2012 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cashflow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 (the 2011/12 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Treasurer and auditor

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to Lothian Valuation Joint Board's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the statement of accounts to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

LOTHIAN VALUATION JOINT BOARD

INDEPENDENT AUDITOR'S REPORT

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2011/12 Code of the state of the affairs of Lothian Valuation Joint Board as at 31 March 2012 and of the income and expenditure of Lothian Valuation Joint Board for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2010/11 Code; and
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2011/12 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 1985; and
- the information given in the Foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Annual Governance Statement does not comply with Delivering Good Governance in Local Government; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

James Rundell, MA CPFA
Senior Audit Manager
7th Floor, Plaza Tower
East Kilbride
G74 1LW

Date signed:

PERFORMANCE REPORT 2012/2013

1 INTRODUCTION

This report is provided to accompany the unaudited accounts to allow members of the Board to consider performance and budgetary achievements together. Key Performance Indicators for the work of Assessors in Scotland are in place for Valuation Roll and Council Tax and are submitted annually to the Scottish Government. Internal performance standards are also set for staff to ensure the organisation meets appropriate standards in all work undertaken. Performance standards for the work of EROs are submitted to the Electoral Commission in December each year following the Annual Canvass. Performance is monitored on an ongoing basis and formally assessed in line with the Performance Review and Development policy

2 ELECTORAL REGISTRATION

The Electoral year can broadly be identified in two parts. Major elections tend to occupy the first half of the year while the annual canvass consumes the latter half. This is an unusual year in that there have been no major elections in 2013. As you are aware electoral registration has commenced a period of considerable major change. Although the transition represents a challenging phase for Electoral Registrations Officers and their staff throughout the country the over-riding aim remains constant, that of creating and maintaining a register that is as accurate and complete as practically possible while at the same time ensuring that in all decisions, the voter is put first.

2.1 2012 Annual Household Canvass

During the 2012 canvass 393,295 forms were issued at the initial stage. Prior to the second stage we altered our procedures and data matched with Council Tax payers records and opted to issue a postal reminder to matched households and carried out a door to door canvass on all unmatched households. 87,824 postal reminders were issued and 67,230 properties visited by either temporary canvassers or permanent staff.

I am delighted to say that the final return rate for the canvass was 76.97%. This increase from 75.84% the previous year was the first increased return in over 10 years. From those returned, 72% represented no change to the existing registration details and 28% of returns required changes of which 45,655 included requests from electors for postal voting application forms and 258,411 electors indicated a preference to be omitted from the edited register.

Although/....

2.1/ Although the canvass return rate was 76.97%, when secondary checks were made to Council Taxpayers Lists it confirmed that 44,526 households where no return had been received were still in occupation. In compliance with legislation these electors were carried forward from the previous register.

The full return or retention of households can therefore be presented as 88.24%, this being compared with 85.61% from 2011.

2.2 Door to Door Canvass

During 2011 canvass 73 temporary canvassers were employed, to carry out a door to door canvass of a cross section of 39,536 properties, between the dates 26 August and 19 September.

For the 2012 canvass 231 temporary canvassers were employed and carried out a door to door canvass of 50,198 non-matched properties between the dates 12 October and 11 November. As I was unable to get sufficient temporary canvassers to complete the exercise prior to 1st December register publication a further doorstep canvass was carried out during February/March to conclude the door to door exercise.

While door to door can provide improved results the costs of this approach is in the region of three times as expensive as the postal approach, however, in order for us to more closely meet the performance standard set by the Commission it has become a requirement to carry out this form of canvass.

2.3 Alternative Methods of Return

During the 2011 canvass electors throughout Lothian were first given the opportunity of returning what is termed a "same" canvass form by means other than return post. This proved to be a popular means of responding to the annual canvass.

The facility was again offered for 2012. The following returns were made using these alternative methods, telephone 36,265, internet 35,906, text 18,627. This number shows an increase from the returns made the previous year of telephone 34,642, internet 30,078, and text 14,947.

