

Notice of Meeting and Agenda

Monday 17 November 2014 at 10 am
in the City Chambers, High Street, Edinburgh

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 1 September 2014
(circulated) – submitted for approval as a correct record

4 Audited Financial Statements for Year Ended 31 March 2014 - report by the Treasurer

5 Period 7 Financial Statement 2014-2015 - report by the Treasurer (circulated)

6 Mid Term Review - Treasury Management Activity - report by the Treasurer (circulated)

7 Assessor's Quarterly Report - report by the Assessor and Electoral Registration Officer (circulated)

Sue Bruce
Chief Executive and Clerk

Membership

The City of Edinburgh Council (9)

Councillor Bagshaw
Councillor Doran
Councillor Ricky Henderson
Councillor Howat
Councillor Keil
Councillor McInnes
Councillor McVey
Councillor Rust
Councillor Work (Convener)

Midlothian Council (2)

Councillor Bryant
Councillor Russell

West Lothian Council (3)

Councillor King
Councillor McCarra
Councillor Robertson (Vice-Convener)

East Lothian Council (2)

Councillor Gillies
Councillor Hampshire

Notes:

- (1) If you have any questions about the agenda or meeting arrangements, please contact Lesley Birrell | Governance Service - Committee Services | Legal, Risk and Compliance | Corporate Governance | City of Edinburgh Council | Business Centre 2:1 | Waverley Court | 4 East Market Street | Edinburgh | EH8 8BG | tel 0131 529 4240 | email lesley.birrell@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, 1 September 2014

Present:

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

East Lothian Council – Councillor Gillies.

West Lothian Council – Councillors King and McCarra.

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 27 June 2014 as a correct record.

2 Assessor's Quarterly 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.

Members asked for clarification on the deadlines for registering to vote in the Scottish Referendum. The Assessor advised that registration applications must be received in the Assessor's office by post or electronically by midnight on Tuesday 2 September. The deadline for postal vote applications was 5pm on Wednesday 3 September.

Preparations towards the introduction of Individual Electoral Registration (IER) were almost complete. IER was scheduled to commence with effect from 19 September 2014.

Decision

- 1) To note the report.
- 2) To request the Assessor and Electoral Registration Officer to arrange a briefing session for elected members on Individual Electoral Registration.
- 3) To record the Board's thanks to the Assessor and her staff for their commitment in ensuring that the exceptionally high volume of work generated by the Referendum has been processed appropriately.

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

3 Period 4 Financial Statement 2014-2015

The Board's actual and budgeted expenditure for the period to 31 July 2014 was reported together with a year end projection to 31 March 2015.

At this stage, the projected outturn indicated a potential net expenditure of £6.107m resulting in a net underspend of £0.011m.

Decision

To note the projected outturn position for 2014-2015.

(Reference – report by the Treasurer, submitted)

4 Report to Those Charged with Governance on the 2013-2014 Audit

The External Auditor's report on the audit of the Joint Board's 2013-14 financial statements was presented. The report set out relevant matters arising from the audit which required to be reported under International Standard on Auditing (UK and Ireland) 260 (ISA 260).

Stephen O'Hagan, Senior Audit Manager, Audit Scotland highlighted the principal areas covered by the report and responded to questions from members.

Decision

- 1) Noted.
- 2) To request that future financial statements presented to the Board include an adjustment in the accounts to record depreciation of software licences and other software products to reflect their asset life before obsolescence in line with normal accounting practices.
- 3) To acknowledge the support and assistance provided by Board officers in preparing the report.

(Reference – report by Audit Scotland, submitted)



Audited Financial Statements for the Year Ended 31st March 2014

17th November 2014

1 Purpose of report

The purpose of this report is to present the audited Financial Statements for the year ended 31st March, 2014.

2 Main Report

- 2.1 The unaudited Financial Statements were noted by the Lothian Valuation Joint Board at its meeting on the 27th June, 2014.
- 2.2 The Board's appointed Auditor's presented a report to those charged with governance on the 2013/14 audit in September 2014. This report highlighted to the Board that there were no significant issues identified during the course of the audit, although some minor adjustments were made following the audit. The net effect of these adjustments was to increase total comprehensive expenditure by £6,600 and to reduce net assets as recorded in the balance sheet by £6,600.
- 2.3 There were no qualifications to the auditor's opinion in the audit report and it was concluded that the financial statements give a true and fair view of the state of affairs of the Lothian Valuation Joint Board and have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2013/14 Code; the requirements of the Local Government (Scotland) Act 1973, and the Local Government in Scotland Act 2003.
- 2.4 In terms of Section 58 of the Local Government (Scotland) Act 1973, the Board has no specific power to retain reserves; however the Board has previously approved the retention of unspent funding contributions from constituent councils to meet the future costs of early release measures, and, subject to further Board approval, any future unforeseen costs. The Board approved the retention of under spends for the four year period 2010-2014 totalling £0.514m. A drawdown of £0.093m was made during 2013/14, leaving a balance of £0.421m.

3 Recommendations

- 3.1 It is recommended that the Board note the Audited Financial Statements for the year ended 31st March, 2014.

**Hugh Dunn,
Treasurer.**

Appendices: Audited Financial Statements for the Year Ended 31st March 2014
Contact/Tel: Mr. T.MacDonald: 0131 469 3078
Background Papers: Held at the Office of Treasurer

Financial Statements for the year to 31st March 2014

Audited



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 Karen Doran
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, LLB (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 2013/14 have been prepared in accordance with the International Financial Reporting Standards (IFRS) based 2013 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 2014. 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 2013/14 £'000	Actual 2013/14 £'000	Variance £'000
• Employees	4,539	4,358	(181)
• Property	625	631	6
• Transport and Plant	113	100	(13)
• Supplies and Services	712	841	129
• Third Party Payments	95	116	21
• Support services	80	63	(17)
	<u>6,164</u>	<u>6,109</u>	<u>(55)</u>
• Sales, fees and charges	(43)	(105)	(62)
• Interest on revenue balances	(3)	(3)	0
	<u>6,118</u>	<u>6,001</u>	<u>(117)</u>

For the year ended 31st March 2014, the Board had an under spend against budget on its Comprehensive Income and Expenditure account of £0.117m (Note 16.1 refers). Actual is 98.1% of budget.

The principal reasons for the surplus are variances in the following budgets: £'000

- Employees (181)

This is due to the ongoing review of vacant posts, staff turnover factor, the saving associated with two staff leaving through early release and a reduction in the cost of canvas staff. The one-off costs associated with early release have been off-set against the balance held to fund such costs.

- Transport and Plant (13)

This is a result of an ongoing review of practices associated with external survey work.

- Supplies and Services 129

This is mainly due to an increase in postage costs which have risen due to an increase in Absent Vote Personal Identifier (AVPI) refresh forms and additional reminders being sent to maximise the canvass return rate. AVPI's are collected from each elector seeking a postal vote and every five years these identifiers require to be re-supplied by the elector. This was carried out during autumn/winter 2013. Additional electoral registration reminders were also sent which will help not only in terms of the completeness and accuracy of the electoral register but also as the Board progress in to Individual Electoral Registration. There are also costs incurred against supplies and services that are recovered externally. These relate mainly to Individual Electoral Registration and the Scottish Independence Referendum where the income is reflected in Sales, Fees and Charges.

LOTHIAN VALUATION JOINT BOARD

FOREWORD (Contd.)

Revenue (Contd.)	£'000
<ul style="list-style-type: none">• Third Party Payments	21
<p>This is mainly the result of a higher than anticipated activity of the Valuation Appeals Committee. This is due to outstanding appeals lodged in respect the 2010 Revaluation and subsequent material change of circumstances appeals, and the increasing complexity both in valuation and legal terms that these appeals present.</p>	
<ul style="list-style-type: none">• Income	(62)
<p>Mainly additional income recovered externally where costs are included within Supplies and Services. In addition to this grant was received during 2013/14 for the introduction of Individual Electoral Registration, this grant has been adjusted to match costs incurred against Premises and Supplies and Services.</p>	

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. The under spends from 2010/11, 2011/12 and 2012/13 totalling £0.397m were carried forward as previously agreed. A drawdown of £0.093m was made during 2013/14 to fund two exit packages which left a balance available to the Board of £0.304m. This does not include the under spend of £0.117m from 2013/14.

