

## LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 7 June 2010.

**Convener:**

Councillor Bill Shields

**Councillors Present:****North Lanarkshire Council**

Robert Burrows, Bob Chadha, Jean Jones, Peter Nolan, Gordon Stewart

**South Lanarkshire Council**

John Cairney (Depute – after item 2), Hugh Dunsmuir, Alex McInnes, Alice Marie Mitchell, Lesley McDonald, Jim McGuigan, Patrick Ross-Taylor, Jim Wardhaugh

**Councillors' Apologies:****North Lanarkshire Council**

Paul Delaney, Kaye Harmon, James McGuigan, Brian Wallace

**Attending:****Assessor and Electoral Registration Service**

E Duffy, Assessor and Electoral Registration Officer; G Bennett, Depute Assessor and Electoral Registration Officer

**Clerk's Office**

J Burke, Administration Assistant; P MacRae, Administration Officer, South Lanarkshire Council

**Treasurer's Office**

L O'Hagan, Finance Manager (Accounting and Budgeting), South Lanarkshire Council

---

**1 Declaration of Interests**

---

No interests were declared.

---

**2 Position of Depute Convener**

---

Following the resignation of Councillor Dunsmuir as Depute Convener, Councillor AM Mitchell, seconded by Councillor Dunsmuir, moved that Councillor Cairney be appointed as Depute Convener of Lanarkshire Valuation Joint Board. Councillor McDonald, seconded by Councillor Jim McGuigan, moved that Councillor J Wardhaugh be appointed as Depute Convener of Lanarkshire Valuation Joint Board.

On a vote being taken by show of hands, 10 members voted for Councillor Cairney and 4 members voted for Councillor J Wardhaugh.

**The Board decided:**

that Councillor Cairney be appointed as Depute Convener of Lanarkshire Valuation Joint Board.

---

**3 Minutes of Previous Meeting**

---

The minutes of the meeting of the Board held on 1 March 2010 were submitted for approval as a correct record.

Councillor Burrows requested and received clarification on the format and content of the minutes for the Lanarkshire Valuation Joint Board.

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

---

#### **4 Revenue Budget Monitoring 2010/2011 - Lanarkshire Valuation Joint Board**

---

A report dated 17 May 2010 by the Treasurer was submitted comparing the Board's actual expenditure at 14 May 2010 against budgeted expenditure for 2010/2011 and providing a forecast for the year to 31 March 2011.

**The Board decided:** that the underspend on the Board's revenue budget of £0.004 million at 14 May 2010, as detailed in Appendix A to the report, and the forecast to 31 March 2011 of a breakeven position be noted.

*[Reference: Minutes of 1 March 2010 (Paragraph 3)]*

---

#### **5 Lanarkshire Valuation Joint Board Internal Audit Annual Audit Report 2009/2010**

---

A report dated 30 April 2010 by the Treasurer was submitted on Internal Audit services delivered to the Lanarkshire Valuation Joint Board by South Lanarkshire Council for the 2009/2010 financial year.

The Internal Audit Annual Report in relation to the Lanarkshire Valuation Joint Board covered:-

- ◆ current performance
- ◆ delivery of audit actions
- ◆ findings
- ◆ the opinion of Internal Audit on the adequacy and effectiveness of the Board's internal control systems

The opinion of Internal Audit for the year 2009/2010 was that an adequate level of assurance could be placed on the adequacy and effectiveness of the Board's internal control system.

**The Board decided:**

- (1) that the Internal Audit report for 2009/2010 for the Lanarkshire Valuation Joint Board be noted; and
- (2) that the opinion of Internal Audit be considered in the preparation of the Statement of Internal Control for the Lanarkshire Valuation Joint Board.

*[Reference: Minutes of 1 June 2009 (Paragraph 6)]*

*Councillors Dunsmuir and Mitchell left the meeting during consideration of this item of business*

---

#### **6 Revaluation 2010 - Outcomes**

---

A report dated 17 May 2010 by the Depute Assessor and Electoral Registration Officer was submitted on the outcomes of the revaluation of non-domestic subjects throughout Lanarkshire.

In terms of the Valuation and Rating (Scotland) Act 1956 Section 9(1), the Assessor was required to carry out a revaluation of non-domestic properties every 5 years. The revaluation of over 18,000 non-domestic properties had involved a comprehensive programme of information gathering and analysis to arrive at a net annual value for each non-domestic subject to be entered in the Valuation Roll with effect from 1 April 2010. The 2010 revaluation had also required that electricity subjects, remitted to the Assessor in accordance with the Non-Domestic Rating (Valuation of Utilities) (Scotland) Order 2005, were revalued for the first time since their return to conventional rating.

Details were provided on value changes as a result of the 2010 revaluation across all wards in Lanarkshire.

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

*[Reference: Minutes of 7 September 2009 (Paragraph 5)]*

*Councillors McInnes and Jones left the meeting during consideration of this item of business*

---

## **7 The Completeness and Accuracy of Electoral Registers in Lanarkshire**

---

A report dated 17 May 2010 by the Assessor and Electoral Registration Officer was submitted on the publication of a report on the completeness and accuracy of Electoral Registers in Lanarkshire.

In March 2010, the Electoral Commission (EC) had published a research report on the completeness and accuracy of electoral registers in Great Britain. This had provided an opportunity to analyse the registers in Lanarkshire and compare this analysis with the results of the EC report.

Following this exercise, it was noted that:-

- ◆ the completeness of the Lanarkshire registers was broadly in line with current EC estimates for other registers in Great Britain
- ◆ the completeness of the Lanarkshire registers was likely to be in the range of 91% to 96%
- ◆ within the registers, there was likely to be significant local variation in registration levels
- ◆ areas with a high percentage of single adult households were likely to have the lowest levels of registration
- ◆ areas with a high percentage of flatted properties were likely to have the lowest levels of registration
- ◆ areas with a high percentage of detached properties had the highest levels of registration
- ◆ the low response to the annual canvass in Lanarkshire was in line with the EC's findings for the central belt in Scotland as a whole

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

*Councillors Chadha and Burrows left the meeting during consideration of this item of business*

---

## **8 Lanarkshire Valuation Joint Board Public Performance Report 2009/2010**

---

A report dated 17 May 2010 by the Depute Assessor and Electoral Registration Officer was submitted on the Board's Public Performance Report for the financial year 2009/2010. The Public Performance Report, attached as an appendix to the report, outlined the Board's performance in its core service delivery areas for the period 2009/2010.

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

*[Reference: Minutes of 1 June 2009 (Paragraph 14)]*

---

## **9 Progress Report to the Joint Board**

---

A report dated 17 May 2010 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

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

*[Reference: Minutes of 1 March 2010 (Paragraph 7)]*

---

## **10 Monitoring of Complaints - 1 April 2009 to 31 March 2010**

---

A report dated 18 May 2010 by the Assessor and Electoral Registration Officer was submitted providing details of all complaints received by the Joint Board in the period 1 April 2009 to 31 March 2010.

A total of 23 complaints had been received in the period 1 April 2009 to 31 March 2010. 20 of those related to council tax and 3 to electoral registration. 5 of the complaints had been classified as justified and 18 as unjustified. Details were given on the action taken, in each instance, as a result of justified complaints.

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

*[Reference: Minutes of 1 June 2009 (Paragraph 12)]*

---

## **11 Urgent Business**

---

There were no items of urgent business.