

Lothian Valuation Joint Board

Edinburgh, 29 November 2010

Note of Inquorate Meeting

Present: -

City of Edinburgh Council – Councillors McIvor (Convener), Beckett, Buchan, Burns, Edie, Gordon Mackenzie and Wheeler.

1 Quorum

Members from constituent authorities were unable to be present due to severe adverse weather conditions and the meeting was declared inquorate in terms of Standing Order 11.

Decision

To note that all recommendations made at this meeting would require to be ratified at the next meeting of the Board on 4 February 2011.

2 Minute

Decision

To recommend that the Board approve the minute of the Lothian Valuation Joint Board of 6 September 2010 as a correct record.

3 Financial Statement 2010/2011

A summary was provided of the revenue position for the period ending 31 October 2010 together with a year-end projection to 31 March 2011.

Performance at the seven month stage showed a net underspend of £130,000, 3.4% below the net approved budget.

The projected year-end net expenditure was anticipated to be £6,178,000 which would result in a net underspend of £196,000.

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Decision

- 1) To recommend that the Board note the financial statements for the seven month period to 31 October 2010 together with the year-end projection.
- 2) To recommend that the Board agree that the Assessor and Treasurer, in consultation with the Convener, be authorised to approve costs arising from the acceptance of voluntary and redundancy release measures on the basis that these costs could be met from the Board's projected underspend for 2010/11.

(Reference – report by the Treasurer 18 November 2010, submitted)

4 Audited Accounts for the Year Ended 31 March 2010

The Audited Report and Accounts for the financial year 2009/10 were submitted.

There were no qualifications to the Auditor's opinion in the Audit Certificate and it was concluded that the financial statements presented fairly the Board's position and that they had been properly prepared and recorded in accordance with the Local Government (Scotland) Act 1973.

Decision

To recommend that the Board note the audited report and accounts for the year ended 31 March 2010.

(Reference – report by the Treasurer 19 November 2010, submitted)

5 Report to Members and the Controller of Audit on the 2009-2010 Audit

The External Auditor's report to members and the Controller of Audit on the 2009/10 Audit was presented. The overall conclusion of the Auditor was that the financial stewardship of the Board in 2009/10 was satisfactory. Key risk areas and planned management action were detailed in the Action Plan appended to the Auditor's report.

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Decision

To recommend that the Board note the External Auditor's report on the 2009-2010 audit.

(Reference – report by Audit Scotland October 2010, submitted)

6 Annual Audit Plan 2010/2011

A summary was given of the key challenges and risks facing the Joint Board and setting out the audit work which Audit Scotland proposed to undertake during 2010/2011.

The plan included an audit of the financial statements and a review and assessment of the Board's governance and performance arrangements in a number of key areas including a review of internal audit and the Statement of Assurance on Corporate Governance and a review of the accounts payable process undertaken by the Board.

Decision

To recommend that the Board note the Annual Audit Plan for 2010/11.

7 Quarterly Progress Report to the Joint Board

The Board considered a progress report by the Assessor updating members on the service overview and priorities, current issues and the future direction of the Joint Board.

The Assessor highlighted key issues relating to the number of electors on the absent voters list and the outcome of the 2010 canvass.

Decision

- 1) To recommend that the Board approve the use of savings from the 2010/11 allocation for any redundancy payments required.
- 2) To recommend that the Board otherwise note the Assessor's report.

(Reference – report by the Assessor 29 November 2010, submitted)

8 Draft Performance Management Policy

The Board's draft Performance Management Policy had been updated to assist in achieving strategic objectives, operational performance and high quality service delivery.

The Policy would be adjusted as necessary to meet the strategic and practical needs of the Board as they developed.

Decision

To recommend that the Board note the updated draft Performance Management Policy.

(Reference – report by the Assessor 29 November 2010, submitted)