Net Pension Liability

The net pension liability of the Board as at 31st March 2014 was calculated in accordance with the requirements of International Accounting Standard 19 (IAS 19) and amounts to £8.072m (2012/13 £6.305m).

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 triennial 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 2013/14 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 £8.072m which is offset by a pension reserve. This is an increase of £1.767m from the 2012/13 balance sheet position of £6.305m. This is mainly due to less favourable financial assumptions at 31st March 2014 than that assumed at 31st March 2013 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 11th December 2013 broadly represents a 'flat-cash' settlement.

At its meeting on the 7th February 2014, the Board approved a one year revenue budget for 2014/15. In view of the 'flat cash' funding assumption contained within the Spending Review, the budget approved for 2014/15 was in line with the 2013/14 provision of £6.118m.

Lesser detail is available for the period 2015/16 and beyond, however the consensus of available economic forecasts points to a continuation of recent trends with, in some cases, an absolute reduction in resources being projected in 2016/17 and 2017/18. A budget for 2015/16 will be developed when resource details are clearer. However, at this stage there is no indication that resources will improve beyond a 'flat cash' settlement.

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 2013/14

Treasurer:

Date:

Hugh Dunn, CPFA

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 2014, and its income and expenditure for the year ended 31st March 2014.

Treasurer:

Date:

Hugh Dunn, CPFA

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.

2012/13 - Previous Year Comparative (RESTATED - SEE NOTE 29)	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	39	0	39
Other Comprehensive Expenditure and Income	0	1,662	1,662
Total Comprehensive Expenditure and Income	39	1,662	1,701
Adjustments between accounting basis & funding basis under regulations (Note 6.2)	(39)	39	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

2013/14 - Current Financial Year	Usable Reserves	Unusable Reserves	Total Board Reserves
	General Fund Balance		
	£'000	£'000	£'000
Opening Balances at 1 April 2013	0	5,822	5,822
Movement in reserves during 2013/14			
(Surplus) or deficit on provision of services	411	0	411
Other Comprehensive Expenditure and Income	0	1,353	1,353
Total Comprehensive Expenditure and Income	411	1,353	1,764
Adjustments between accounting basis & funding basis under regulations (Note 6.1)	(411)	411	0
Net increase/(decrease) before transfers to Other Statutory Reserves	0	1,764	1,764
Transfers to/from Other Statutory Reserves	0	0	0
Increase/(Decrease) in 2013/14	0	1,764	1,764
Balance at 31 March 2014 carried forward	0	7,586	7,586

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.

2012/13 Restated (see Note 29)				2013/14		
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
1,465	(12)	1,453	Registration of Electors	1,555	(26)	1,529
4,396	(36)	4,360	Local Tax Collection	4,666	(79)	4,587
5,861	(48)	5,813	Cost Of Services	6,221	(105)	6,116
Financing and Investment Income:						
0	(3)	(3)	Interest & Investment income (Note 9.2)	0	(3)	(3)
0	0	0	Pensions interest cost & expected return on pensions assets	0	0	0
1,581	0	1,581	Interest Cost on Defined Benefit Obligation (Note 23.5)	1,778	0	1,778
0	(1,366)	(1,366)	Interest Income on Plan Assets (Note 23.4)	0	(1,492)	(1,492)
1,581	(1,369)	212	Total Financing and Investment Income	1,778	(1,495)	283
Other operating Expenditure:						
0	0	0	(Gains) / Losses on disposal of Non-Current Assets	7	0	7
0	0	0		7	0	7
Taxation and Non-Specific Grant Income:						
0	(5,985)	(5,985)	Constituent council requisitions (Note 27)	0	(5,995)	(5,995)
0	(5,985)	(5,985)	Total Taxation and Non-Specific Grant Income	0	(5,995)	(5,995)
7,442	(7,402)	40	(Surplus) or Deficit on Provision of Services (Note 16.1)	8,006	(7,595)	411
Other Comprehensive Income and Expenditure:						
0	0	0	Surplus or deficit on revaluation of non-current assets	0	0	0
4,757	0	4,757	Change in Financial Assumptions (Note 23.5)	1,835	0	1,835
0	(24)	(24)	Other Experience (Note 23.5)	6	0	6
0	(3,071)	(3,071)	Return on pension assets excl. amounts included in net int. (Note 23.4)	0	(488)	(488)
0	0	0	Actuarial gains / losses on pension assets / liabilities			0
12,199	(10,497)	1,702	Total Comprehensive Income and Expenditure	9,847	(8,083)	1,764

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".

Restated 31 March 2013 £'000		Notes	31 March 2014 £'000
477	Property, plant and equipment	7.1	512
77	Intangible assets	8	63
108	Long-term debtors	25	102
<u>662</u>	Long term assets		<u>677</u>
16	Inventories	10	0
164	Short-term debtors	11	165
866	Cash and cash equivalents	12	924
<u>1,046</u>	Current assets		<u>1,089</u>
(560)	Short-term creditors	13	(650)
<u>(560)</u>	Current liabilities		<u>(650)</u>
(665)	Other long-term liabilities	26	(630)
(6,305)	Other long-term liabilities (Pensions)	23.3	(8,072)
<u>(6,970)</u>	Long-term liabilities		<u>(8,702)</u>
<u>(5,822)</u>	Net assets		<u>(7,586)</u>
5,822	Unusable reserves	14	7,586
<u>5,822</u>	Total reserves		<u>7,586</u>

The unaudited Financial Statements were authorised for issue on the 11th June 2014. The audited Financial Statements were authorised for issue on the XXXXX

Treasurer:

Date:

Hugh Dunn, CPFA

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.

Restated 31 March 2013 £'000	Restated 31 March 2013 £'000		31 March 2014 £'000	31 March 2014 £'000
OPERATING ACTIVITIES				
(35)		Cash received for goods and services	(84)	
(69)		Other local authorities	(23)	
(3)		Interest received	(3)	
(6,077)		Other operating cash receipts	(5,991)	
	(6,184)	Cash inflows generated from operating activities		(6,101)
4,426		Cash paid to and on behalf of employees	4,297	
1,565		Cash paid to suppliers of goods and services	1,648	
	5,991	Cash outflows generated from operating activities		5,945
	(193)	Net cash flows from operating activities (Note 15.1)		(156)
INVESTING ACTIVITIES				
159		Purchase of property, plant and equipment and intangible assets.	98	
0		Proceeds from sales of property, plant and equipment and intangible assets.	0	
	159	Net cash flows from investing activities		98
	0	Net cash flows from financing activities		0
	(34)	Net (increase)/decrease in cash and cash equivalents (Note 15.2)		(58)
1st April			1st April	
832		Cash and cash equivalents	866	
	832			866
31st March			31st March	
866		Cash and cash equivalents	924	
	866			924
	(34)	Net (increase)/decrease in cash and cash equivalents (Note 15.2)		(58)

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 2014.

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.

Changes in IAS 19 came in the effect for the financial year to 31st March 2014. The changes are adopted retrospectively for the prior period 2012/13, in accordance with IAS 8: Accounting Policies, Changes in Accounting Estimates and Errors. The key change is in the Comprehensive Income and Expenditure Statement relating to the replacement of the expected return on assets with an equivalent figure using the discount rate. The effect of the change to IAS 19 on the (Surplus)/Deficit in the Comprehensive Income and Expenditure Statement is an increase of £0.285m, details are provided in Note 29. Pensions interest cost & expected return on pensions assets has been replaced in the (Surplus) or Deficit on Provision of Services by Interest Cost on Defined Pension Obligation and Interest Income on Plan Assets. Other comprehensive income and expenditure within the statements also now shows the financial effect of changes in financial assumptions, other experience and return on pension assets excluding amounts included in net interest.

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. In most cases intangible assets are depreciated over the period of the licence, however, where the period of the licence is deemed 'infinite' the software will be depreciated based on an assessment of expected useful life. Depreciation charges commence 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 (Leasehold improvements) Depreciated over remaining life of asset	18
Vehicles, plant and equipment	5

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 of 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. The balance of inventories held 2012/13 was deemed to have no realisable value and was written off to the Income and Expenditure during 2013/14.

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. Interest Cost on Defined Pension Obligation and Interest Income on Plan Assets have been included in the "Surplus or Deficit on the Provision of Services" within the Comprehensive Income and Expenditure Statement. Other comprehensive income and expenditure within the statements also now shows the financial effect of changes in financial assumptions, other experience and return on pension assets excluding amounts included in net interest.

