

# Lothian Valuation Joint Board

Edinburgh, 13 June 2022

Meeting held Virtually by Teams

## Present:

**City of Edinburgh Council** – Councillors Beal, Caldwell, Dalgleish, Dixon, Glasgow, Griffiths, Finlay McFarlane, Mitchell and Staniforth (substituting for Councillor Booth).

**East Lothian Council** – Councillors Carol McFarlane and McMillan.

**Midlothian Council** – Councillors Bowen and Russell.

**West Lothian Council** – Councillors Adamson, Conn and Paul (substituting for Councillor McGuire).

## 1 Appointment of Convener

The Board was required to appoint a Convener for the duration of the term of the current political administration to May 2027.

### Decision

To appoint Councillor Conn (West Lothian Council) as Convener of the Lothian Valuation Joint Board.

## 2 Appointment of Vice-Convener

The Board was required to appoint a Vice-Convener for the duration of the term of the current political administration to May 2027.

### Motion

To appoint Councillor Russell (Midlothian Council) as Vice-Convener of the Lothian Valuation Joint Board.

- moved by Councillor Bowen, seconded by Councillor Paul

### Amendment

To appoint Councillor Beal (City of Edinburgh Council) as Vice-Convener of the Lothian Valuation Joint Board.

- moved by Councillor Caldwell, seconded by Councillor Dalgleish

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### **Voting**

For the motion - 4 votes

For the amendment - 11 votes

(For the motion – Councillors Adamson, Bowen, McMillan and Russell.

For the amendment – Councillors Beal, Caldwell, Conn, Dalgleish, Dixon, Glasgow, Griffiths, Carol McFarlane, Finlay McFarlane, Mitchell and Paul.

Abstention – Councillor Staniforth.)

### **Decision**

To appoint Councillor Beal (City of Edinburgh Council) as Vice-Convenor of the Lothian Valuation Joint Board.

## **3 Minute**

### **Decision**

To approve the minute of the Lothian Valuation Joint Board of 4 April 2022 as a correct record.

## **4 Assessor's Progress Report to the Lothian Valuation Joint Board**

A progress update by the Assessor and Electoral Registration Officer was presented to the Board. The report provided an overview of current service delivery, priorities, risks and future direction.

Members noted that the majority of staff remained working at home or on a hybrid basis, part time home-based and part time office-based. In this regard, the Assessor and ERO presented a proposed hybrid working policy for consideration.

- Key service priorities over the forthcoming year included:
- Continuation of voter engagement work with various groups
- Maintenance of the Valuation Roll
- Valuation Roll appeals
- Council tax appeals
- Governance and risk
- Budget 2022/23 and planning

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**Decision**

- 1) To note the report.
- 2) To continue consideration of the Hybrid Working Policy to the next meeting of the Board scheduled to be held on 5 September 2022 to allow members time to consider the detail of the proposed policy.

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

**5 Unaudited Accounts for the Year Ended 31 March 2022**

The unaudited annual accounts for the year ended 31 March 2022 were presented to the Board in accordance with the Local Authority Accounts (Scotland) Regulations 2014, as extended by Regulation 5 of the Local Authority (Capital Finance and Accounting) (Scotland) (Coronavirus) Amendment Regulations 2021.

Members noted that the Board had achieved outturn expenditure within budget for 2021/22. The Management Commentary provided further details and the principal reasons for this.

The usable reserve balance at 31 March 2022 was £1.450m. £0.148m was earmarked for future costs of Non-Domestic Rates Reform and £0.080m for Individual Electoral Registration. The non-earmarked usable reserve balance was £1.222m.

**Decision**

- 1) To note the unaudited annual accounts for the year ended 31 March 2022.
- 2) To note that the audited annual accounts for 2021/22 would be presented to the Board on completion of the external audit.

(Reference – report by the Treasurer, submitted)

**6 Treasury Management Annual Report 2021/2022**

The Treasury Management Annual Report for the financial year 2021/22 was submitted.

**Decision**

To note the Treasury Management Annual Report for 2021/22.

(Reference – report by the Treasurer, submitted)

## **7 Appointments to Committees and the Joint Consultative Group**

The Joint Board had previously established an Appointment Committee to undertake recruitment and appointment of senior staff and an Appeal Committee to deal with disciplinary and grievance issues. The Board had also set up a Joint Consultative Group to provide a means of regular consultation between the Board and employees' representatives on a range of issues.

The Board was invited to re-establish its Committees and Groups, approve their remits and appoint memberships and Conveners.

### **Decision**

To continue consideration of the report to the next meeting of the Board scheduled to be held on 5 September 2022 to allow members time to consider nominations.

(Reference – report by the Chief Executive and Clerk, submitted)

## **8 Future Meeting Dates**

- 1) To note the previously agreed meeting dates for the period to June 2023 as follows:
  - Monday 5 September 2022
  - Monday 24 October 2022
  - Monday 30 January 2023
  - Monday 24 April 2023
  - Monday 12 June 2023
- 2) To include an item on the format of future meetings to the agenda for the next meeting of the Board scheduled to be held on 5 September 2022 for discussion.