

## LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 March 2017

**Convener:**

Councillor John Cairney, South Lanarkshire Council

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

Robert Burrows

**South Lanarkshire Council:**

Gordon Clark, Lesley McDonald, Alex McInnes, Alice Marie Mitchell, Bert Thomson, Jim Wardhaugh

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

David Baird, Alan Clinch, Kay Harmon, Jim Hume, Imtiaz Majid, Peter Nolan, Michael Ross (Depute)

**South Lanarkshire Council**

Brian McCaig

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

G Bennett, Assessor and Electoral Registration Officer; D Combe, Assistant Assessor and Electoral Registration Officer

**Clerk's Office**

L Freeland, Clerk; P MacRae, Administration Officer; K McVeigh, Head of Personnel Services, South Lanarkshire Council

**Treasurer's Office**

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

**Also Attending****Audit Scotland**

Dave Richardson, Senior Audit Manager

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**1 Declaration of Interests**

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No interests were declared.

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Board held on 5 December 2016 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 2016/2017 - Lanarkshire Valuation Joint Board**

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A report dated 9 February 2017 by the Treasurer was submitted comparing the Board's actual expenditure at 3 February 2017 against the budgeted expenditure for 2016/2017 and providing a forecast for the year to 31 March 2017.

Following the probable outturn exercise, a draw of £0.095 million, £0.028 million greater than budgeted, would be required from Reserves

**The Board decided:**

- (1) that the overspend on the Board's revenue budget of £0.043 million at 3 February 2017, 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 £0.095 million, as detailed in Appendix A to the report.

*[Reference: Minutes of 5 December 2016 (Paragraph 4)]*

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#### **4 Lanarkshire Valuation Joint Board - Customer Care Policy**

A report dated 16 February 2017 by the Assistant Assessor and Electoral Registration Officer was submitted on a Customer Care Policy for Lanarkshire Valuation Joint Board.

The proposed Customer Care Policy, attached as an appendix to the report, reinforced the Joint Board's commitment to delivering a high quality of public service and customer care for service users and, if approved, would replace the existing Employee Care Policy.

In response to a member's question on telephone standards, the Assistant Assessor and Electoral Registration Officer advised that the policy would be amended to reflect that staff should give their name when answering a telephone call.

**The Board decided:** that, subject to the amendment in respect of telephone standards, the Lanarkshire Valuation Joint Board Customer Care Policy be approved.

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#### **5 Lanarkshire Valuation Joint Board - Annual Audit Plan 2016/2017**

The Board considered the Lanarkshire Valuation Joint Board Audit Plan for 2016/2017 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.

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#### **6 Risk Register Update 2017**

A report dated 16 February 2017 by the Assistant Assessor and Electoral Registration Officer was submitted on the review and update of Lanarkshire Valuation Joint Board's Risk Register for 2017.

The Board's Organisational Risk Register had been fully reviewed by its 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 35 risks, which had been categorised as follows:-

- ◆ 3 as high risk
- ◆ 13 as medium risk
- ◆ 19 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 7 March 2016 (Paragraph 4)]*

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## **7 Progress Update**

A report dated 16 February 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 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 a member's question on postal vote signature recognition and mechanisms in place for voters whose signatures had altered as a result of illness or injury.

The Assessor and Electoral Registration Officer thanked the members of the outgoing Board for their support over the past 5 years.

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

*[Reference: Minutes of 5 December 2016 (Paragraph 7)]*

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## **8 Urgent Business**

There were no items of urgent business.

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## **Convener's Remarks**

The Convener thanked members and officers involved with the Board for their hard work and support over the past 5 years. He wished those members who were standing for re-election well in the forthcoming elections and those who were standing down all the very best for the future.

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## **9 Exclusion of Press and Public**

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**The Board decided:** that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the following item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraphs 1 and 6 of Part I of Schedule 7A of the Act.

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## **10 Senior Management Arrangements**

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A report dated 23 February 2017 by the Clerk was submitted on the re-evaluation exercise and the contract position in relation to the post of Assessor and Electoral Registration Officer.

At its meeting on 5 September 2016, the Board had agreed that the Assessor and Electoral Registration Officer be offered a permanent contract on the expiry of the existing fixed term contract. The Board had also agreed that a re-evaluation exercise be undertaken in respect of the post.

The Head of Personnel Services spoke on the outcome of the re-evaluation exercise and advised that the postholder had accepted the offer of a permanent contract.

**The Board decided:**

- (1) that the position in relation to the post re-evaluation be noted; and
- (2) that it be noted that the postholder had accepted the offer of a permanent contract.

*[Reference: Minutes of 5 September 2016 (Paragraph 10)]*