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, 2014, 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

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2014/15 Code. For 2013/14 the following accounting policy changes that need to be reported relate to:

IFRS 10 - Consolidated Financial Statements, IFRS 11 - Joint Arrangements, IFRS 12 - Disclosure of Interests in Other Entities, IAS 27 - Separate Financial Statements (as amended in 2011), IAS 28 - Investments in Associates and Joint Ventures (as amended in 2011), IAS 32 - Financial Instruments: Presentation and Annual Improvements to IFRSs 2009-2011 cycle.

The Code requires implementation from 1 April 2014 and there is therefore no impact on the 2013/14 financial statements. IFRS 10, IFRS 11, IFRS 12, IAS 27 and IAS 28 relate specifically to group accounts which does not affect the Board. IAS 32 outlines disclosure requirements in respect of offsetting financial assets and liabilities. IFRS improvements are generally minor, principally providing clarification. Overall, these new or amended standards are not expected to have a significant impact on the 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 £0.001m 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 2013/14, the Board's actuaries advised that the balance sheet position has deteriorated since last year. This was principally due to two main factors:

- 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%	4,956
1 year increase in member life expectancy	3%	1,298
0.5% increase in the Salary Increase Rate	4%	1,799
0.5% increase in the Pension Increase Rate	7%	3,040

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.

2013/14 - Current Financial Year	Usable Reserves		Unusable Reserves		
	General Fund Balance	Capital Adjustment Account	Pension Reserve	Accumulated Absence Account	Movement in Unusable Reserves
	£'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	(61)	61	0	0	61
(Gain) / Loss on disposal of non-current assets	(7)	7	0	0	7
Amortisation of intangible assets	(10)	10	0	0	10
Insertion of items not debited or credited to the CIES					
Capital expenditure charged against General Fund Balance	98	(98)	0	0	(98)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	(1,181)	0	1,181	0	1,181
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	767	0	(767)	0	(767)
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	(17)	0	0	17	17
Total Adjustments	(411)	(20)	414	17	411

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.

2012/13 - Comparative figures (RESTATED - SEE NOTE 29)	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
(Gain) / Loss on disposal of non-current assets	0	0	0	0	0
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	(892)	0	892	0	892
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	(39)	(90)	139	(10)	39

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 2013/14</u>			
Cost or Valuation			
At 1st April 2013	414	433	847
Impairment *	0	(6)	(6)
Derecognition - disposals *	0	(209)	(209)
Additions	18	80	98
At 31st March 2014	432	298	730
Accumulated Depreciation			
At 1st April 2013	(97)	(273)	(370)
Disposals/Impairment depreciation reversal	0	212	212
Depreciation charge	(16)	(44)	(60)
At 31st March 2014	(113)	(105)	(218)
Net Book Value at 31st March 2014	319	193	512
7.2 <u>Current Year Movements in 2012/13</u>			
Cost or Valuation			
At 1st April 2012	414	340	754
Impairment			
Derecognition - disposals *	0	0	0
Additions	0	93	93
At 31st March 2013	414	433	847
Accumulated Depreciation			
At 1st April 2012	(81)	(234)	(315)
Disposals/Impairment depreciation reversal	0	0	0
Depreciation charge	(16)	(39)	(55)
At 31st March 2013	(97)	(273)	(370)
Net Book Value at 31st March 2013	317	160	477

* During 2013/14 a letter opening machine was impaired. A number of fully depreciated and obsolete assets purchased in 2006/07 and 2007/08 have also been de-recognised as they are no longer retained or in operational use. These include PC's, kit and equipment purchased in 2006/07 and 2007/08.

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) - 18 years
- Vehicles, plant and equipment - 5 years

7.4 Capital Commitments

At 31st March 2014, 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	319	193	512
Valued at fair values as at:			
• 31st March 2013	0	0	0
• 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>319</u>	<u>193</u>	<u>512</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
10 years :	Dacoll virtual environment - software/licences Microsoft Office licences

The carrying amount of intangible assets is amortised on a straight-line basis. Amortisation of £0.007m was charged to the Comprehensive Income and Expenditure during 2013/14

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

	2012/13 £'000	2013/14 £'000
Balance at start of year:		
• Gross carrying amounts	58	124
• Accumulated amortisation	(34)	(47)
Net carrying amount at start of year	24	77
Additions	66	0
Impairment of assets *	0	(9)
Derecognition - disposals *	0	(38)
Derecognition - disposals (accum amort adjustment)	0	43
Amortisation for the period	(13)	(10)
Net carrying amount at end of year	77	63
Comprising:		
• Gross carrying amounts	124	77
• Accumulated amortisation	(47)	(14)
	<u>77</u>	<u>63</u>

* During 2013/14 a database operating system was impaired. A number of fully depreciated and obsolete intangible assets purchased in 2007/08 have also been derecognised as they are no longer in operational use.

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		Restated Current	
	31st March 2013	31st March 2014	31st March 2013	31st March 2014
	£'000	£'000	£'000	£'000
Investments				
Loans and receivables	0	0	866	924
Creditors				
Trade creditors	0	0	(40)	(17)

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 2013	Financial Liabilities measured at amortised cost 31st March 2014
	£'000	£'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 2013		31 March 2014	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Trade debtors	(40)	(40)	(17)	(17)
Loans and receivables	866	866	924	924

LOTHIAN VALUATION JOINT BOARD

10. INVENTORIES

The stock held at 31st of March 2013 was deemed as having no realisable value and was written off to the Comprehensive Income and Expenditure Account during 2013/14. The majority of this stock related to paper and envelopes and the balance is not considered to be material.

	Stationery		Operational equipment	
	2012/13 £'000	2013/14 £'000	2012/13 £'000	2013/14 £'000
Balance at start of year	6	11	3	4
Purchases	12	0	6	0
Expense in year	(7)	0	(5)	0
Write-off	0	(11)	0	(4)
Balance at end of year	11	0	4	0

	Consumables		Total	
	2012/13 £'000	2013/14 £'000	2012/13 £'000	2013/14 £'000
Balance at start of year	0	1	9	16
Purchases	3	0	21	0
Expense in year	(2)	0	(14)	0
Write-off	0	(1)	0	(16)
Balance at end of year	1	0	16	0

11. SHORT TERM DEBTORS

	31st March 2013 £'000	31st March 2014 £'000
Debtors:		
• HM Revenues and Customs - VAT	25	40
• Rent	57	57
• Car leasing	56	25
• Car purchase advances	5	0
• Annual licenses, support or maintenance	0	23
• Insurances	14	15
• Other entities and individuals *	7	5
	164	165

* 2012/13 restated to reflect adjustment highlighted in Note 29.6

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 2013 £'000	31st March 2014 £'000
Cash held by the Board	1	1
Other local authorities *	865	923
	<hr/>	<hr/>
	866	924
	<hr/>	<hr/>

* 2012/13 restated to reflect adjustment highlighted in Note 29.6

13. SHORT TERM CREDITORS

	31st March 2013 £'000	31st March 2014 £'000
Other local authorities	(397)	(421)
Employee costs	(90)	(89)
Valuation Appeals Panel - Secretary's fees	(14)	(12)
IER Grant	0	(80)
Other entities and individuals *	(59)	(48)
	<hr/>	<hr/>
Total	(560)	(650)
	<hr/>	<hr/>

* 2012/13 restated to reflect adjustment highlighted in Note 29.6

14. UNUSABLE RESERVES

	31st March 2013 £'000	31st March 2014 £'000
14.1 Capital Adjustment Account	(554)	(574)
14.2 Pension Reserve	6,305	8,072
14.3 Accumulated Absence Account	71	88
	<hr/>	<hr/>
	5,822	7,586
	<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.

	2012/13 £'000	2013/14 £'000
Balance at 1st April	(465)	(554)
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	56	60
• Revaluation losses on Property, Plant and Equipment	0	0
• Amortisation of intangible assets	13	10
• Amounts of non-current assets written off on gain/loss on disposal to CIES	0	8
Net written out amount of the cost of non-current assets consumed in year	(396)	(476)
Capital financing for the year:		
• Use of capital receipts to finance new capital expenditure	0	0
• Statutory provision for the financing of capital expenditure	(158)	(98)
Balance at 31st March	(554)	(574)

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.)	Restated 2012/13 * £'000	2013/14 £'000
Balance at 1st April	4,504	6,305
Actuarial gains or losses on pension assets and liabilities	0	0
Remeasurements of the net defined benefit liability / (asset)	1,662	1,353
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.	892	1,181
Employer's pension contributions and direct payments to pensioners payable in the year.	(753)	(767)
Balance at 31st March	<u>6,305</u>	<u>8,072</u>

* Restated - see Note 29

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.