The main for using this additional facility is to provide the elector with up to date means of engaging with the registration process and the level of use in its first two years has been very encouraging.

2.4 Introduction of Individual Electoral Registration (IER)

The move towards Individual Electoral Registration has progressed with greater speed with more detailed proposals emerging and under close monitoring by the Cabinet Office.

As a result of the continued consultation process and various evaluations of the data matching, a number of alterations have been made to the original proposals.

It/....

2.4/ It is very important to note the importance of this years canvass. Those households who do not return the 2013/14 canvass form or who do not match to a national data source shall be subject to individual canvass and be required to provide personal identifying information from September 2014.

The other major improved change associated with IER is the intention to introduce electronic means of registration. This shall provide the elector with an easily accessed mechanism for registration and other related electoral activities. The development of this system is progressing steadily with areas, such as integration with office back office systems and security, under review and development internally.

A timetable in respect of IER has now been set in legislation. A number of the key phases and key dates within that timetable are indicated below,

- Absent Vote Identifier Refresh from 1st August 2013;
- Annual canvass 2013 will commence from 1st October;
- Last register published under the current legislation 10th March 2014;
- European Election 22nd May 2014;
- Scottish Independence Referendum 18th September 2014;
- Transition to IER commences from the Scottish Independence Referendum date;
- Electoral Register published under IER 1 March 2015
- Westminster Parliamentary Election 7 May 2015
- Annual canvass under IER autumn 2015

As ERO, both individually and as part of the Scottish Assessors Association, I am in regular consultation with the Cabinet Office. The level of consultation has been considerable and allowed input from various electoral practitioner groups which in turn formed an effective mechanism for implementing changes to the original draft schemes.

The Board will continue to be provided with regular reports in respect of the progress made towards the introduction of IER and of the implications and issues that arise as a result.

2.5 **Scottish Independence Referendum 18th September 2014**

Preparation for the Scottish Independence Referendum is well under way. I have participated in several working group meetings with Scottish government officials with a view to ensuring that the legislation, timetabling and documentation is fit for purpose. In addition I have given evidence to the Scottish Parliament Referendum (Scotland) Bill Committee.

Legislation in the form of the Scottish Independence Referendum (Franchise) Bill, which allows for the registration of young persons, has been progressing through the Scottish Parliament with the final reading expected to take place on 27th June 2013. It is hoped that Royal Assent will be given within approximately 4 weeks of that date.

The/....

- 2.5/ The enactment of the Franchise Bill is necessary to allow me to collect information from education establishments to allow me to pre-populate the young persons registration form thus hopefully encouraging a positive response to registration from this year's canvass. I have already contacted all independent schools and local authority education departments with a view to ensuring receipt of the young persons data at the earliest opportunity.

You should be aware that an additional form to register young persons, aged 15, will be included in this year's canvass mailing.

3 VALUATION ROLL

The Valuation Roll is legislated to operate under a five year rolling programme with the last revaluation being effective from 1 April 2010. During the quinquennium the Roll is constantly updated to take account of internal and external changes to properties which affect value and this consequently generates an additional appeals workload.

The statistics provided in this report give sufficient history to allow comparison with similar or corresponding years' pressure points.

3.1 Supporting Business Promoting Growth Consultation

In the autumn of 2012 the UK Parliament announced their decision to postpone the next revaluation until 2017. As the Scottish Government had committed to matching the English rate poundage it was inevitable that they subsequently made the decision to likewise delay the Scottish revaluation until 2017.

At the same time as the announcement to delay the revaluation was made, the Scottish government launched a consultation on non-domestic rating 'Supporting Business – Promoting Growth'. I contributed to responses made by the Scottish Assessors Association (SAA), the Institute of Revenues, Rating and Valuation (IRRV) and also the Royal Institution of Chartered Surveyors (RICS).

