

# Lothian Valuation Joint Board

5 September 2022

Meeting held Virtually by Teams

## Present:

**City of Edinburgh Council** – Councillors Beal (Vice-Convener), Dixon, Glasgow, Jenkinson (substituting for Councillor Griffiths), Finlay McFarlane, Mitchell and Staniforth.

**East Lothian Council** – Councillors Carol McFarlane and McMillan.

**Midlothian Council** – Councillors Bowen and Russell.

**West Lothian Council** – Councillors Adamson, Conn (Convener) and McGuire.

## 1 Minute

### Decision

To approve the minute of the Lothian Valuation Joint Board of 13 June 2022 as a correct record.

## 2 Assessor's Progress Report to the Lothian Valuation Joint Board

A progress update by the Assessor and Electoral Registration Officer was presented to the Board. The report provided an overview of current service delivery, priorities, risks and future direction.

Key service priorities over the forthcoming year included:

- Household canvass 2022
- Continuing engagement activities
- Maintenance of the Valuation Roll
- Valuation Roll appeals
- Council tax appeals
- Governance and risk
- Budget 2022/23 and planning – rent review of the Board's premises

Lothian Valuation Joint Board  
5 September 2022

**Decision**

- 1) To note the report.
- 2) To agree the rent increase for the Board's premises at 17A South Gyle Crescent, Edinburgh.
- 3) To approve the following HR Policy updates:
  - Annual leave
  - Caution premises register procedure
  - Probation policy
- 4) To approve the Hybrid Working Policy.

(References – Lothian Valuation Joint Board 13 June 2022 (item 4); report by the Assessor and Electoral Registration Officer, submitted)

**3 Period 4 Financial Statement 2022/23**

A summary was provided of the projected financial outturn at 31 March 2023 based on the position at 31 July 2022.

The forecast was for net expenditure to be £35,000 greater than the approved revenue budget of the Board. This would require to be funded from the Board's unallocated General Reserve if this position was maintained until the end of the 2022/23 financial year.

**Decision**

- 1) To note the projected outturn position for 2022/23.
- 2) To note that a further update of the 2022/23 projected outturn and financial risks would be reported to the Board on 24 October 2022.

(Reference – report by the Treasurer, submitted)

**4 Recruitment of a New Assessor and Electoral Registration Officer**

The current Assessor and Electoral Registration Officer had indicated his intention to retire on 30 September 2022. A proposed timetable for appointment of a new Assessor and ERO was submitted.

**Decision**

To agree the recruitment timetable detailed at Appendix 1 of the report.

(Reference – report by the Treasurer, submitted)

## **5 Appointments to Committees and the Joint Consultative Group**

The Board was invited to re-establish its Committees and Groups, approve their remits and appoint membership and Conveners.

### **Decision**

- 1) To re-establish the Appointment and Appeal Committees, the Joint Consultative Group and the Governance and Strategy Group.
- 2) To approve the remits detailed in Appendices 1 to 4 of the report.
- 3) To appoint Councillors Conn, Dixon, McMillan and Russell to the Appointments Committee, Appeal Committee and Joint Consultative Group.
- 4) To appoint Councillors Beal, Conn, McMillan and Russell to the Governance and Strategy Group.
- 5) To agree the CEC councillors would inform the clerk of their outstanding appointments to the Appointments Committee, Appeal Committee and the Joint Consultative Group.

(References – Lothian Valuation Joint Board 13 June 2022 (item 7); report by the Treasurer, submitted)

## **6 Discussion on Arrangements for Future Meetings**

### **Decision**

- 1) To agree that future meetings would be held primarily at the City Chambers, Edinburgh with a hybrid option made available for those who wished to continue to join remotely.
- 2) To agree to periodically hold meetings at the LVJB offices at South Gyle Crescent, with suitable dates to be discussed when the new Assessor and ERO was appointed.