	2012/13 £'000	2012/13 £'000	2013/14 £'000	2013/14 £'000
Balance at 1st April		82		71
Settlement or cancellation of accrual made at the end of the preceding year	(82)		(71)	
Amounts accrued at the end of the current year	<u>71</u>		<u>88</u>	
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		(11)		17
Balance at 31st March		<u>71</u>		<u>88</u>

LOTHIAN VALUATION JOINT BOARD

15. CASH FLOW STATEMENT

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

	2012/13 £'000	2013/14 £'000
Net increase/(decrease) in the General Fund Balance	0	0
Exclude accumulated absences	(10)	17
Exclude revenue contribution to capital	(159)	(97)
	<hr/>	<hr/>
	(169)	(80)
(Decrease)/increase in revenue debtors	(77)	1
(Decrease)/increase in long term debtors	(14)	(6)
(Decrease)/increase in stocks	7	(16)
Decrease/(increase) in deferred credit	35	35
Decrease/(increase) in revenue creditors *	25	(90)
	<hr/>	<hr/>
Revenue activities net cash flow	(193)	(156)

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

	2012/13 £'000	2013/14 £'000
Due by/(to) the City of Edinburgh Council at 31st March *	832	866
Due by/(to) the City of Edinburgh Council at 1st April *	866	924
	<hr/>	<hr/>
(Increase)/decrease in cash	(34)	(58)

* 2012/13 restated to reflect adjustment highlighted in Note 29.6

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 2013/14 - Current Year	2013/14
Service Information	£'000
Fees, charges and other service income	(105)
Interest and investment income	(3)
Income from requisitions	(6,113)
Govt grants and other contributions	0
	<u>(6,221)</u>
Employee expenses	4,358
Other operating expenses	1,683
Support Services	62
	<u>6,103</u>
Cost of Services	(118)

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

Cost of Service in Service Analysis	(118)
Add: amounts not reported to management	983
Remove: amounts reported to management not included in CIES	<u>5,251</u>
Net Cost of Services in CIES	<u>6,116</u>

	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	(105)	0	0	0	(105)	0	(105)
Interest and investment income	(3)	0	3	0	0	(3)	(3)
Income from requisitions	(6,113)	0	6,113	0	0	(5,995)	(5,995)
Interest (receipts) / cost	0	0	0	0	0	286	286
Total Income	(6,221)	0	6,116	0	(105)	(5,712)	(5,817)
Employee expenses	4,358	912	(767)	25	4,528	0	4,528
Other operating expenses	1,683	0	(98)	37	1,622	0	1,622
Support Services	62	0	0	(62)	0	0	0
Depreciation, amort & impair	0	71	0	0	71	0	71
Interest payments	0	0	0	0	0	0	0
Gain/Loss on disposal of assets	0	0	0	0	0	7	7
Total Expenditure	6,103	983	(865)	0	6,221	7	6,228
(Surplus) or Deficit on the Provision of Service	(118)	983	5,251	0	6,116	(5,705)	411

LOTHIAN VALUATION JOINT BOARD

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

16.2 2012/13 - Comparative figures	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
	<u>(6,165)</u>
Employee expenses	4,401
Other operating expenses	1,569
Support Services	68
	<u>6,038</u>
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
	<u>5,813</u>

Net Cost of Services in CIES

	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	(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) / cost	0	0	0	0	0	215	215
Total Income	(6,165)	0	6,116	0	(49)	(5,773)	(5,822)
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
Total Expenditure	6,038	736	(912)	0	5,862	0	5,862
(Surplus) or Deficit on the Provision of Service	(127)	736	5,204	0	5,813	(5,773)	40

* Restated - see Note 29

LOTHIAN VALUATION JOINT BOARD

17. MEMBERS ALLOWANCES

The Board paid the following amounts to members during the year.
These figures include NI and Pensions.

	2012/13 £000's	2013/14 £000's
Salaries (incl. NI and Pensions)	6	9
Expenses	0	0
Total	<u>6</u>	<u>9</u>

Details are contained in the Remuneration Report (page 54)

18. EXTERNAL AUDIT COSTS

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

Fees payable in respect of:	2012/13 £000's	2013/14 £000's
<ul style="list-style-type: none">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 2013/14 (2012/13 £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 2013/14 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:

	2012/13 £000's	2013/14 £000's
• The City of Edinburgh Council:		
Rates	175	180
Central support costs	68	63
Interest on revenue balances	(3)	(3)
Constituent council contribution	(3,742)	(3,742)
Car purchase advances	5	0
Due from City of Edinburgh Council *	866	924
Long term debtor - lease of office	107	102
• The Scottish Government - referendum costs recovered	0	(45)
• The Cabinet Office - IER grant received	0	(98)
• Midlothian Council		
Constituent council contribution	(555)	(555)
• East Lothian Council		
Constituent council contribution	(674)	(673)
• West Lothian Council		
Constituent council contribution	(1,142)	(1,142)

* 2012/13 restated to reflect adjustment highlighted in Note 29.6

21. TERMINATION BENEFITS

There were two employee contracts terminated by the Board during 2013/14. These are shown in the Remuneration Report - Exit Packages (page 55).

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.

	2012/13 £000's	2013/14 £000's
Opening Capital Financing Requirement	0	0
Capital investment		
• Property, Plant and Equipment	93	98
• Intangible assets	66	0
Sources of finance		
• Capital receipts	0	0
• Direct revenue contributions	(159)	(98)
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:

	2012/13 £000	2012/13 £000	2013/14 £000	2013/14 £000
Comprehensive Income and Expenditure Statement				
<i>Cost of services:</i>				
Service cost, comprising:				
Current service costs	677		840	
Past service costs	<u>0</u>		<u>55</u>	
		677		895
<i>Financing and investment income:</i>				
Net interest expense		<u>215</u>		<u>286</u>
Total post employee benefit charged to the surplus on the provision of services		892		1,181
<i>Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement</i>				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount incl. in the net interest expense above.	(3,071)		(488)	
Actuarial gains and (losses) arising on changes in financial assumptions	4,757		1,835	
Other experience	<u>(24)</u>		<u>6</u>	
		<u>1,662</u>		<u>1,353</u>
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		<u>2,554</u>		<u>2,534</u>
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		<u>(1,801)</u>		<u>(1,767)</u>
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		678		690
Contributions in respect of unfunded benefits		<u>75</u>		<u>77</u>
		<u>753</u>		<u>767</u>

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Board's obligations in respect of its defined benefit plan is as follows:

	2012/13	2013/14
	£000	£000
Fair value of employer assets	33,074	35,206
Present value of funded liabilities	-37,761	-41,610
Present value of unfunded liabilities	-1,618	-1,668
Net liability arising from defined benefit obligation	<u>-6,305</u>	<u>-8,072</u>

23.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2012/13	2013/14
	£000	£000
Opening fair value of scheme assets	28,292	33,074
Interest income	1,366	1,492
Remeasurement gain / (loss):		
Return on plan assets, excluding the amount included in the net interest expense	3,071	488
Contributions from employer	678	690
Contributions from employees into the scheme	229	224
Contributions in respect of unfunded benefits	75	77
Benefits paid	-562	-762
Unfunded benefits paid	-75	-77
Closing fair value of scheme assets	<u>33,074</u>	<u>35,206</u>

23.5 Reconciliation of Present Value of the Scheme Liabilities

	2012/13	2013/14
	£000	£000
Present value of funded liabilities	-32,796	-37,761
Present value of unfunded liabilities	0	-1,618
Opening balance at 1 April	<u>-32,796</u>	<u>-39,379</u>
Current service cost	-677	-840
Interest cost	-1,581	-1,778
Contributions from employees into the scheme	-229	-224
Remeasurement gain / (loss):		
Change in financial assumptions	-4,757	-1,835
Other experience	24	-6
Past service cost	0	-55
Benefits paid	562	762
Unfunded benefits paid	75	77
Closing balance at 31 March	<u>-39,379</u>	<u>-43,278</u>

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23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.6 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