The Scottish Government appointed independent analysts to report on the consultation responses. That independent report is expected imminently with the Scottish government response and recommendations expected to follow.

In addition to the above consultation the Scottish government were lobbied by the RICS and some private practice rating surveyors to extend the deadline for disposal of rating appeal. After due consideration of all facts Mr Swinney announced that there would be no extension to the Valuation Timetable Order.

As a result of this decision all appeals lodge against the 2015 revaluation and all subsequent appeals lodged from April 2010 through to December 2012 must be cleared by 31st December 2013.

3.2 /....

3.2 Alterations to the Valuation Roll

The principal indicator in this area relates to the length of time taken to amend the Valuation Roll to reflect changes which have taken place. The number of amendments is shown and also the change in the total annual value of the Valuation Roll in each year.

In general terms, stakeholders prefer the Valuation Roll to be amended as quickly as possible after a change has taken place in order to facilitate stable financial planning and improving the cash flow to the rating pool. The KPIs show actual performance against estimated performance for 2006/7 to 2012/13 and targets we aim to achieve for 2013/14.

Valuation Roll	No changes	Rateable Value 1/4	Rateable Value 31/3	0 – 3 months %		3 – 6 months %		> 6 months %	
				Target	Actual	Target	Actual	Target	Actual
2006/7	3314	1,042,428,524	1,050,213,188	57	74.9	28	13.9	15	11.2
2007/8	4206	1,050,213,188	1,058,508,620	65	83.26	25	11.63	10	5.11
2008/9	4258	1,058,508,620	1,056,910,140	70	80.77	20	11.53	10	7.7
2009/10	3792	1,056,910,140	1,068,384,758	80	78.1	15	11.1	5	10.8
2010/11	3,476	1,259,913,732	1,274,347,293	82	78.02	14	13.55	4	8.43
2011/12	3,114	1,274,347,293	1,277,889,313	80	71.77	15	15.35	5	12.88
2012/13	3,188	1,277,889,313	1,275,905,939	75	74.09	13	12.30	12	13.61
2013/14		1,275,905,939		75		15		10	

I am very pleased to say that the organisation has almost met the target performance figures for 2012/13. It was a very difficult year dealing with an abundance of appeals with reduced staff numbers. The economic decline has continued to generate many more taxpayers' appeals and more proceeding to appeal hearing. Such appeals are very costly and also very time intensive for staff therefore having a knock on effect on all professional work. I have no doubt that staff have again had a very difficult year trying to carry out all work required.

I have maintained the performance target for 2013/14 and hope that through hard work and sound management that target can be met.

3.3.1 Appeal Settlements

For each of the relevant years the Assessor provides figures for the total amount of adjustment to net annual value arising from appeal settlements. This figure is expressed as a percentage of the total net annual value of the Valuation Roll as at 1 April in the relevant year. This indicator allows the Scottish Government to estimate the financial implications arising from the settlement of rating appeals.

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3.3.1 /

Valuation Year	No. of Appeals Dealt With	Target Percentage	Actual Percentage
2006/7	3,938	2%	0.365%
2007/8	3,641	1%	1.491%
2008/9	1,625	1%	1.66%
2009/10	1,224	0.5%	1.06%
2010/11	1,700	1%	0.09%
2011/12	6,655	2%	0.44%
2012/13	11,757	2%	0.86%
2013/14	(5,500)	(2%)	

The target number of revaluation and running roll appeals to be disposed of during 2012/13 was 10,000. As you can see from the table, the number of appeals previously dealt with at the last revaluation amounted to a maximum of less than 4,000. The clearance of such a magnitude of appeals, 11,757, is incredible. I applaud staff for their extreme hard work and dedication over a sustained period of time. I am also delighted to see the appeals loss being lower than expected which I believe demonstrates the level of accuracy at the revaluation.

The target disposal number set for the 2013/14 year has been set at 5,500 appeals to ensure that all appeal deadlines required by law are met.

