

# Lothian Valuation Joint Board

Edinburgh, 5 September 2016

## Present:

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

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

## 1 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 20 June 2016 as a correct record.

## 2 Lothian Valuation Joint Board 2015/16 Audit Report

The External Auditor's report on the audit of the Joint Board's 2015-16 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).

Carol Foster, Senior Audit Manager, Audit Scotland highlighted the principal areas covered by the report and responded to questions from members.

### Decision

To note the annual audit report.

(Reference – report by Audit Scotland, submitted)

## 3 Audited Annual Accounts for the Year Ended 31 March 2016

The audited financial statements for the year ended 31 March 2016 were presented. There were no significant issues identified during the course of the audit and no qualifications to the auditor's opinion.

### Decision

- 1) To note the Audited Annual Accounts for the year ended 31 March 2016 and to authorise the Annual Accounts for signature.
- 2) To approve the retention of the £0.153m underspend from the financial year 2015/16.

(Reference – report by the Treasurer, submitted)

#### **4 Period 4 Financial Statement**

The Board's actual and budgeted expenditure for the period to 31 July 2016 was reported together with a year end projection to 31 March 2017.

At this stage, the projected outturn against the core budget indicated a forecast spend of £6.077m resulting in a net underspend of £0.041m.

##### **Decision**

To note the projected outturn position for 2016-2017.

(Reference – report by the Treasurer, submitted)

#### **5 Assessor's Progress Report – September 2016**

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

The Valuation Board's Depute ERO and Head of Administration provided an update on electoral registration and engagement strategies to encourage registration particularly amongst under-registered groups and schools.

Information was also given on progress with the revaluation roll for 2017. Return rates had been poor and work was continuing to improve the data for analysis and rateable value accuracy for all types of subject categories.

##### **Decision**

- 1) To note the updates in the report.
- 2) That a briefing note be circulated to members on the impact of changes to valuations across the business sector.

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

#### **6 Emergency Motion – Assessor and Electoral Registration Officer**

The Assessor and Electoral Registration Officer announced her retirement with effect from 31 December 2016.

The Convener ruled that the following item, notice of which had been given at the start of the meeting, be considered as a matter of urgency to allow the Committee to give early consideration to this matter.

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The following motion by Councillor Work was submitted in terms of Standing Order 28:

**“Retirement of Assessor and Electoral Registration Officer**

- 1) To note the retirement of the current Assessor and Electoral Registration Officer with effect from 31 December 2016.
- 2) To thank the Assessor for her exceptional and outstanding service to the work of the Joint Board and to agree to host a retiral dinner.
- 3) To note that the membership and remit of the Appointments Committee had been approved by the Joint Board at their meetings on 11 June 2012 and 1 February 2013 as follows:  
  
The City of Edinburgh Council (2 Members) - Councillor Work (Convener)  
Councillor Bagshaw  
  
East Lothian Council (1 Member) - Councillor Gillies  
  
Midlothian Council (1 Member) - Councillor Russell  
  
West Lothian Council (1 Member) - Councillor King
- 4) To delegate authority to the Chief Executive and Clerk to take forward the recruitment process and prepare a draft timetable, job description and job advert for approval by the Appointment Committee.”

**Decision**

To approve the motion.