	2012/13 £000	%	2013/14 £000	%
<u>Equity Securities</u>				
Consumer *	4,238.5	13	5,335.1	15
Manufacturing *	4,080.3	12	4,805.7	14
Energy and Utilities *	2,390.0	7	3,917.6	11
Financial Institutions *	3,600.7	11	2,452.3	7
Health and Care *	1,735.2	5	2,401.9	7
Information technology *	2,023.6	6	2,290.2	7
Other *	992.8	3	1,555.6	5
Sub-total Equity Securities	19,061.1		22,758.4	
<u>Debt Securities:</u>				
Corporate Bonds (investment grade) *	1,272.2	4	1,138.2	3
Corporate Bonds (non-investment grade) *	108.7	0	171.2	0
UK Government *	1,256.6	4	1,198.1	3
Other *	32.5	0	30.0	0
Sub-total Debt Securities	2,670.0		2,537.5	
<u>Private Equity</u>				
All *	0.0	0	286.9	1
All	3,802.4	11	3,983.9	11
Sub-total Private Equity	3,802.4		4,270.8	
<u>Real Estate:</u>				
UK Property	2,284.4	7	2,452.9	7
Overseas Property	313.3	1	285.2	1
Sub-total Real Estate	2,597.7		2,738.1	
<u>Investment Funds and Unit Trusts:</u>				
Equities *	2,221.7	7	365.3	2
Equities	670.4	2	130.8	0
Bonds	166.4	1	150.4	0
Commodities	209.9	1	119.6	0
Other	108.7	0	114.4	0
Sub-total Investment Funds and Unit Trusts	3,377.1		880.5	
<u>Derivatives:</u>				
Other *	3.6	0	3.7	0
Sub-total Derivatives	3.6		3.7	
<u>Cash and Cash Equivalents</u>				
All *	1,562.1	5	2,016.9	6
Sub-total Cash and Cash Equivalents	1,562.1		2,016.9	
Total Fair Value of Employer Assets	33,074.0	100	35,205.9	100

Scheme assets marked with an asterisk (*) have quoted prices in active markets.

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23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.7 Basis for Estimating Assets and Liabilities

Hymans Robertson, the independent actuaries to Lothian Pension Fund, have advised that the financial assumptions used to calculate the components of the pension expense for the year ended 31 March 2014 were those from the beginning of the year (i.e. 31 March 2013) and have not been changed during the year. The main assumptions in the calculations are:

<u>Expected return on assets</u>	2012/13	2013/14
Equity investments	4.5%	6.0%
Bonds	4.5%	6.0%
Property	4.5%	6.0%
Cash	4.5%	6.0%

Average future life expectancies at age 65:

Current pensioners	male	20.4 years	20.4 years
Current pensioners	female	22.8 years	22.8 years
Future pensioners	male	22.6 years	22.6 years
Future pensioners	female	25.4 years	25.4 years

<u>Financial assumptions:</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2013/14</u>	<u>2013/14</u>
		Short	Medium	Long
Pension increase rate	2.8%	2.6%	2.8%	2.9%
Salary increase rate (see below) *	5.1%	4.9%	5.1%	5.2%
Discount rate	4.5%	4.1%	4.3%	4.3%

* Note: The salary increases are assumed to be 1.0% p.a. until 31 March 2015, reverting to the long-term assumption shown thereafter.

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilities as at 31 March 2014 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

For example, to quantify the uncertainty around life expectancy, the Actuary has calculated the difference in cost to the Employer of a one year increase in life expectancy. For sensitivity purposes, this is assumed to be an increase in the cost of benefits of broadly 3%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption and changes in some of the assumptions may be interrelated.

<u>Change in assumptions at 31 March 2014</u>	Approximate % increase to Employer	Approximate Monetary Amount
0.5% decrease in Real Discount Rate	11.0%	4,956
1 year increase in member life expectancy	3.0%	1,298
0.5% increase in the Salary Increase Rate	4.0%	1,799
0.5% increase in the Pension Increase Rate	7.0%	3,040

23.8 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2015

	Assets £000	Obligations £000	Net (liability) / asset £000	% of pay
Current service cost	0	(940)	(940)	29.20%
Total Service Cost	0	(940)	(940)	29.20%
Interest income on plan assets	1,517	0	1,517	47.20%
Interest cost on defined benefit obligation	0	(1,868)	(1,868)	58.10%
Total Net Interest Cost	1,517	(1,868)	(351)	10.90%
Total included in Profit or Loss	1,517	(2,808)	(1,291)	40.10%

The Board's estimated contribution to Lothian Pension Fund for 2014/15 is £0.680m.

LOTHIAN VALUATION JOINT BOARD

23. DEFINED BENEFIT PENSION SCHEMES (Contd.)

23.9 Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Board has agreed a contribution stability mechanism with the schemes actuary until 31st March 2018.

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

	2012/13 £000's	2013/14 £000's
The future minimum lease payments due in future years are:		
<ul style="list-style-type: none">Not later than 1 year	305	305
<ul style="list-style-type: none">Later than 1 year not later than 5 years	1,526	1,526
<ul style="list-style-type: none">Later than 5 years	3,968	3,663
The Board has no finance lease obligations.	<u>5,799</u>	<u>5,494</u>

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.

	2012/13 £000's	2013/14 £000's
<ul style="list-style-type: none">Cash incentive:		
Balance at 1st April	113	107
Amortised to Comprehensive Income and Expenditure Statement	(6)	(5)
Balance at 31st March	<u>107</u>	<u>102</u>
<ul style="list-style-type: none">Car purchase advances (Balances due more than 12 months)	1	0
Total	<u>108</u>	<u>102</u>

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.

	2012/13 £000's	2013/14 £000's
Balance at 1st April	(700)	(665)
Amortised to Comprehensive Income and Expenditure Statement	35	35
Balance at 31st March	<u>(665)</u>	<u>(630)</u>

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 2013/14 £000's	Amount received 2013/14 £000's	Amount due (to)/from Constituent Councils 2013/14 £000's
City of Edinburgh Council	3,670	3,742	(72)
Midlothian Council	544	555	(11)
East Lothian Council	661	673	(12)
West Lothian Council	1,120	1,142	(22)
	<hr/>	<hr/>	<hr/>
	5,995	6,112	(117)
	<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;
- 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.

LOTHIAN VALUATION JOINT BOARD

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

- 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 2014 amounted to £0.828m (2012/13 £0.782m). 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.

29. PRIOR PERIOD ADJUSTMENTS

Changes in IAS 19 came in the effect for the financial year to 31st March 2014. The changes are adopted retrospectively for the prior period 2012/13, in accordance with IAS 8: Accounting Policies, Changes in Accounting Estimates and Errors. The key change relates to the replacement of the expected return on assets with an equivalent figure using the discount rate. The effect of the change to IAS 19 on the (Surplus) / Deficit in the Comprehensive Income and Expenditure Statement is an increase of £0.285m. The changes have been summarised in Notes 29.1 to 29.5.

29.1 <u>Movement in Reserves Statement</u>	<u>Usable Reserves</u>			<u>Unusable Reserves (Pension Fd)</u>		
	31st March 2013 (Audited)	31st March 2013 (Restated)	Movement	31st March 2013 (Audited)	31st March 2013 (Restated)	Movement
	£'000	£'000	£'000	£'000	£'000	£'000
- Surplus or (deficit) on provision of services	(246)	39	285	0	0	0
- Other Comprehensive Expenditure and Income	0	0	0	1,947	1,662	(285)
<u>Adjustments between accounting basis & funding basis under regulations</u>						
- Adjustments primarily involving the pensions reserve	146	(139)	(285)	(146)	139	285

LOTHIAN VALUATION JOINT BOARD

29 PRIOR PERIOD ADJUSTMENTS (Contd.)

29.2 Comprehensive Income and Expenditure Statement

	31st March 2013 (Audited) £'000	31st March 2013 (Restated) £'000	Movement £'000
<u>Cost Of Services</u>	5,813	5,813	0
<u>Financing & Investment Income:</u>			
Interest & Investment income	(3)	(3)	0
Pensions interest cost & expected return on pensions assets	(70)	0	(70)
Interest Cost on Defined Benefit Obligation	0	1,581	(1,581)
Interest Income on Plan Assets	0	(1,366)	1,366
Total Financing & Investment Income	(73)	212	(285)
Total Taxation and Non-Specific Grant Income	(5,985)	(5,985)	0
(Surplus) or Deficit on Provision of Services	(245)	40	(285)
<u>Other Comprehensive Income and Expenditure</u>			
Change in Financial Assumptions	0	4,757	(4,757)
Other Experience	0	(24)	24
Return on pension assets excl. amounts included in net int.	0	(3,071)	3,071
Actuarial gains / losses on pension assets / liabilities	1,947	0	1,947
Total Other Comprehensive Income and Expenditure	1,947	1,662	285
Total Comprehensive Income and Expenditure	1,702	1,702	0

29.3 Note 6.2 - Adjustments between accounting basis and funding basis under regulations

	31st March 2013 (Audited) £'000	31st March 2013 (Restated) £'000	Movement £'000
Usable Reserves - Balance at 1st April *	146	(139)	285
<u>Employer's pension contributions and direct payments to pensioners payable in the year</u>			
Employer Contribution	(678)	(678)	0
Contribns in respect of unfunded Benefits	(75)	(75)	0
	(753)	(753)	0
<u>Reversal of items relating to retirement benefits debited or credited to the CIES</u>			
Current Service Cost	677	677	0
Interest Income on Plan Assets	(1,651)	(1,366)	(285)
Interest Cost on defined benefit obligation	1,581	1,581	0
	607	892	(285)

* Removes effect of increase in (Surplus) / Deficit on Provision of Services in CI&E so no net effect to Usable reserves.