4 COUNCIL TAX

Council Tax continues in a rolling programme with no revaluation allowed for within the legislation.

The main work involves updating details of alterations carried out to properties, inspection and banding of all new dwellings, consideration of all domestic sales evidence and re-banding when a property which has been previously altered has been sold

4.1 Council Tax – New Dwellings

The number of new dwellings entering the Council Tax List is important to local taxation as this is a potential source for additional revenue.

The table below shows that the number of new houses added in the year 2012/13 is again down from the previous year. Although the market is still very sluggish the number of dwellings on the list continues to rise year on year.

/....

4.1/

Valuation List	No. of CT Entries@ 1/4	New houses added
2006/7	372,242	5,515
2007/8	377,051	5,323
2008/9	381,301	4,345
2009/10	384,837	3,984
2010/11	387,636	3,768
2011/12	390,642	3,410
2012/13	393,065	3,171
2013/14	395,666	

Although the number of new dwellings entering the List has dropped my technical staff have been involved with tasks outwith their normal day to day activities. I would like to express my thanks to them for their positive attitude towards multitasking through another very busy year.

4.2 Council Tax Performance

The criteria used in establishing Council Tax indicators are derived in a similar way to those for the Valuation Roll.

Council Tax payers require notification of their banded valuation, and hence their financial liability, as soon as possible after they have taken occupation of the new property. Cash flow to the authority, arising from insertions of new entries is also affected by how quickly entries are made on the Valuation List.

The KPIs show actual performance for 2006/7 to 2012/13 and the performance targets for 2013/14.

Valuation List	0-3 months	3-6 months	Over 6 months
2005/6	81.2	12.4	6.4
2006/7	84.8	11.3	3.9
2007/8	93.22	5.17	1.62
2008/9	94.13	4.53	1.33
2009/10	95.36	2.46	2.18
2010/11	94.98	4.06	0.96
2011/12	96.72	2.35	0.93
2012/13	95.52	3.09	1.39
2013/14	(95)	(3)	(2)

The time taken to add new dwellings to the Council Tax List continues to maintain a high level of 95.52% within 3 months and my aim is to continue to maintain that high standard.

4.3 /....

4.3 Council Tax – Altered Bands 2009/10

Council Tax Bands are altered for properties where the property has been extended and subsequently sold ie the new tax payer will pay tax on the altered band. Council Tax Bands are not altered when a dwelling is extended or improved, it is only when the property is subsequently sold that the new Band takes effect.

Valuation List	Point of Sale Band Changes	Sales Added
2005/6	329	29,903
2006/7	189	31,998
2007/8	240	31,264
2008/9	374	16,841
2009/10	105	14,402
2010/11	163	14,537
2011/12	180	15,492
2012/13	172	15,863

The above table shows that the number of Council Tax Bands altered as a result of dwellings having been altered and subsequently sold remains at a relatively low number compared to the high of 2007/08. The low numbers since 2008/9 are almost certainly reflective of the economic situation thus the lower number of house sales taking place during the financial years.

5 MANAGEMENT, STAFFING & BEST VALUE

5.1 Policies & Procedures

I consider that the organisation has continued to review practices, policies and procedures on an ongoing basis ensuring that we operate within a Best Value framework at all times.

An exercise was carried out to review all current LVJB policies by Kirsty Ward, an HR adviser seconded from City of Edinburgh Council, in conjunction with the senior staff of the Board. The nature of the changes range from very minor to those required due to legislative requirements. A full consultation process has been undertaken with the Trade Union and agreement has been reached on the changes made.

The following is a list of the policies and related documents where changes have been made following this review.

- Absence Management Policy
- Annual Leave Broken Periods of Service and Floating Days Policy
- Anti-Fraud, Bribery and Corruption Policy
- Career Development-Salary Progression Scheme for Trainee Valuer- Valuer
- Disciplinary Code
- /....

