

Lothian Valuation Joint Board

24 April 2023

Hybrid Meeting held in the Dean of Guild Court Room, City Chambers, High Street, Edinburgh and virtually by Microsoft Teams

Present:

City of Edinburgh Council – Councillors Beal (Vice-Convener), Caldwell, Dalglish, Dixon, Glasgow, Jenkinson, Finlay McFarlane, Mitchell and Staniforth.

East Lothian Council – Councillors Carol McFarlane and McMillan.

Midlothian Council – Councillor Bowen and Russell.

West Lothian Council – Councillors Adamson, Boyle and Conn (Convener).

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 30 January 2023 as a correct record.

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

A progress report by the Assessor and Electoral Registration Officer provided an overview of current service delivery, priorities, risks and future direction. This included updates on electoral registration activities, valuation roll maintenance and revaluation activities and council tax maintenance.

Approval was also sought for two new Human Resources Policies MyPath Policy and Procedure and Contribution Award Policy and Procedure and revisions to the following five policies:

- Fire Safety and Evacuation Policy
- Sickness Absence Management Policy and Procedure
- Customer Service Policy
- Equality, Diversity and Inclusion Policy
- Special Leave Policy

Decision

- 1) To note the updates in the report by the Assessor and ERO including the Annual Governance Statement and Internal Audit report on Non-Domestic Rate Appeals.

Lothian Valuation Joint Board
24 April 2023

- 2) To approve the two new HR Policies MyPath Policy and Procedure and Contribution Award Policy and Procedure.
- 3) To approve the revisions to the five Human Resources Policies set out in appendix 2 of the report.
- 4) To note that where an award was made to a staff member under the Contribution Award Policy and Procedure, the Convener or Vice-Convener of the Board would make the presentation.

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

3 2022/23 External Audit Annual Plan

The External Audit Annual Plan summarising the work plan for the Lothian Valuation Joint Board external audit for 2022/23 was presented. The Plan outlined the proposed main areas of scrutiny and timescales for the 2022/23 audit.

The external auditor set out the main areas of work within the Plan:

- An audit of the Annual Accounts and provision of an independent auditor's report
- An audit opinion on other statutory information published within the Annual Accounts including the management commentary, the annual governance statement and the remuneration report
- A review of the annual governance statement and concluding on the financial sustainability of the Board over the medium to longer term
- Consideration of best value arrangements.

Decision

To note the External Audit Annual Plan for 2022/23.

(Reference – report by the Treasurer, submitted)