LOTHIAN VALUATION JOINT BOARD

29 PRIOR PERIOD ADJUSTMENTS (Contd.)

29.4 <u>Note 14.2 - Pension Reserve</u>	31st March 2013 (Audited) £'000	31st March 2013 (Restated) £'000
Balance at 1st April	4,504	4,504
Actuarial gains or losses on pension assets and liabilities	1,947	0
Remeasurements of the net defined benefit liability / (asset)	0	1,662
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.	607	892
Employer's pension contributions and direct payments to pensioners payable in the year.	(753)	(753)
Balance at 31st March	6,305	6,305
29.5 <u>Note 16.1 - Amounts reported for resource allocation decisions</u>		31st March 2013 £'000
(Surplus) or Deficit on the provision of service (Audited)		<u>(245)</u>
<u>IAS 19 adjustments:</u>		
<u>Remove:</u>		
Interest (receipts) / cost (pension interest)		<u>70</u>
<u>Insert:</u>		
Interest income on plan assets		(1,366)
Interest Cost on Pensions		<u>1,581</u>
Interest (receipts) / cost		215
(Surplus) or Deficit on the Provision of Service (Restated)		<u>40</u>

LOTHIAN VALUATION JOINT BOARD

29 PRIOR PERIOD ADJUSTMENTS (Contd.)

29.6 Trade Receivables (AP Liability Account)

Adjustments have been made to the 2012/13 Balance sheet and cash flow statement in relation to trade receivables balances which have been mis-coded to the Lothian Valuation Joint Board accounts payable ledger when they should have been coded to City of Edinburgh Council. This has resulted in an understatement in the holding account balance with City of Edinburgh Council. The impact on both the net asset position and the comprehensive income and expenditure account is nil, however adjustments have been made to the Balance Sheet, Cash Flow Statement and accompanying disclosure notes 12/13. The impact of an adjustment to the 11/12 balance has also been reflected in the table below:

<u>Balance sheet</u>	31st March 2012 Audited £'000	Adjust £'000	31st March 2012 Restated £'000	31st March 2013 Audited £'000	Adjust £'000	31st March 2013 Restated £'000
Short-term debtors	245		245	207	(43)	164
Short-term creditors	(503)	(81)	(584)	(520)	(40)	(560)
Cash and Cash Equivalents	751	81	832	783	83	866
						31st March 2013 £'000
<u>Cash flow</u>						
Net (increase)/decrease in cash and cash equivalents (Note 15.2) - Audited						(32)
Adjust for 2011/12 trade receivables amendment						81
Adjust for updated 2012/13 trade receivables amendment						-83
Net (increase)/decrease in cash and cash equivalents (Note 15.2) - Restated						(34)

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 which is consistent with appropriate corporate governance principles 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 the 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. This will enable the Board to manage its key risks efficiently, effectively, economically and ethically.

Within 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.

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 by completing 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 2014. 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 his 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:

Norman Work

Chief Executive and Clerk:

Date:

Sue Bruce MPhil LLB Dip FRSA

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 2013/14;
- 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 Governance, 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) as amended by the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2013.

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 2013/14 the Board had two senior employees and the remuneration paid to these employees totalled £0.208m.

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 2013/14 are as follows:

On earnings up to and including £19,800 (5.5%), on earnings above £19,800 and up to £24,200 (7.25%), on earnings above £24,200 and up to £33,200 (8.5%), on earnings above £33,200 and up to £44,200 (9.5%) and on earnings above £44,200 (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:

<u>Remuneration Band</u>	Number of Employees	
	2012/13	2013/14
£50,000 - £54,999	1	-
£55,000 - £59,999	2	3
£60,000 - £64,999	-	1
£65,000 - £69,999	1	1
£70,000 - £74,999	-	-
£75,000 - £79,999	-	-
£80,000 - £84,999	-	-
£85,000 - £89,999	-	-
£90,000 - £94,999	1	1
£95,000 - £99,999	-	-
£100,000 - £104,999	-	-
£105,000 - £109,999	-	-
£110,000 - £114,999	1	-
£115,000 - £119,999	-	1
Totals	6	7

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.

<u>Name and Post Title</u>	Salary, Fees and Allowances 31 March 2013 £	Salary, Fees and Allowances 31 March 2014 £
	J.Hewton - Assessor and Electoral Reg Officer	114,426
G. Strachan - Depute Assessor	92,042	92,951
Total	206,468	208,460

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

6. Pension Entitlement of Senior Employees

<u>In-year pension contributions</u>		For year to	For year to
Name and Post Title		31 March	31 March
		2013	2014
		£	£
J.Hewton - Assessor and Electoral Reg Officer		23,783	24,021
G. Strachan - Depute Assessor		19,093	19,284
<u>Accrued Pension Benefits</u>		As at	Difference
Name and Post Title		31 March	from
		2014	31 March
		£'000	2013
			£'000
J.Hewton - Assessor and Electoral Reg Officer	Pension	50	7
	Lump sum	123	15
G. Strachan - Depute Assessor	Pension	40	1
	Lump sum	98	1

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 by the Board, excluding NI and Pensions.

	Salary, fees and allowances £	Taxable Expenses £	Total Remun. 2013/14 £	Total Remun. 2012/13 £
N.Work - Convener	4,101	0	4,101	4,060 *
D.King - Vice-Convener (until Feb-13)	0	0	0	3,768
B.Robertson - Vice-Convener (appt. Feb-13)	3,075	0	3,075	667
	<u>7,176</u>	<u>0</u>	<u>7,176</u>	<u>8,495</u>

* £5,553 in audited accounts 2012/13 included NI and Pensions. These have been excluded 2013/14.

LOTHIAN VALUATION JOINT BOARD

REMUNERATION REPORT (Contd.)

8. Pension Entitlement of Convener and Vice Convener

<u>In-year pension contributions</u>	For year to	For year to
	31 March	31 March
Name and Post Title	2013 *	2014 *
	£	£
N.Work - Convener	4,261	4,366
B.Robertson - Vice-Convener	3,103	3,965

<u>Accrued Pension Benefits</u>	As at	Difference	
	31 March	from	
Name and Post Title	2014 *	31 March	
	£'000	£'000	
N.Work - Convener	Pension	2	0
	Lump sum	2	0
B.Robertson - Vice-Convener	Pension	1	1
	Lump sum	0	0

* includes full pension entitlement as a Councillor, not just that in respect of Convener/Vice Convener of the Lothian Valuation Joint Board.

9. 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	
	2012/13	2013/14	2012/13	2013/14
			£	£
£0 - £20,000	-	-	-	-
£20,001 - £40,000	-	-	-	-
£40,001 - £60,000	-	2	-	92,961
£60,001 - £80,000	-	-	-	-
£80,001 - £100,000	-	-	-	-
Totals	0	2	0	92,961

There have been no compulsory redundancies entered into by the Board. Costs for 2013/14 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:

Sue Bruce, MPhil LLB Dip FRSA

Date:

Treasurer:

Hugh Dunn, CPFA

Date:

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 2014 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, Cash Flow 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 2013/14 (the 2013/14 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 the 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 accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2013/14 Code of the state of the affairs of Lothian Valuation Joint Board as at 31 March 2014 and of the income and expenditure of the group and the body 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 2013/14 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.

