

# Lothian Valuation Joint Board

Edinburgh, 16 November 2015

## Present:

**City of Edinburgh Council** – Councillors Work (Convener), Bagshaw, Doran, Ricky Henderson, Keil, McInnes and Ritchie.

**East Lothian Council** – Councillors Gillies and McNeil.

**Midlothian Council** – Councillor Russell.

**West Lothian Council** – Councillor McCarra.

## 1 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 7 September 2015 as a correct record.

## 2 Period 7 Financial Statement 2015-2016

The Board's actual and budgeted expenditure for the period to 31 October 2015 was reported together with a year end projection to 31 March 2016.

At this stage, the projected outturn against the core budget of £6.118m indicated a forecast spend of £6.023m resulting in a net underspend of £0.095m.

### Decision

To note the projected outturn position for 2015-2016.

(Reference – report by the Treasurer, submitted)

## 4 Revenue Budget 2016-2017

A draft budget for 2016-2017 had been prepared by the Treasurer in consultation with the Assessor. The draft budget was currently £6.482m which represented an increase of £0.364m to the approved budget for 2015/2016. This shortfall was due to the ongoing cost attributed to Individual Electoral Registration (IER).

Whilst further work would be undertaken on the budget between now and February 2016, Members recognised that the position was unlikely to change unless additional IER grant funding was provided by the Cabinet Office for 2016/17.

Lothian Valuation Joint Board  
16 November 2015

**Decision**

- 1) To note the projected shortfall of £0.364m against the draft budget 2016/17 at this stage of budget development.
- 2) To use the creditor balance to address the forecast budget shortfall for 2016/17, which had arisen as a result of Individual Electoral Registration (IER). If IER grant was subsequently received for 2016/17, to note it would be applied to reduce the level of drawdown required from the creditor balance.
- 3) To note that the Assessor and Treasurer would work together to establish a sustainable budget for 2017/18 with further reports being presented throughout 2016/17.

(Reference – report by the Treasurer, submitted)

**5 Mid Term Review – Treasury Management Activity**

The mid term review of the Board's treasury management activity for the first half of the 2015-2016 financial year was presented.

**Decision**

To note the investment activity undertaken on behalf of the Board.

(Reference – report by the Treasurer, submitted)

**6 Assessor's November 2015 Progress Report to the Joint Board**

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

Key issues for the service included the transition to Individual Electoral Registration (IER). Household enquiry forms had been issued in August as the first step in the annual canvass process and the revised register would be published on 1 December 2015 at the conclusion of the canvass.

Work was continuing with the Electoral Commission to raise awareness and encourage 16/17 year olds to register to vote.

**Decision**

To note the updates set out in the report.

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

## **7 Code of Conduct for Employees**

The Code of Conduct for Employees had been revised to include a section informing employees of their responsibility in reporting potential conflicts of interest.

### **Decision**

To approve the revised Code of Conduct for Employees.

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

## **8 Discretions Policy Statement**

The Discretions Policy statement had been revised in line with the new Local Government Pension Scheme regulations and would be presented to Lothian Pension Fund in accordance with Pension Scheme regulations.

### **Decision**

To approve the discretions policy statement for presentation to Lothian Pension Fund.

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

## **9 Managing Attendance Procedure**

The Managing Attendance Procedure had been reviewed to assist line managers to monitor, control and improve attendance levels and to reduce the adverse impact of sickness absence on staff and service delivery.

### **Decision**

To approve the revised Managing Attendance Procedure.

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

## **10 Recruitment and Selection Policy**

The Recruitment and Selection Policy had been reviewed and amended to ensure compliance with current legislation.

### **Decision**

To approve the revised Recruitment and Selection Policy.

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

## **11 Revised Records Management Policy**

The Public Records (Scotland) Act 2011 required the Board to prepare and implement a Records Management Plan by Oct 2015 setting out arrangements for its management of records. The Plan was currently being reviewed by the Keeper of the Records of Scotland.

The Records Management Policy had been reviewed and amended and a new Records Management Disposal and Retention Policy had been drafted.

### **Decision**

To approve the revised Records Management Policy and draft Records Management Retention and Disposal Policy.

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