5.1/

- Disciplinary Procedure
- Fair Treatment at Work Policy
- Flexible Treatment at Work Policy
- Flexible Work Options Policy Framework
- Flexible Work Options request Form
- Flexible Working Hours Scheme
- Grievance Procedure
- LVJB Equality Policy
- Managing Sickness Absence Procedure
- Outside Working Policy
- Overtime Working Agreement Guide
- Redundancy Procedure
- Staff Car Allowance Scheme
- Time off for T.U. Duties and Activities Policy
- Time off Work for T.U. Learning Reps. Policy
- Time off Work for T.U. Safety Reps. Policy
- Violence to Employees at Work Policy

The Board is requested to note that this review has been undertaken and allow the Assessor on their behalf to approve the changes made.

5.2 Staff Reviews

During 2012/13 I have carried out and concluded reviews of three areas of staffing. The reason for targeting the three particular areas arose from resignations received from staff. The Trade Union has been fully involved in discussions throughout the reviews.

5.2.1 Human Resource Manager and Human Resource Officer

As a result of the resignation of the Human Resource Manager and the subsequent resignation of the Human Resource Officer a review of a distribution of their tasks and post requirements was carried out.

Due to new technology and altered work practices many of the tasks previously carried out by HR staff has been redistributed to the secretariat. To ensure that the organisation is supported by an experienced, knowledgeable and appropriately trained HR person the decision was taken to use the services of the City of Edinburgh Council who have agreed to provide a seconded member of staff to meet our requirements.

To ensure the approved budget is met additional duties have been absorbed by the secretariat and by management together with the use of a seconded HR administrator. The posts of HR manager and officer were not therefore filled.

5.2.2 /....

5.2.2 Administration Officer

As a result of the resignation of an Administration Officer a review of the tasks carried out by administration officers was investigated together with the consideration of changes in legislation and performance requirements that had been and continue to be introduced.

The decision was made to take two administration officers out of section management and give them specialist tasks to oversee. This enabled the remaining section management to concentrate on staff management while two officers concentrated on managing canvass staffing and evolving new duties. The intention is to ensure that all staff at this grade are provided the opportunity to learn all tasks required of this grade.

Again to ensure the approved budget is met the post of administration officer was not filled.

5.2.3 Senior Technician

As a result of the resignation of a Senior Technician a review of the post requirements and tasks was carried out. Due to the reduced workload resulting from the economic decline and the associated reduced building work for new and altered houses it was considered possible to reduce the number of senior technicians from six to three.

A short report was provided to the Convener and Treasurer of the Board requesting their approval of two resultant applications from staff to leave under the approved Voluntary Early Release Application scheme.

Consultation with staff and the Trade Union has been undertaken and I now seek formal Board approval for the reduction within the structure of three senior technician posts.

5.3 Freedom of Information - Model Publication Scheme

The Freedom of Information (Scotland) Act 2002 imposed several duties on Scottish public authorities. One of these requires that authorities adopt and maintain a publication scheme that has approval of the Scottish Information Commissioner.

The aim of publication schemes is to describe what information an authority makes available so that people can readily access it for themselves without having to make specific request. To achieve this, the authority must publish the information in accordance with the scheme and tell people where to find it.

To assist with this requirement the Scottish Commissioner prepared a single Model Publication Scheme 2013 which is suitable for adoption by authorities. As from the 31st May 2013 this new scheme replaced the scheme previously in force.

Previously both the Board and the Assessor for the Board were required to create separate publication schemes. The Information Commissioner has acknowledged this caused confusion especially as the information contained within both schemes was of considerable similarity.

As/....

- 5.3/ As a result as from 31st May 2013 the Commissioner has agreed that one publication scheme can exist that covers both the Lothian Valuation Joint Board and the Assessor and Elector Registration Officer for the Lothian Valuation Joint Board. The scheme now provides, through a single point of access, information on both the Board and the Assessor and ERO.

This scheme is available for viewing by going to www.lothian-vjb.gov.uk.

