

# Lothian Valuation Joint Board

Edinburgh, 27 June 2014

## Present:

**City of Edinburgh Council** – Councillors Bagshaw, Doran, Howat, Keil, McInnes, McVey and Rust.

**East Lothian Council** – Councillor Gillies.

**Midlothian Council** – Councillor Bryant.

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

## 1 Chair

In the absence of the Convener (Councillor Work), the Vice-Convener (Councillor Robertson) chaired the meeting.

## 2 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 17 March 2014 as a correct record.

## 3 Internal Audit Annual Report

An update was given of the work undertaken by internal audit for the financial year 2013/14.

Internal Audit and the Lothian Valuation Joint Board management team had undertaken a review of the corporate governance arrangements within the Board against best practice and concluded that the arrangements were fully compliant. 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.

A statement of assurance and annual governance statement had been issued.

### Decision

- 1) To note the report.
- 2) To note the annual governance statement as set out in Appendix 2 of the report.

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

#### **4 Unaudited Financial Statements for the Year Ended 31 March 2014**

The unaudited financial statements for the year ended 31 March 2014 were presented together with a report by the Treasurer highlighting the key issues raised in the accounts.

The financial statements had been prepared in accordance with the Code of Practice on Local Authority Accounting based on International Financial Reporting Standards (IFRS). The outturn for the year showed an underspend of £0.117m.

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 2013-14.
- 2) To note that the statements would be re-presented to the Board on completion of the external audit.
- 3) To approve the retention or refund to constituent councils of the £0.117m underspend from 2013/14.

(Reference – report by the Treasurer, submitted.)

#### **5 Treasury Management Annual Report 2013/14**

The annual treasury management report for 2013/14 was presented. Net end of month balances for the financial year were also reported.

##### **Decision**

To note the report.

(Reference – report by the Treasurer, submitted)

#### **6 Performance Report 2013/14**

Performance information relating to the work of the Valuation Service in 2013/14 was submitted. 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.

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**Decision**

To note the performance information.

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

**7 Proposed Meeting Arrangements 2014/15**

**Decision**

To approve the schedule of meetings for the period to June 2015 as follows:

Monday 1 September 2014	10:00am	Edinburgh
Monday 17 November 2014	10:00am	Edinburgh
Monday 9 February 2015 (Revenue Budget)	10:00am	Edinburgh
Monday 16 March 2015	10:00am	Edinburgh
Monday 22 June 2015 (Unaudited Accounts)	10:00am	Edinburgh