LOTHIAN VALUATION JOINT BOARD

INDEPENDENT AUDITOR'S REPORT (Contd.)

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.

Signed: _____

Stephen O'Hagan
Senior Audit Manager
Audit Scotland
4th Floor, South Suite
The Athenaeum Building
8 Nelson Mandela Place
Glasgow
G2 1BT

Date: _____

Period 7 Financial Statement 2014/15

17th November 2014

1 Purpose of report

This report summarises the projected revenue budget outturn position to 31st March 2015, based on the position at period ending 31st October 2014. The report has been prepared in consultation with the Assessor.

2 Main Report

Projected Revenue Outturn 2014/15

- 2.1 The table below compares projected revenue outturn 2014/15 with the budget. The forecast variance, based on the position at 31st October, is an under spend of £3k. The table below details forecasts against the core revenue budget and Individual Electoral Registration (IER) income/expenditure that is subject to specific grant funding.

	Core Budget			IER Budget			Total		
	Budget £'000	Forecast £'000	Variance £'000	Budget £'000	Forecast £'000	Variance £'000	Budget £'000	Forecast £'000	Variance £'000
Expenditure									
Employee costs	4,562	4,565	3	0	156	156	4,562	4,721	159
Premises costs	629	615	(14)	0	0	0	629	615	(14)
Transport costs	103	106	3	0	4	4	103	110	7
Supplies & Services	695	690	(5)	0	202	202	695	892	197
Third Party Payments	95	109	14	700	338	(362)	795	447	(348)
Support Services	80	65	(15)	0	0	0	80	65	(15)
Gross Expenditure	6,164	6,150	(14)	700	700	0	6,864	6,850	(14)
Income									
Sales, Fees & Charges	(43)	(32)	11	0	0	0	(43)	(32)	11
IER Grant	0	0	0	(700)	(700)	0	(700)	(700)	0
Interest	(3)	(3)	0	0	0	0	(3)	(3)	0
Total income	(46)	(35)	11	(700)	(700)	0	(746)	(735)	11
Net Expenditure	6,118	6,115	(3)	0	0	0	6,118	6,115	(3)

Forecasts to 31st March 2015

- 2.2 At this stage, the projected outturn against the **core budget** indicates a forecast spend of £6.115m which would result in a net under spend of £3k. The forecast expenditure has increased by £8k from that reported to the Board in September 2014. It is anticipated that all IER expenditure incurred 2014/15 will be fully funded by Grant. The principal reasons for the variance against the core budget are as follows:

(a) **Employee cost - over spend £3k**

The forecast currently assumes additional costs being incurred in relation to the Scottish Independence Referendum (SIR), off-set by savings on vacant posts. A request has been submitted to the Scottish Government to request recovery of £115k of costs (£70k employee costs and £45k Postage) in relation to the SIR and the outcome is awaited.

- (b) **Premises costs - under spend £14k**
This is mainly due to a projected under spend on utilities costs.
- (c) **Supplies and Services – under spend £5k**
This is mainly due to increased levels of publicity for electoral registration relating to the Scottish Independence Referendum, off-set by forecast under spends over various budget headings.
- (d) **Third Party Payments - over spend £14k**
This is a result of a higher than anticipated activity of the Valuation Appeals Committee.
- (e) **Support Services – under spend £15k**
The forecast has been based on the outturn for 2013/14. This will be reviewed later in the year when information becomes available for 2014/15.
- (f) **Income (sales, fees and charges) – under recovery £11k**
This is an early estimate based on current income and the outturn for 2013/14. This will be reviewed later in the year, mainly in relation to sales of the electoral register which occurs during the final quarter of the financial year.

Individual Electoral Registration – funding available 2014/15; £0.7m

2.3 The table below details the one-off funding available for IER. The current forecast assumes that IER grant will either be fully spent during 2014/15 or any balance carried forward in to 2015/16. In terms of additional IER funding going forward, the Cabinet Office has indicated that a further IER Grant will be paid in 2015/16 so at this stage no budget pressure is assumed for 2015/16. The Board will be updated on this in February 2015.

Income	£'000
IER Grant funding 2014/15	594
IER Capital Hardware funding 2014/15	26
IER Grant funding carried from 2013/14	80
Total	700

- 2.4 Voluntary Early Release (VERA) and Redundancy Schemes were approved by the Board at its meeting on 4th February 2011.
- 2.5 In terms of Section 58 of the Local Government (Scotland) Act 1973, the Board has no specific power to retain reserves; however the Board has previously approved the retention of unspent funding contributions from constituent councils to meet future costs associated with early release measures, and, subject to further Board approval, any future unforeseen costs. The Board approved the retention of under spends for the four year period 2010-2014 totalling £514k. A drawdown of £93k was made during 2013/14, leaving a balance of £421k.

Budget settlement 2015/16

- 2.6 It is anticipated that the financial settlement for local government for 2015/16 shall be such that the Board will require to continue to set a budget within a 'flat cash' level of council requisition. This will provide a challenge to ensure that the Board can continue to deliver its statutory functions and services in addition to increased workloads associated with Individual Electoral Registration (IER), Westminster Parliamentary Election, and preparations for the 2017 Revaluation. While additional funding is being sourced centrally for the IER element of this

work, a constrained budget without the flexibility to react to unexpected costs is a concern. A budget report will be presented to the Board in February 2015 for approval. The report will also highlight the budget pressures facing the Board and measures to address these, including flexibility of carry-forward balances.

3 Conclusions

- 3.1 At this stage, there is a projected net under spend of £3k relating to Financial Year 2014/15.
- 3.2 The Board has no power to establish a general reserve; however a creditor has been set-aside to cover the cost of staffing early release measures. The balance available to the Board at 31st October 2014 is £421k.

4 Recommendations

- 4.1 The Board is recommended to note the projected outturn position for 2014/15.

**Hugh Dunn,
Treasurer.**

Appendices:	None
Contact/Tel:	Mr. T.MacDonald: 0131 469 3078
Background Papers:	Held at the Office of Treasurer

Mid Term Review – Treasury Management Activity

17 November 2014

1. Introduction

- 1.1 The purpose of this report is to review the investment activity undertaken on behalf of the Board during the first half of the 2014/15 Financial Year.

2. Background

- 2.1 Following the introduction of new Investment Regulations in Scotland the Board adopted the appropriate Codes of Practice and approved an Annual Investment Strategy at its meeting on the 17th March 2014.

3. Mid Term Review - Annual Investment Strategy

- 3.1 The Board's Investment Strategy has been to maintain its bank account as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given on month end net indebtedness balances between the Council and the Board in accordance with the Local Authority (Scotland) Accounts Advisory Committee's (LASAAC) Guidance Note 2 on Interest on Revenue Balances (IoRB). In line with recent short term interest rates, the investment return continues to be small, but the Board gains security from its counterparty exposure being to the City of Edinburgh Council. Net end of month balances for the first half of the year were:

Opening Balance	£924,238.57
April	£953,052.28
May	£890,077.08
June	£843,539.25
July	£898,357.34
August	£670,423.52
September	£665,113.88

- 3.2 Although interest is not calculated until March, in line with the guidance note, the interest rate averaged 0.375% during the first half of the financial year.

4. Recommendations

- 4.1 It is recommended that the Committee notes the investment activity undertaken on behalf of the Board.

Hugh Dunn
Treasurer

Appendix None

Contact/tel Innes Edwards, Tel: 0131 469 6291
(innes.edwards@edinburgh.gov.uk)

ASSESSOR'S QUARTERLY PROGRESS REPORT TO THE JOINT BOARD



3 November 2014

1.0 PURPOSE OF REPORT

To advise and update members as to the service overview and priorities, current issues and the future direction of the Joint Board.

2.0 ELECTORAL REGISTRATION SERVICE OVERVIEW AND PRIORITIES

2.1 Electoral Registration – Service Overview 23rd August 2014 – 3rd November 2014

2.1.1 Absent Voters List

As at the publication of the Registers on 10th March 2014 the number of postal voters on the list was 103,859, this increased to 123,604 for the European Union Elections and now stands at 126,225. This increase in postal votes can be attributable mainly to the Scottish Independence Referendum in September. The current number of postal voters across the 4 constituent councils are approximately;-

- East Lothian 15,315
- Edinburgh 74,444
- Midlothian 12,621
- West Lothian 23,845

2.1.2 Rolling Registration

Since my last report, during the rolling registration update periods, my staff processed a total of 30,781 additions to the register, 12,331 removals and 1,271 amendments. To allow comparison to normal registration activity the number processed during the same period in 2013 was 7,577 additions, 9,072 removals and 480 amendments.