6.0 CONCLUSION

I am very pleased with the performance achieved during this very difficult year especially with no salary increases available to staff. The budgetary cuts over the last few years have resulted in a much reduced workforce.

Due to resignations and retirements I fortunately have some finance available within my staffing budget. I have decided to advertise for 2 trainee electoral and property administrators to ensure that I have sufficient, well trained staff in place to deal with additional workload arising from the Scottish Independence Referendum and the introduction of individual electoral registration.

Reviews of structure are now carried out regularly and I am pleased to say that all changes move seamlessly into operation this due in no small way to my exceptional and dedicated senior management team who work together with a view to attaining best practice and an efficient and effective organisation.

My thanks go particularly to the senior management team and also to the staff and to the Joint Board for the support provided.

Joan Hewton
Assessor & Electoral Registration Officer

28 June 2013

Lothian Valuation Joint Board

Internal Audit – Annual Report

27 June 2013

1. Purpose of this report

This report highlights the work carried out by Internal Audit for the Financial Year 2012/13.

2. Summary

- 2.1 Due to the size of the organisation LVJB has no Audit Committee. The External Auditor has however recommended that an Annual Report is provided by the Head of Internal Audit. This report is designed to meet that requirement.
- 2.2 Overall reasonable assurance can be placed upon the internal controls in place within the Board and I am pleased to include my Statement of Assurance (Appendix 1).
- 2.3 My statement, along with the work of managers of LVJB and External Audit, helps inform the Annual Governance Statement (Appendix 2) which includes the Treasurer's Statement on the effectiveness of the Authority's internal financial control. Although considered unlikely, it should be noted that any major issues raised by the External Auditor in the audit of the accounts could affect the Draft Annual Governance Statement.

3. Governance

- 3.1 Internal Audit and the management of LVJB have undertaken a review of the corporate governance arrangements within the Board against best practice and concluded that the arrangements are fully compliant.

4. Promotion of internal control

- 4.1 The Internal Audit Section ensures a systematic appraisal of the Board's control environment and framework of internal controls by being active in a number of areas within the Board. The Section's work is based upon a risk analysis of the Board's activities to ensure that the limited resources of the Section are used in the most effective way.

4.2 The Section has also provided the Board with ongoing advice on corporate governance issues, including the updating of the framework that demonstrates compliance with appropriate governance arrangements.

5. Treasurer's Assurance Statement

- 5.1 Within the Accounting Code of Practice there is a requirement for the Treasurer to sign an annual statement on the adequacy of the internal controls in place within the financial systems.
- 5.2 As part of his Assurance Statement it is recommended that the Treasurer reports on the arrangements within LVJB. It is also recommended that the Head of Internal Audit reports on the financial controls in place.
- 5.3 Internal audit staff carried out a high level review of the adequacy and effectiveness of the Authority's system of internal financial control for the year to 31st March 2013. This work supplemented our annual programme of internal audit activity and provided documentary evidence to support the overall assessment of LVJB's system of internal control.
- 5.4 The following areas of work provided additional support to this assessment of LVJB' system of financial control:
- Internal Audit and LVJB's management review of corporate governance arrangements;
 - a programme of testing of Payroll and Creditor Payment systems has been undertaken by Internal Audit staff. This work allows reliance to be placed on the controls within these major financial systems;
 - a Certificate of Assurance signed by the Assessor to the effect that the controls in place are sound.

6. Focus of internal audit resources

- 6.1 The Annual Internal Audit Plan for the period to 30th September 2013 (Internal Audit planning year) includes:
- an annual review of internal financial control in the Authority to support the development of LVJB's corporate governance arrangements and to provide evidence for the Treasurer's Statement on the system of internal financial control for the year to 31st March 2013;
 - assistance to the Authority in addressing any areas noted in the Treasurer's Statement;
 - advice and opinion as required.

7. Monitoring of performance

- 7.1 Action plans are agreed with management on all recommendations made within reports issued and appropriate follow-up arrangements are put in place.

