

# Lothian Valuation Joint Board

Edinburgh, 28 June 2013

## Present:-

**City of Edinburgh Council** – Councillors Work (Convener) Howat, McInnes McVey and Rust.

**Midlothian Council** – Councillor Russell

**West Lothian Council** – Councillors Cartmill (substituting for Councillor King) and McCarra .

## 1 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 18 March 2013 as a correct record.

## 2 Unaudited Financial Statements for the Year Ended 31 March 2013

The unaudited financial statements for the year ended 31 March 2013 were presented together with a report by the Treasurer highlighting the key issues raised in the accounts.

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

### Decision

- 1) To note the report and unaudited Financial Statements for 2012/13
- 2) To note that the statements would be re-presented to the Board on completion of the external audit.
- 3) To defer a decision on the Board's underspend to the next meeting when the audited accounts would be considered

(Reference – report by the Treasurer, submitted.)

### **3 Performance Report 2012/13**

Performance information relating to the work of the Valuation Service in 2012/13 was detailed. Key Performance Indicators for the work of Assessors in Scotland were in place for Valuation Roll and Council Tax and were submitted annually to the Scottish Government.

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

#### **Decision**

- 1) To note the report by the Assessor.
- 2) To approve the changes to the policies and procedures listed in paragraph 5.1 of the report.
- 3) To approve the reduction within the Structure of 3 Senior Technical Posts as detailed in paragraph 5.2.3 of the report.
- 4) To congratulate the staff who achieved the first increase for ten years in returns in the 2012 Household Canvas.
- 5) To thank the Assessor and her staff for their commitment and hard work.

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

### **4 Internal Audit – Annual Report**

The work carried out by Internal Audit during the financial year 2012-2013 was detailed. Action plans had been agreed with management on all recommendations made within the reports issued by the Internal Auditor and appropriate follow-up arrangements had been put in place.

#### **Decision**

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

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