2.1.3 Scottish Independence Referendum

The Scottish Independence Referendum represented one of the most significant electoral events in recent times and as a result the workload within the organisation reached levels never before experienced.

Over the six week period prior to the referendum our call centre handled 35,500 telephone calls and answered 11,000 emails. Over the same period we opened and scanned approximately 70,000 items of mail.

The impact on the register was significant with 31,066 electors being added during the period 4th August to 2nd September, and 23,344 additional postal vote applications being processed during the period 4th August to 3rd September.

In the days leading up to the Referendum 779 emergency proxy applications were received. Due to the nature of these applications and the time required to consider the detail of the application there required a considerable last minute effort from staff to ensure the electors concerned received proper notification.

In order to deal effectively with the workload created by the Referendum staff were required to work overtime. An application has been made to the Scottish Government indicating that this overtime cost, in conjunction with high postage costs, represents an expenditure level considerably beyond that which would normally be expected during an election. It remains to be seen as to whether this is recognised by the Scottish Government.

2.1.4 Transition to Individual Electoral Registration (IER)

Individual Electoral Registration came into force on the 19th September 2014.

In order to inform our electorate of this important change an IER “write out” was commenced on the 15th October.

To minimise confusion and disturbance the Cabinet Office introduced a matching process whereby all names and addresses of electors currently on electoral registers were matched to records held by The Department of Work and Pensions. The results of this process was used to inform the elector, via the “write out”, that either they had been automatically re-registered under IER, and need do nothing more, or whether they were required to complete an IER application form.

Around 85% of electors in Lothian have been automatically re-registered with the remainder requiring to complete a new registration form.

To support the move to IER and assist those electors who receive new application forms, the Cabinet Office have created an on-line registration system which is accessed through a government web site, www.gov.uk/register-to-vote. This is proving to be a considerable success with millions of applications having been received throughout the UK since IER went live.

Since the write out commenced in Lothian the majority of IER applications have been completed using the on line system rather than a paper application.

Our call centre has been busy since the write out with over 9,000 telephone calls and nearly 5,000 emails received. We are offering a telephone registration service and this is proving to be of assistance.

During November we shall undertake the first reminder issue of ITR application forms. At this time our Canvass Team shall commence door calls seeking to achieve a response from non-responders. The canvassers are utilising mobile technology where an on line application can be undertaken at the door with the elector. This facility remains under assessment and further information shall be provided in later reports.

The IER legislation provides that where an elector fails to respond to an IER application form that has been issued to them during this transition period they shall not be removed from the register due to be published on the 27th February 2015. They shall remain a registered elector until the next publication date in December 2015. In the interim ERO's shall continue to pursue these electors in order to achieve a completed form.

2.2 Electoral Registration – Service Priorities November 2014 – February 2015

2.2.1 The main service priorities are:-

- Continue to process IER application forms whether that be paper forms or on line applications;
- Continue to canvass all electors where a returned IER application is required;
- Continue to canvass all void households;
- Undertake reminder issues of IER application forms;
- Continue to process all other applications for example, opt out requests, postal vote applications etc. as necessary;
- Provide a focused service to care homes and similar in respect of the transition to IER;
- Engage with student establishments to develop a strategy for student registration under IER;
- Undertake all necessary preparations, providing information and data as necessary to the Returning Officer, for the by election in Ward 5 Midlothian on the 27th November 2014;
- Publish and disseminate the Electoral Register on/by 27th February 2015

3.0 COUNCIL TAX OVERVIEW AND PRIORITIES

3.1 Council Tax – Service Overview 23rd August 2014 – 3rd November 2014

3.1.1 Council Tax – New Dwellings

As at 23rd August 2014 there were 400,583 chargeable dwellings in Lothian which has risen very slightly to 401,463 as at 3rd November 2014, an increase of 880 dwellings in just over 2 months. This figure can be compared to the same period in 2013 where 961 dwellings were added.

3.1.2 Council Tax – Altered Bands

During the period, as a result of alterations carried out prior to the date of sale and re-appraisal of bandings, the bandings of 63 dwellings have been altered which compares to 48 altered bands during the same period in 2013.

3.1.3 Council Tax – Altered Houses with no sales

During the period, the records of 544 dwellings have been updated, as a result of alteration work being carried out to existing dwellings compared to 620 dwellings during the same period in 2013. As previously reported the updated information should improve the time taken to alter the bands of any altered dwellings which are subsequently sold and also ensure preparation for any future revaluation or property tax.

3.1.4 Council Tax – Proposals and Appeals

The numbers of Council Tax proposals/appeals outstanding continues to stand at reasonable levels. As at 23rd August 2014 there were 76 cases outstanding which remains the same as at 3rd November. Appeal hearings continue to be arranged regularly to ensure the disposal of cases at least equates to the number received thus maintaining low numbers outstanding.

3.2 Council Tax – Service Priorities November 2014 – February 2015

The main service priorities are:-

- Continue improvement on the time taken between completion of new dwellings and the insertion of the dwelling in the Council Tax List in accordance with performance targets;
- Continue improvement on the time taken between the sale of houses which have been altered and the date their Council Tax Band is changed;
- Update my records by carrying out the survey of Council Tax subjects which have been altered and not sold;

- Continue to resolve proposals and appeals against Council Tax banding;

4.0 NON DOMESTIC RATING OVERVIEW AND PRIORITIES

4.1 Non-Domestic Rating – Service Overview 23rd August 2014 – 3rd November 2014

4.1.1 2010 Revaluation Appeals

The number of 2010 Revaluation appeals outstanding at Lands Tribunal has not altered since my last report. The remaining appeals are expected to be heard in the next 15/18 months.

4.1.2 Running Roll

My professional and technical staff have continued to survey and value subjects that have been newly constructed, altered or demolished. From 23rd August 2014 to 3rd November 2014, there have been 224 additions, 274 valuation alterations and 243 deletions. This can be compared to the previous period in 2013 where there was 293 additions, 521 valuation alterations and 213 deletions.

4.1.3 Running Roll Appeals

During the period 23rd August to 3rd November 2014, 297 appeals have been resolved. As at 3rd November the number of outstanding running roll appeals stood at 299. Courts to deal with this type of appeal are scheduled to continue through the rest of the financial year.

4.2 Non-Domestic Rating – Service Priorities November 2014 – February 2015

The main service priorities are:-

- Prepare cases as may be required by the Valuation Appeal Committee;
- Schedule and action the disposal of running roll appeals;
- Survey and value new property or alterations to existing properties to ensure the Valuation Roll is as complete and accurate as possible;
- Continue to update databases with rent, cost, turnover and throughput information to ensure analysis is as complete and accurate as possible.

5.0 HUMAN RESOURCES AND OFFICE MANAGEMENT

5.1 UNISON

Regular JCC meetings continue to be held.

Policies are timetabled for review to ensure that all policies meet current legal, management and staff requirements.

5.2 Staffing

One member of staff resigned during October and a further two have indicated their intention to retire during November/December. As a result I have employed two new staff commencing the 1st December 2014.

5.3 Equalities

Analysis and collection of staff data continues with a view to improve the data I hold to ensure the submitted equality outcomes can be met.

6.0 RISK MANAGEMENT

6.1 Risk Registers

The job specific risk registers continue to be updated at each service meeting ensuring that all risks are considered and mitigated as soon as practicable. The strategic risk register continues to be reviewed and updated on a regular basis.

6.2 Information Technology

My IT team have been heavily involved with ensuring the requirements of, and transition arrangements for IER have been fully met. This shall continue for the immediate short term after which focus shall move onto the 2017 Revaluation.

7.0 BUILDING ISSUES

7.1 Building Maintenance

I am continuing to investigate issues regarding the air conditioning system with both the landlord and our Facilities Management Company. At this stage it appears the scale of the problem may not be as extensive as first indicated.

We are in regular contact and discussion with our Facilities Management Company ensuring we receive an effective and value for money service.

8.0 FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

8.0 RECOMMENDATIONS

As there are no financial implications, nor approvals sought, the Joint Board is requested to note the contents of this report.

Joan M Hewton
ASSESSOR & ERO

3 November 2014