

Lothian Valuation Joint Board

9 November 2020

Meeting held virtually by Teams

Present:

City of Edinburgh Council – Councillors Key (Convener), Corbett, Doggart, Doran, Gordon, Gloyer, Henderson, Rust and Work.

East Lothian Council – Councillor Findlay.

West Lothian Council – Councillor McGuire.

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 7 September 2020 as a correct record.

2 Interim Assessor's Progress Report to the Lothian Valuation Joint Board

A progress report by the Assessor and Electoral Registration Officer (ERO) was presented to the Board. It provided information on the overview of current service delivery, priorities, risks and future direction.

An update was also provided on the activities of the organisation during the Covid-19 pandemic. The majority of staff continued to work from home with a limited number attending the office to work on the annual canvass and the upcoming by-election in Edinburgh.

Decision

To note the report.

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

3 2019/20 External Audit Plan and Annual Audit Report to Members of Lothian Valuation Joint Board and the Controller of Audit

The External Annual Audit Plan for 2019/20 was originally scheduled to be presented to the Board in April 2020, however this meeting was cancelled due to the Covid-19 pandemic. The Plan was therefore presented alongside the Annual Audit Report.

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The audit plan summarised the work plan for the external audit activities of the Valuation Joint Board. The findings arising from the external audit were summarised in the 2019/20 Annual Audit Report.

Decision

- 1) To note the External Audit Plan 2019/20.
- 2) To note the Annual Audit Report to members of Lothian Valuation Joint Board and the Controller of Audit, including the Action Plan and management responses.

(Reference – report by the Treasurer, submitted)

4 Audited Annual Accounts for the Year Ended 31st March 2020

The Board had considered the unaudited annual accounts at its meeting on 15 June 2020. The audited Annual Accounts for the year ended 31 March 2020 were presented to the Board to note and authorise them for signature.

Decision

- 1) To note the Audited Annual Accounts for the year ended 31st March 2020.
- 2) To authorise the Annual Accounts 2019/20 for signature.

(Reference – report by the Treasurer, submitted)

5 ER Internal Audit Review

A report provided members with an update on the 2019/20 internal audit exercise which assessed the adequacy of design and operating effectiveness of controls established by the LVJB in relation to electoral registration.

There were 5 medium findings identified. The full Internal Audit Report was attached at Appendix 1 to the report.

Decision

To note the Internal Audit report for 2019/20.

(Reference – report by the Head of Governance, submitted)

6 Mid Term Review – Treasury Management Activity

The Board considered a report by the Treasurer which reviewed the investment activity undertaken on behalf of the Board during the first half of the 2020/21 financial year.

Decision

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

(Reference – report by the Treasurer, submitted)

7 Period 6 Financial Statement 2020/21

The Period 6 Financial Statement for the financial year 2020/21 was submitted.

The projected revenue budget outturn position was summarised to 31 March 2021, based on the position at 31 September 2020. The forecast was for net expenditure to be in line with the approved budget.

Decision

- 1) To note the projected outturn position for 2020/21.
- 2) To note that a further 2020/21 budget update would be presented in February 2021.

(Reference – report by the Treasurer, submitted)

8 Governance Strategy Group

Approval was sought for new terms of reference for a Governance Strategy Group which would replace the existing LVJB Governance Group. It was proposed that the Group would oversee corporate governance matters and play an active role in formulating future strategic options for the LVJB, with a member from each constituent authority attending meetings.

Decision

- 1) To note the report.
- 2) To approve the terms of reference attached at Appendix 1 to the report by the Interim Assessor and ERO.
- 3) To request that members confirmed their representative from each authority following the meeting.

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