8. Recommendations

8.1 The Board is requested to:

- Note the contents of this report.
- Note the Draft Annual Governance Statement contained in Appendix 2.

**Lorna Stewart
Head of Internal Audit**

23rd May 2013

Appendices	Appendix 1 – Annual Statement by Head of Internal Audit Appendix 2 – Draft Annual Governance Statement 2012/13
Contact/Tel	Lorna Stewart, Head of Internal Audit (0131) 469 3194
Background Papers	None

Appendix 1

Annual Statement by the Head of Internal Audit

As Head of Internal Audit for the City of Edinburgh Council and provider of the internal audit service for the Lothian Valuation Joint Board, I am pleased to present my Annual Statement on the adequacy and effectiveness of the internal control system of LVJB for the year ended 31 March 2013.

Respective responsibilities of management and internal auditors in relation to internal control

It is the responsibility of LVJB's senior management to establish an appropriate and sound system of internal control and to monitor the continuing effectiveness of that system. It is the responsibility of the Head of Internal Audit to provide an annual overall assessment of the robustness of the internal control system. The agreed Internal Audit Strategy ensures that I have in place a planning mechanism to enable me to deliver a formal opinion on the internal control environment within LVJB. The formal movement away from purely financial controls to a mixture of financial and non-financial risks ensures that audit opinion is available on the major controls LVJB has in place to meet the risks it faces in delivery of its aims and objectives.

Sound internal controls

The main objectives of LVJB's internal control systems are to ensure:

- that its aims and objectives can be met
- adherence to management policies and directives
- assets are safeguarded
- the relevance, reliability and integrity of information, so ensuring as far as possible the completeness and accuracy of records
- compliance with statutory requirements

Any system of control can only ever provide reasonable and not absolute assurance that control weaknesses or irregularities do not exist or that there is no risk of material errors, losses, fraud, or breaches of laws or regulations. Accordingly, LVJB is continually seeking to improve the effectiveness of its systems of internal control.

The work of Internal Audit

Internal Audit is an independent appraisal and assurance function established by the Treasurer for the review of the Board's control environment, comprising risk management, control and governance. It objectively examines, evaluates and reports on the financial and operational controls within LVJB and provides an opinion on the effectiveness of the control environment in achieving the Board's objectives.

The Internal Audit Section operates in accordance with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Internal Audit in Local Government and complies with the ISO 9001:2008 quality standard. The Section undertakes an annual programme of work which is reported to LVJB. The audit plan is based on a formal risk assessment process and audit needs assessment which are revised on an ongoing basis to reflect evolving risks and changes within LVJB.

The Annual Audit Plan for LVJB is based upon the agreed strategy and is split between work that is required to:

- be carried out annually on the major financial systems to support the Head of Internal Audit's opinion on financial controls which is used to inform the Treasurer's Statement on control;

- support the Convener, Chief Executive and Clerk, the Assessor and Treasurer's Annual Governance Statement; and
- ensure the effectiveness of the controls that mitigate the risks that would prevent LVJB from achieving its aims and objectives set out in its Service Plan.

In addition, a rolling programme based upon risk is used to cover all other areas of internal control. This rolling programme together with the annual coverage helps to inform my opinion on the adequacy and effectiveness of the control environment.

All internal audit reports identifying system weaknesses and/or non-compliance with expected controls are brought to the attention of management and include appropriate recommendations and agreed action plans. It is management's responsibility to ensure that proper consideration is given to internal audit reports and that appropriate action is taken on audit recommendations. The Internal Auditor is required to ensure that appropriate arrangements are made to determine whether action has been taken on internal audit recommendations or that management has understood and assumed the risk of not taking action. Significant matters including non-compliance with audit recommendations arising from internal audit work are reported to the Board.

