

LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 5 March 2018

Convener:

Councillor Alex McVey, North Lanarkshire Council

Councillors Present:**North Lanarkshire Council**

Tom Castles

South Lanarkshire Council

Poppy Corbett, Peter Craig, Isobel Dorman, Lynsey Hamilton (Depute), Jim Wardhaugh

Councillors' Apologies:**North Lanarkshire Council**

David Baird, Bob Burgess, Cameron McManus, Jim Reddin, Bill Shields, Annette Valentine

South Lanarkshire Council

Fiona Dryburgh, Geri Gray, Ann Le Blond

Attending:**Assessor and Electoral Registration Service**

G Bennett, Assessor and Electoral Registration Officer; D Combe, Assistant Assessor and Electoral Registration Officer (South Lanarkshire)

Clerk's Office

L Freeland, Clerk; P MacRae, Administration Officer, South Lanarkshire Council

Treasurer's Office

P Manning, Treasurer; L O'Hagan, Finance Manager (Strategy), South Lanarkshire Council

Also Attending:**Audit Scotland**

L Dodds, Lead Auditor

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Board held on 4 December 2017 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2017/2018 - Lanarkshire Valuation Joint Board

A report dated 12 January 2018 by the Treasurer was submitted comparing the Board's actual expenditure at 5 January 2018 against the budgeted expenditure for 2017/2018 and providing a forecast for the year to 31 March 2018.

Following the probable outturn exercise, a draw of £0.061 million, £0.127 million less than originally budgeted, would be required from Reserves.

The Board decided:

- (1) that the underspend on the Board's revenue budget of £0.071 million at 5 January 2018, as detailed in Appendix A to the report, be noted; and
- (2) that it be noted that, following the probable outturn exercise, there would be a draw on reserves of £0.061 million, as detailed in Appendix A to the report.

[Reference: Minutes of 4 December 2017 (Paragraph 4)]

4 Financial Strategy 2019/2020 to 2021/2022 and Longer Term Outlook - Lanarkshire Valuation Joint Board

A report dated 1 February 2018 by the Treasurer was submitted on a Financial Strategy for Lanarkshire Valuation Joint Board over the medium term for the years 2019/2020 to 2021/2022 and the provision of a longer term outlook for the 5 year period to 2023/2024.

Audit Scotland had recommended that Lanarkshire Valuation Joint Board prepare a medium to long term financial plan. The Board's Revenue Budget for 2018/2019 had been set, details of which were provided in the report and the attached appendix. It was now considered appropriate to provide a proposed strategy for 2019/2020 to 2021/2022, together with a longer term outlook for the years to 2023/2024.

Details were given on the following key aspects of the Financial Strategy:-

- ◆ budget strategy assumptions for 2019/2020 to 2021/2022
- ◆ managing funding shortfall
- ◆ the longer term strategy for 2022/2023 to 2023/2024
- ◆ future strategy for Reserves

It was anticipated that there would be an impact on expenditure levels in future years as a result of the Barclay Review of the business rates system in Scotland. However, currently, this could not be quantified and no account of this had been taken in the budget strategy.

Officers responded to a member's question on an aspect of the strategy in relation to recruitment.

The Board decided: that the Financial Strategy, over the medium to longer term, as detailed in the report, be approved.

5 Risk Register Update 2018

A report dated 16 February 2018 by the Assistant Assessor and Electoral Registration Officer was submitted on the review and update of Lanarkshire Valuation Joint Board's Risk Register for 2018.

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:-

- ◆ 4 as high risk
- ◆ 13 as medium risk
- ◆ 21 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 13 March 2017 (Paragraph 6)]

6 Lanarkshire Valuation Joint Board - Annual Audit Plan 2017/2018

The Board considered the Lanarkshire Valuation Joint Board Audit Plan for 2017/2018, dated February 2018, 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:-

- ◆ risks and planned work
- ◆ audit scope and timing

Details were given on key aspects of those areas.

The Board decided: that the report be noted.

[Reference: Minutes of 13 March 2017 (Paragraph 5)]

7 Progress Update

A report dated 15 February 2018 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
- ◆ complaints received and dealt with since the last progress update report

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.

Officers responded to members' questions on various aspects of the report.

The Board decided: that the report be noted.

[Reference: Minutes of 4 December 2017 (Paragraph 8)]

8 Urgent Business

There were no items of urgent business.