

## **LANARKSHIRE VALUATION JOINT BOARD**

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 7 March 2011

### **Convener**

Councillor Bill Shields, North Lanarkshire Council

### **Councillors Present:**

#### **North Lanarkshire Council**

Bob Chadha, Kaye Harmon, Peter Nolan, Gordon Stewart

#### **South Lanarkshire Council**

John Cairney (Depute), Hugh Dunsmuir, Lesley McDonald, Jim McGuigan, Alex McInnes, Patrick Ross-Taylor, Jim Wardhaugh

### **Councillors' Apologies:**

#### **North Lanarkshire Council**

Clare Adamson, Robert Burrows, James McGuigan, Brian Wallace

#### **South Lanarkshire Council**

Alice Marie Mitchell

### **Attending:**

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

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

#### **Clerk's Office**

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

#### **Treasurer's Office**

P Manning, Head of Finance, South Lanarkshire Council

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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 Board held on 29 November 2010 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 2010/2011 - Lanarkshire Valuation Joint Board**

A report dated 9 February 2011 by the Treasurer was submitted comparing the Board's actual expenditure at 21 January 2011 against the 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 £0.076 million at 21 January 2011, as detailed in Appendix A to the report, and the forecast to 31 March 2011 of an underspend of £0.081 million be noted.

*[Reference: Minutes of 29 November 2010 (Paragraph 4)]*

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#### **4 Progress Report**

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A report dated 15 February 2011 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
- ◆ proposals for closure of the Lanarkshire Valuation Joint Board (LVJB) offices on 28, 29 and 30 December 2011
- ◆ a proposed additional holiday on 29 April 2011 to mark the Royal Wedding

**The Board decided:**

- (1) that the progress report be noted;
- (2) that the closure of the offices on 28, 29 and 30 December 2011 be noted; and
- (3) that an additional fixed annual leave day be granted for employees on 29 April 2011 to celebrate the Royal Wedding and that employees required to work on that day as part of an essential service be given an additional floating annual leave day.

*[Reference: Minutes of 29 November 2010 (Paragraph 8)]*

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#### **5 Update of Risk Register for Lanarkshire Valuation Joint Board**

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A report dated 16 February 2011 by the Assessor and Electoral Registration Officer was submitted on an updated Risk Register and Risk Control Plan for Lanarkshire Valuation Joint Board (LVJB).

A risk workshop had taken place on 29 January 2011 to evaluate the risks associated with the work of the LVJB. As a result of that exercise, 9 new risks had been added to the register and 8 had been removed as they had been concluded or combined with another risk. Details of the new risks were given in the report together with their risk score.

The updated Risk Register and Risk Control Plan were attached as Appendices 1 and 2 to the report respectively.

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

*[Reference: Minutes of 29 November 2010 (Paragraph 5)]*

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## 6 Electoral Commission Performance Standards

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A report dated 1 February 2011 by the Assessor and Electoral Registration Officer was submitted on an assessment of the performance of the Electoral Registration Officer (ERO) for 2010.

The Electoral Commission had developed a suite of 10 performance measures against which EROs were required to measure their performance. The 10 performance measures were set out under the following main headings:-

- ◆ completeness and accuracy of electoral registration records
- ◆ integrity
- ◆ participation
- ◆ planning and organisation

In respect of Lanarkshire Valuation Joint Board, the ERO had been assessed as:-

- ◆ meeting the performance standard in 7 of the performance measures
- ◆ above the performance standard in 3 of the performance measures

Where the standards were currently being met, further improvements would be made in an effort to exceed those standards. Performance standard 1, which involved using information sources to verify entries on the Register of Electors and identify potential new electors, had been highlighted as an area where the ERO was close to exceeding the standard.

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

*[Reference: Minutes of 1 March 2010 (Paragraph 5)]*

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## 7 Non-Domestic Appeals

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A report dated 17 February 2011 by the Assessor and Electoral Registration Officer was submitted on an increase in appeals against entries in the Valuation Roll for non-domestic subjects throughout Lanarkshire.

Details were given on:-

- ◆ revaluation appeals
- ◆ running roll appeals
- ◆ appeals referred to the Lands Tribunal for Scotland
- ◆ appeals to the Scottish Lands Valuation Appeal Court

Following a request for information on how rateable values were set, it was proposed that an information session on this topic be held for members, to take place immediately before a future meeting of the Board.

**The Board decided:**

- (1) that the report be noted; and
- (2) that an information session on non-domestic rating be arranged to take place immediately before a future meeting of the Board.

*[Reference: Minutes of 29 November 2010 (Paragraph 7)]*

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## **8 Urgent Business**

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There were no items of urgent business.