

# LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held via Microsoft Teams on 7 March 2022

## **Convener:**

Councillor Alex McVey, North Lanarkshire Council

## **Councillors Present:**

### **North Lanarkshire Council**

Councillor Bob Burgess, Councillor Tom Castles, Councillor Jim Reddin, Councillor William Shields

### **South Lanarkshire Council**

Councillor Peter Craig, Councillor Isobel Dorman, Councillor Lynsey Hamilton (Vice Convener), Councillor Jim Wardhaugh

## **Councillors' Apologies:**

### **North Lanarkshire Council**

Councillor Tom Johnston, Councillor Caroline Stephen, Councillor Annette Valentine

### **South Lanarkshire Council**

Councillor Walter Brogan, Councillor Geri Gray, Councillor Ann Le Blond

## **Attending:**

### **Assessor and Electoral Registration Service**

G Bennett, Assessor and Electoral Registration Officer; R Pacitti, Assistant Assessor and Electoral Registration Officer

### **Clerk's Office**

C Sneddon, Clerk; K McLeod, Administration Assistant; S McLeod, Administration Officer, South Lanarkshire Council

### **Treasurer's Office**

P Manning, Treasurer

## **Also Attending:**

### **Audit Scotland**

B Gillespie, Lead Auditor; A Kerr, Senior Audit Manager

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Lanarkshire Valuation Joint Board held on 6 December 2021 were submitted for approval as a correct record.

**The Board decided:** that the minutes be approved as a correct record.

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## **3 Revenue Budget Monitoring and Probable Outturn Position 2021/2022 – Lanarkshire Valuation Joint Board**

A report dated 22 February 2022 by the Treasurer was submitted comparing the Board's actual expenditure at 28 January 2022 against the budgeted expenditure for 2021/2022 and providing a forecast for the year to 31 March 2022.

As at 28 February 2022, there was an underspend of £0.439 million on the Board's revenue budget. Following the probable outturn exercise, the position was an anticipated transfer to Reserves of £0.021 million. This would leave a balance of £1.148 million to be carried into 2022/2023.

**The Board decided:**

- (1) that it be noted that, following the probable outturn exercise, there would be a transfer to Reserves of £0.021 million for the current financial year; and
- (2) that the underspend on the Board's revenue budget of £0.439 million at 28 February 2022, as detailed in Appendix A to the report, be noted.

*[Reference: Minutes of 6 December 2021 (Paragraph 3)]*

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#### **4 Lanarkshire Valuation Joint Board - Service Plan - 1 April 2022 to 31 March 2025**

A report dated 24 February 2022 by the Assessor and Electoral Registration Officer was submitted on the proposed Lanarkshire Valuation Joint Board Service Plan for the period 1 April 2022 to 31 March 2025.

The current Service Plan covered the period from 1 April 2019 to 31 March 2022 and a new Plan, covering the period from 1 April 2022 to 31 March 2025, had been prepared. The proposed Service Plan, attached as an appendix to the report, set out the Board's key business areas over the 3 year period. The key challenges facing the Board over the period of the Plan were detailed in the report.

Update reports on the progress of the Plan would be submitted to future meetings of the Board.

**The Board decided:** that the Lanarkshire Valuation Joint Board Service Plan for the period 1 April 2022 to 31 March 2025 be approved.

*[Reference: Minutes of 1 March 2021 (Paragraph 5)]*

*Councillor Castles joined the meeting during this item of business*

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#### **5 Lanarkshire Valuation Joint Board Annual Audit Plan 2021/2022**

The Board considered the Lanarkshire Valuation Joint Board Audit Plan for 2021/2022, dated February 2022, submitted by the Council's External Auditors, Audit Scotland. The Plan set out the audit work necessary to allow Audit Scotland to provide an independent auditor's report and meet the wider scope requirements of public sector audit.

The Plan was structured around the following areas:-

- ◆ introduction
- ◆ annual accounts audit planning
- ◆ audit dimensions
- ◆ reporting arrangements, timetable and audit fee
- ◆ other matters including independence and objectivity and quality control

Details were given on key aspects of those areas.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 1 March 2021 (Paragraph 4)]*

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## **6 Lanarkshire Valuation Joint Board - Service Plan - 1 April 2019 to 31 March 2022 - Update**

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A report dated 22 February 2022 by the Assistant Assessor and Electoral Registration Officer was submitted providing an update on the Lanarkshire Valuation Joint Board Service Plan for the period 1 April 2019 to 31 March 2022.

The current Service Plan, approved by the Board on 4 March 2019, set out the Board's key business areas over the period 1 April 2019 to 31 March 2022. The Plan, which was attached as an appendix to the report, assisted in ensuring that services were delivered as effectively and efficiently as possible to service users.

Details of the Board's key challenges over the period of the Plan were outlined in the report.

This was the final update report on the progress of the Plan.

Officers responded to members' questions on the inclusion of snack bars on the Valuation Roll, the continued use of Microsoft Teams, post pandemic, for the Lanarkshire Valuation Appeal Panel and arrangements for members of the public attending the Electoral Registration Offices in terms of late registration, absent vote and proxy vote applications for the forthcoming Local Government elections.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 1 March 2021 (Paragraph 5)]*

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## **7 Risk Register Update 2022**

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A report dated 17 February 2022 by the Assessor and Electoral Registration Officer was submitted on the review and update of Lanarkshire Valuation Joint Board's Risk Register for 2022.

The Board's Organisational Risk Register had been fully reviewed by the management team and updated to reflect a reassessment of existing risks on the register and to document new risks which had emerged.

The review had identified 38 risks, which had been categorised as follows:-

- ◆ 2 as high risk
- ◆ 20 as medium risk
- ◆ 16 as low risk

The updated register was attached as Appendix 1 to the report. The Risk Scoring Matrix, which explained the allocation of inherent and residual risk, was attached as Appendix 2 to the report.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 1 March 2021 (Paragraph 6)]*

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## **8 Progress Update**

A report dated 17 February 2022 by the Assessor and Electoral Registration Officer was submitted on:-

- ◆ an overview of the Service
- ◆ current issues and Service priorities
- ◆ an update on performance
- ◆ issues affecting the future direction of the Joint Board

Statistical information, illustrating progress made in terms of key areas of the work undertaken by Lanarkshire Valuation Joint Board, was provided in the appendices to the report.

The Assessor and Electoral Registration Officer thanked the members of the outgoing Board for their support over the past 5 years. He continued by advising that Jim Neason, Assistant Assessor and Electoral Registration Officer, was due to retire and thanked him, in his absence, for his dedicated service.

**The Board decided:** that the report be noted.

*[Reference: Minutes of 6 December 2021 (Paragraph 7)]*

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## **9 Urgent Business**

There were no items of urgent business.

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## **Convener's Closing Remarks**

The Convener, on behalf of the members of the Joint Board, thanked Mr Neason for his dedicated service to the Joint Board and wished him a long and happy retirement. The Vice Convener echoed the Convener's sentiments.

The Convener continued by thanking members and officers involved with the Board for their hard work and support over the past 5 years and wished everyone present all the very best for the future.