

LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 26 June 2017

Convener:

Councillor Alex McVey, North Lanarkshire Council (*after item 3*)

Councillors Present:**North Lanarkshire Council**

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

South Lanarkshire Council

Peter Craig, Isobel Dorman, Fiona Dryburgh, Geri Gray, Lynsey Hamilton (Depute Convener – *after item 3*), Lynne Nailon (*substitute for Councillor Le Blond*), Jim Wardhaugh

Councillors' Apologies:**South Lanarkshire Council**

Poppy Corbett, Ann Le Blond

Attending:**Assessor and Electoral Registration Service**

G Bennett, Assessor and Electoral Registration Officer; J Neason, Assistant Assessor and Electoral Registration Officer (North Lanarkshire)

Clerk's Office

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

Treasurer's Office

P Manning, Treasurer; Y Douglas, Audit and Compliance Manager; L O'Hagan, Finance Manager (Strategy), South Lanarkshire Council

Also Attending:**Audit Scotland**

Dave Richardson, Senior Audit Manager

Interim Chair

The Clerk to the Board acted as Chair of the meeting until the appointment of the Convener.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Board held on 13 March 2017 were submitted for approval as a correct record.

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

3 Appointment of Convener and Depute Convener

A report dated 10 May 2017 by the Clerk was submitted on:-

- ◆ the procedure to be followed by the Board in appointing its Convener and Depute Convener following the Local Government elections held on 4 May 2017
- ◆ the levels of remuneration for each position in terms of the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 and subsequent amendments

Councillor Shields, seconded by Councillor Castles, moved that Councillor McVey (North Lanarkshire Council) be appointed as Convener of the Board. Councillor McManus, seconded by Councillor Valentine, moved that Councillor Baird (North Lanarkshire Council) be appointed as Convener of the Board.

On a vote being taken by show of hands, 8 members voted for Councillor McVey and 6 members voted for Councillor Baird. Councillor McVey was declared Convener of the Board.

Councillor Reddin, seconded by Councillor Dryburgh, moved that Councillor Hamilton (South Lanarkshire Council) be appointed as Depute Convener of the Board. Councillor Craig, seconded by Councillor Baird, moved that Councillor Dorman (South Lanarkshire Council) be appointed as Depute Convener of the Board.

On a vote being taken by show of hands, 8 members voted for Councillor Hamilton and 7 members voted for Councillor Dorman. Councillor Hamilton was declared Depute Convener of the Board.

The Board decided: that Councillor McVey (North Lanarkshire Council) be appointed as Convener of the Board and Councillor Hamilton (South Lanarkshire Council) be appointed as Depute Convener of the Board for the period to the next Local Government elections.

Councillor McVey took the Chair for the remaining items of business

4 Adoption of Standing Orders on Procedures, Financial Regulations, Standing Orders on Contracts, Scheme of Delegation and Terms of Reference

A report dated 31 May 2017 by the Clerk was submitted on revised Standing Orders on Procedures, Financial Regulations, Standing Orders on Contracts and Scheme of Delegation, for the Board, together with Terms of Reference for the Board's Appeals and Grievance and Disputes Panels.

The various documents had been reviewed and amended to take account of legislative changes, organisational and operational requirements, actual practice and terminology.

The Board decided: that the Standing Orders on Procedures, Financial Regulations, Standing Orders on Contracts Scheme of Delegation and Terms of Reference for the Appeals and Grievance and Disputes Panels, as detailed in the supporting documentation pack, be approved.

5 Timetable of Future Meetings

A report dated 10 May 2017 by the Clerk was submitted on the proposed timetable of meetings for the Board to 3 December 2018. It was proposed that the meetings be held at 2.00pm in the South Lanarkshire Council Offices, Almada Street, Hamilton on the following dates:-

- ◆ Monday 4 September 2017
- ◆ Monday 4 December 2017
- ◆ Monday 5 March 2018
- ◆ Monday 4 June 2018
- ◆ Monday 3 September 2018
- ◆ Monday 3 December 2018

The Board decided: that the arrangements for future meetings of the Board to 3 December 2018 be approved.

6 2016/2017 Annual Report and Accounts for Lanarkshire Valuation Joint Board

A report dated 12 June 2017 by the Treasurer was submitted on the Board's Annual Report and Accounts for the financial year ending 31 March 2017. Appendix 1 to the report detailed the 2016/2017 outturn position for the Board which showed a drawdown from reserves of £0.080 million. The unaudited Annual Report and Accounts, attached as Appendix 2 to the report, detailed the Revenue Accounts and Balance Sheet position as at 31 March 2017 which showed a net cost of £0.110 million. After implementing statutory accounting practice, the net balance on the Board's General Fund Balance was zero.

The Board decided: that the unaudited Annual Report and Accounts for the Board for the year ended 31 March 2017 be approved for submission to the external auditors, Audit Scotland.

