

LANARKSHIRE VALUATION JOINT BOARD

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 3 September 2018

Convener:

Councillor Alex McVey, North Lanarkshire Council

Councillors Present

North Lanarkshire Council

Bob Burgess, Jim Reddin, Annette Valentine, Ann Weir (*substitute for Councillor Baird*)

South Lanarkshire Council:

Gerry Convery, Poppy Corbett, Peter Craig, Isobel Dorman, Lynsey Hamilton (Depute), Ann Le Blond

Councillors' Apologies:

North Lanarkshire Council

David Baird, Tom Castles, Cameron McManus, Bill Shields

South Lanarkshire Council

Geri Gray, Jim Wardhaugh

Attending:

Assessor and Electoral Registration Service

G Bennett, Assessor and Electoral Registration Officer; D Combe, 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; L O'Hagan, Finance Manager (Strategy), South Lanarkshire Council

Also Attending:

Audit Scotland

Dave Richardson, Senior Audit Manager; Brian Gillespie, 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 June 2018 were submitted for approval as a correct record.

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

3 Minutes of Lanarkshire Valuation Joint Board Grievance and Disputes Panel

The minutes of the meeting of the Lanarkshire Valuation Joint Board Grievance and Disputes Panel held on 1 June 2018 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2018/2019 - Lanarkshire Valuation Joint Board

A report dated 27 July 2018 by the Treasurer was submitted comparing the Board's actual expenditure at 20 July 2018 against the budgeted expenditure for 2018/2019 and providing a forecast for the year to 31 March 2019.

The Board decided: that the underspend of £0.037 million on the Board's revenue budget, as detailed in Appendix A to the report, and the forecast to 31 March 2019 of a breakeven position be noted.

[Reference: Minutes of 4 June 2018 (Paragraph 3)]

5 External Auditor's Annual Audit Report to the Board and Audited Statement of Accounts 2017/2018

The following documents were submitted:-

- ◆ letter dated 3 September 2018 together with Annual Audit Report 2017/2018 to Members of the Lanarkshire Valuation Joint Board and the Controller of Audit by Audit Scotland, the Board's External Auditor
- ◆ report dated 31 July 2018 by the Treasurer on the audited accounts for the Board for 2017/2018

The Senior Audit Manager, Audit Scotland, spoke on the revised estimate of the Board's pension liability. The Lead Auditor, Audit Scotland, then spoke on the following aspects of the Annual Audit Report:-

- ◆ key messages
- ◆ 2017/2018 action plan which contained one recommendation for improvement in relation to General Data Protection Regulation (GDPR)

The Treasurer advised that the Board's audited annual accounts for 2017/2018, which required to be approved for signature, had been audited by the External Auditor and had received a clear audit certificate.

The accounts would be available for inspection:-

- ◆ in Finance Services' offices in Almada Street, Hamilton
- ◆ in the offices of the Assessor and Electoral Registration Officer, North Stand, Cadzow Avenue, Hamilton
- ◆ on the Lanarkshire Valuation Joint Board's website

The Board decided:

- (1) that the Annual Audit Report to Members and the Controller of Audit be noted;
- (2) that it be noted that the Statement of Accounts for 2017/2018 had received a clear audit certificate from the External Auditor; and
- (3) that the audited Statement of Accounts for 2017/2018 be approved for signature.

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

6 Timetable of Future Meetings

A report dated 3 August 2018 by the Clerk was submitted on the proposed timetable of meetings for the Board for 2019 and 2020. 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 March 2019
- ◆ Monday 3 June 2019
- ◆ Monday 2 September 2019
- ◆ Monday 2 March 2020
- ◆ Monday 1 June 2020
- ◆ Monday 7 September 2020
- ◆ Monday 7 December 2020

The Board decided: that the arrangements for future meetings of the Board for 2019 and 2020 be approved.

7 Change in Membership of the Board

A report dated 16 August 2018 by the Clerk was submitted on a change to South Lanarkshire Council's membership of the Lanarkshire Valuation Joint Board.

At the meeting of South Lanarkshire Council's Executive Committee held on 15 August 2018, it was agreed that Councillor Gerry Convery replace Councillor Fiona Dryburgh as a member of the Lanarkshire Valuation Joint Board.

The Board decided: that it be noted that Councillor Gerry Convery had replaced Councillor Fiona Dryburgh as a nominated representative of South Lanarkshire Council on the Lanarkshire Valuation Joint Board.

8 Progress Update

A report dated 16 August 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
- ◆ the closure of the Lanarkshire Valuation Joint Board (LVJB) offices on 27, 28 and 31 December 2018

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 Assessor and Electoral Registration Officer responded to a member's questions on the recruitment and retention of staff.

The Board decided:

- (1) that the progress report be noted; and

(2) that the closure of the LVJB offices on 27, 28 and 31 December 2018 be noted.

[Reference: Minutes of 4 June 2018 (Paragraph 12)]

9 Urgent Business

There were no items of urgent business.