Basis of opinion

My evaluation of the control environment is informed by a number of sources:

- the audit work undertaken by internal audit during the year to 31 March 2013 including the ongoing assessment of the effectiveness of the Board's risk management arrangements;
- reports issued by the Board's external auditors, Audit Scotland, and other review agencies; and
- my knowledge of the Board's governance, risk management and performance monitoring arrangements.

Opinion

It is my opinion, based on the above, that reasonable assurance can be placed upon the adequacy and effectiveness of the Board's internal control system in the year to 31 March 2013.

Lorna Stewart, Head of Internal Audit

23rd May 2013

1. Scope of responsibility

Lothian Valuation Joint Board aims to ensure best value and provide equitable, customer focussed, high quality, professional valuation and electoral services for all its stakeholders.

The Board is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for, and used economically, efficiently, effectively and ethically. The Board also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Board's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Board has approved and adopted a Local Code of Corporate Governance that is consistent with the principles, and reflects the requirements, of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government* and is supported by detailed evidence of compliance, which is regularly reviewed. A copy of the code is on our website www.lothian-vjb.gov.uk or can be obtained from the Assessor.

This statement explains how Lothian Valuation Joint Board delivers good governance and reviews the effectiveness of those arrangements. It also includes a statement on internal financial control in accordance with proper practice.

2. The Board's governance framework

The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled, and its activities through which it accounts to, engages with and influences the community. It enables the Board to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance.

- Focusing on the purpose of the Board and on outcomes for the community, and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Board and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Board's policies, aims and objectives. These are outlined in the Board's annual Corporate & Service Plan. This enables the Board to manage its key risks efficiently, effectively, economically and ethically.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

While the system of internal control is designed to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

3. Determining the Board's purpose, its vision for the local area and intended outcomes for the Community

The Board has communicated its vision in the Corporate and Service Plan. Delivery of the vision is the responsibility of the Board, the Assessor, Depute Assessor and Heads of Service. The Board has developed a partnership approach when working with other Authorities.

4. Review of effectiveness

The Board has put in place arrangements, detailed in the Local Code, for monitoring each element of the framework and providing evidence of compliance. A Principal Officer within Lothian Valuation Joint Board has been nominated to review the effectiveness of the Local Code and will report annually to the LVJB Board.

The review of the effectiveness of its governance framework including the system of internal financial control is informed by:

- the work of the Internal Auditors and the Head of Internal Audit's Annual Statement on the adequacy and effectiveness of the Board's system of internal control;
- the Assessor's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Board Managers; and
- the External Auditors in their Annual Audit Letter and other reports;

Through the year Elected Members and Officers have responsibility for the development and maintenance of the governance environment. These review mechanisms include:

- **The Lothian Valuation Joint Board** provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Board's performance.
- **Internal Audit** provides an independent and objective assurance service to the Board who complete a programme of reviews throughout the year, to provide an opinion on internal control, risk management and governance arrangements of Lothian Valuation Joint Board.
- **Audit Scotland's Annual Audit Report** is considered by the Board along with the output from other external audits.
- **The Strategic, Operational and Project Risk Registers** are reviewed as part of the Board's Corporate and Service Plan (the Corporate and Service Plan is approved by the Board). Key risks are monitored quarterly by the Board. This ensures that actions are taken to effectively manage the Board's highest risks.
- **The Monitoring Officer** is responsible to the Board for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.

5. Certification

In compliance with accounting practice, the Treasurer has provided the Chief Executive with a statement on the adequacy and effectiveness of the Board's internal financial control system for the year ended 31st March 2013. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Board's internal control system.

During the year, the Head of Internal Audit reviewed changes to the current corporate governance arrangements and systems of internal control and her findings are included in the Head of Internal Audit's Annual Report.

From this year's review there is evidence that the Code is operating effectively with overall compliance by the Board in all significant areas of its corporate governance arrangements.

Convenor of Lothian Valuation Joint Board: _____ Date

Chief Executive and Clerk: SUE BRUCE _____ Date

Assessor: JOAN HEWTON _____ Date

Treasurer: HUGH DUNN _____ Date