[Reference: Minutes of 6 June 2016 (Paragraph 5)]

7 Internal Audit Annual Report 2016/2017 for Lanarkshire Valuation Joint Board

A report dated 5 June 2017 by the Executive Director (Finance and Corporate Resources) was submitted on Internal Audit services delivered to the Lanarkshire Valuation Joint Board by South Lanarkshire Council for the 2016/2017 financial year.

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

- ◆ current performance
- ◆ delivery of audit actions
- ◆ audit 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 2016/2017 was that a good level of assurance could be placed on the adequacy and effectiveness of the Board's internal control systems and governance arrangements.

Officers responded to a member's questions on the electoral register canvass.

The Board decided:

- (1) that the Internal Audit report for 2016/2017 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 Governance and Internal Control for the Lanarkshire Valuation Joint Board.

[Reference: Minutes of 6 June 2016 (Paragraph 6)]

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

A report dated 1 June 2017 by the Treasurer was submitted comparing the Board's actual expenditure at 26 May 2017 against the budgeted expenditure for 2017/2018 and providing a forecast for the year to 31 March 2018.

The Board decided: that the underspend on the Board's revenue budget of £0.001 million at 26 May 2017, as detailed in Appendix A to the report, and the forecast to 31 March 2018 of a break even position be noted.

[Reference: Minutes of 3 March 2017 (Paragraph 3)]

9 Lanarkshire Valuation Joint Board - Who We Are and What We Do

A report dated 12 June 2017 by the Assessor and Electoral Registration Officer was submitted on a document entitled "Who We Are and What We Do" which:-

- ◆ provided a brief description of the duties and functions of Lanarkshire Valuation Joint Board (LVJB), its members and the Assessor and Electoral Registration Officer
- ◆ highlighted the main undertakings in relation to the following 3 core statutory duties of the Assessor and Electoral Registration Officer which comprised the compilation and maintenance of the following for the whole of Lanarkshire:-
 - ◆ Valuation Roll
 - ◆ Valuation List
 - ◆ Electoral Registers

In response to a member's question about training for Board members, the Assessor and Electoral Registration Officer advised that a training session on the work of the Board would be arranged for members and substitute members of the LVJB.

The Board decided: that the report be noted.

10 Equality Reporting: Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021

A report dated 12 June 2017 by the Assistant Assessor and Electoral Registration Officer was submitted on the Board's Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and 2016 respectively required the Board to:-

- ◆ gather and use information on the composition, recruitment, development and retention of employees
- ◆ publish gender pay gap information together with a statement on equal pay and include information on occupational segregation

This information had been included in the Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021 which was attached as an appendix to the report.

The Board decided: that the report be noted.

[Reference: Minutes of 1 June 2015 (Paragraph 7)]

11 Lanarkshire Valuation Joint Board Public Performance Report 2016/2017

A report dated 12 June 2017 by the Assessor and Electoral Registration Officer was submitted on the Board's Public Performance Report for 2016/2017. The Public Performance Report, attached as an appendix to the report, outlined the Board's performance in its core service delivery areas for 2016/2017.

Officers responded to a member's question on the position regarding revaluation appeals in respect of non-domestic rates.

The Board decided: that the report be noted.

[Reference: Minutes of 6 June 2016 (Paragraph 8)]

12 Lanarkshire Valuation Joint Board - Efficiency Gains 2016/2017

A report dated 12 June 2017 by the Assistant Assessor and Electoral Registration Officer was submitted on the Board's efficiency gains for the financial year 2016/2017.

The report outlined Lanarkshire Valuation Joint Board's efficiency measures implemented in 2016/2017 and detailed both cashable and non-cashable efficiency gains totalling £444,966.

Details of the efficiency gains for 2016/2017 were provided in the appendix to the report.

The Board decided: that the report be noted.

[Reference: Minutes of 6 June 2016 (Paragraph 9)]

13 Internal Audit Report I923062; Electoral Register - 2016 Canvass

A report dated 12 June 2017 by the Assessor and Electoral Registration Officer was submitted on South Lanarkshire Council's Internal Audit report on the 2016 Annual Canvass of Electors for the North and South Lanarkshire areas.

The audit of Lanarkshire Valuation Joint Board's (LVJB) Door to Door (D2D) Canvass for 2016 had been undertaken to provide assurances that appropriate controls were in place to ensure compliance with legislative requirements and that controls were operating satisfactorily.

Details were given on the key findings of the audit and assurance was given that:-

- ◆ good arrangements were in place to meet the legislative duties for electoral registration
- ◆ the D2D canvass elements complied with the statutory obligations

1 action in relation to the return and destruction of photo identity records for all part time D2D canvassers at completion of canvass had been incorporated in the Board's audit actions for implementation.

The Board decided: that the report be noted.

[Reference: Minutes of 2 June 2014 (Paragraph 12)]

14 Progress Update

A report dated 12 June 2017 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 quarterly 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.

The Board decided: that the report be noted.

15 Urgent Business

There were no items of urgent business.