

# Lothian Valuation Joint Board

Edinburgh, 28 November 2016

## Present:

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

**East Lothian Council** – Councillor Gillies.

**West Lothian Council** – Councillor McCarra.

## 1 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 5 September 2016 as a correct record.

## 2 Period 7 Financial Statement 2016/17

The Board's actual and budgeted expenditure for the period to 31 October 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 £6.018m resulting in a net underspend of £0.100m.

### Decision

To note the projected outturn position for 2016-2017.

(Reference – report by the Treasurer, submitted)

## 3 Revenue Budget 2017-2018 – Financial Planning

Details were given of the financial planning being undertaken to present a revenue budget for 2017/18 to the Board in February 2017.

The Board had maintained a "flat cash" requisition of £6.118m for five years from 2012/13 to 2016/17. Budget planning for 2017/18 was being undertaken on the basis of continuation of no change in total council requisition from 2016/17.

For 2017/18 the Board would continue to incur Individual Electoral Registration (IER) costs and it was considered unlikely that all IER costs would be fully contained in the core budget.

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**Decision**

- 1) To note the financial planning assumptions currently being progressed for the 2017/18 revenue budget.
- 2) To note that the revenue budget for 2017/18 would be presented to the Board for approval at its meeting on 6 February 2017.

(Reference – report by the Treasurer, submitted)

**4 Mid-Term Review – Treasury Management Activity**

The mid term review of the Board's treasury management activity for the first half of the 2016-2017 financial year was presented.

**Decision**

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

(Reference – report by the Treasurer, submitted)

**5 Assessor and Electoral Registration Officer Progress Report**

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

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.

The Control of Smoking at Work policy had been reviewed to incorporate vaping devices and had been agreed with Unison.

Concerns had been expressed by Unison about the current level of staffing and the workload required to carry out the Board's statutory duties. The Assessor had carried out a minor review of the technical department. This had resulted in a reviewed structure and creation of a new post to carry out tasks graded at lower pay grades thereby alleviating the workload of professional and technical staff.

**Decision**

- 1) To approve the minor adjustments to the Control of Smoking at Work Policy.
- 2) To note the alterations to the Career Development Salary Progression Schemes, Job Descriptions and Person Specifications.
- 3) To otherwise note the remaining updates in the report.

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

## **6 Appointment of Assessor and Electoral Registration Officer**

The Board, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of the following item of business for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 3, 12 and 14 of Part 1 of Schedule 7(A) of the Act.

The Board had delegated authority to the Chief Executive and Clerk to take forward the recruitment process to appoint a successor to the current Assessor and Electoral Registration Officer who would be retiring on 31 December 2016.

Information was provided on the outcome of the recruitment process and the short listing and interviews carried out by the Board's Appointment Committee.

### **Decision**

- 1) To approve the recommendations contained in the report as detailed in the Confidential Schedule signed by the Convener relevant to this minute.
- 2) That a report on progress be brought back to the Board at the appropriate time.

(References – Lothian Valuation Joint Board 5 September 2016 (item 6); report by the Chief Executive and Clerk, submitted)