

# Item 3

## Lothian Valuation Joint Board

Edinburgh, 3 September 2018

### Present:

**City of Edinburgh Council** – Councillors Key (Convener), Corbett, Doggart, Gordon, Gloyer, Ricky Henderson and Work.

**East Lothian Council** – Councillor Jane Henderson.

**Midlothian Council** – Councillor Russell.

### 1 Minute

#### Decision

To approve the minute of the Lothian Valuation Joint Board of 18 June 2018 as a correct record.

### 2 Audited Accounts for the Year Ended 31 March 2018

The Board's audited accounts for the year ended 31 March 2018 were submitted. There were no significant issues identified during the course of the audit which provided for an unqualified opinion on the accounts.

#### Decision

- 1) To note the audited annual accounts for the year ended 31 March 2018
- 2) To authorise the annual accounts for signature.

(Reference – report by the Treasurer, submitted)

### 3 Internal Audit Annual Opinion 2017/18

Internal Audit's annual opinion for the Lothian Valuation Joint Board (LVJB) for the year ended 31 March 2018 was presented. The opinion was based on the outcomes of the audits included in the 2017/18 Internal Audit annual plan, the status of any open Internal Audit findings, and review of the Joint Board's draft annual governance statement.

Members discussed the high risks identified in the Audit Report and the extent to which these had been dealt with or would be followed up.

#### Decision

- 1) To note the internal audit opinion.

Lothian Valuation Joint Board  
3 September 2018

- 2) To request the Assessor to provide an update to the next meeting of the Board in November 2018 on progress being made towards addressing the risks identified as “high” in the Audit Report.

(Reference – report by the Assessor, submitted.)

#### **4 2017/2018 Annual Audit Report to Members of the Joint Board and Controller of Audit**

The External Auditor’s report on the audit of the Joint Board’s 2017-18 financial statements was presented. The report set out relevant matters arising from the audit which required to be reported under International Standard on Auditing (UK and Ireland) 260 (ISA 260).

An update was provided on the recommendations from the previous year’s audit. All had been followed up on except for environmental sustainability which was ongoing.

##### **Decision**

To note the annual audit report.

(Reference – report by Scott-Moncrieff, External Auditor, submitted)

#### **5 Period 4 Financial Statement 2018/19**

Information was submitted of the projected revenue budget outturn position to 31st March 2019, based on the position at the period ending 31 July 2018.

The forecast variance was an underspend of £0.115m. With the exception of employee costs, all other budget headings had been forecast on budget as it was relatively early in the year to predict otherwise and there were no known material budget variances at this stage.

##### **Decision**

To note the projected outturn position for 2018-19 and that a further 2018-19 budget update would be presented to the November meeting.

(Reference – report by the Treasurer, submitted).

## **6. Assessor's Progress Report to the Joint Board**

The Assessor presented an update on the service overview and priorities, current issues and the future direction of the Joint Board.

An update on electoral registration and engagement strategies to encourage registration was provided, including electronic engagement.

The Assessor requested the Board's permission to access the reserve fund to support costs arising from the career progression scheme for trainee staff as indicated in paragraph 7 of the report.

Members discussed the use of data, pilot projects in Scotland, increased funding pressures and non-domestic rating with regards to letting.

### **Decision**

- 1) To note the updates in the report.
- 2) To agree, in principle, access to the reserve fund to support costs arising, in part or whole, as and when required, in respect of sourcing external IT development capacity and in support of costs arising from the career progression scheme for trainee staff as indicated in paragraph 7 of the report.
- 3) To request the Assessor to provide an update to the next meeting of the Board in November 2018 on the funding provided to EROs by the Cabinet Office to offset the additional cost burden created by the introduction of Individual Electoral Registration.

(Reference – report by the Assessor and Electoral Registration Officer, submitted).