

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 21 JUNE 2013 at 10.00a.m.

COUNCILLORS:

Margaret Brisley
Jim Blackwood (substituting for Rosie Murray)
Gordon Hughes
Charles MacDonald (Convener)
Cecil Meiklejohn
Jim Thomson (substituting for Corrie McChord)

OFFICERS:

Brian Byrne, Assessor
Brian Pirie, Assistant to Clerk
Liz Shaw, Assistant to Treasurer
Douglas Smith, Internal Audit
Peter Wildman, Depute Assessor

VJB11. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost Donald Balsillie; Councillors Adrian Mahoney, Corrie McChord, Rosie Murray, Alan Nimmo, Steven Paterson and Sandy Turner.

VJB12. DECLARATIONS OF INTEREST

There were no declarations made.

VJB13. MINUTES

There was submitted (circulated) and **APPROVED:-**

- (a) Minute of Meeting of Central Scotland Valuation Joint Board held on 5 April 2013, and
- (b) Minute of reconvened Meeting of Central Scotland Valuation Joint Board held on 16 April 2013.

VJB14. DRAFT FINAL ACCOUNTS AS AT 31 MARCH 2013

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts for 2012/13.

The Board was required by law to prepare a Statement of Accounts setting out its financial position at the end of the financial year. Draft accounts must be submitted by 30 June to the Controller of Audit who will audit their accuracy and completeness. The 2012/13 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed a draft surplus of £187k. This meant that the Board now had a usable reserve of £619k.

The Board **AGREED** the submission of the draft Statement of Accounts to the Controller of Audit.

VJB15. INTERNAL AUDIT ANNUAL REPORT

The Board considered the Internal Auditor's report for 2012/13.

The Board's Internal Auditors were required by the Public Sector Internal Audit Standards to provide opinion on the overall effectiveness of the governance framework, risk management and control. The 2012/13 report found significant assurance in terms of the governance, risk management and control frameworks and set out areas for development.

The Board noted the report.

VJB16. BEST VALUE REPORT 2013

The Board considered a report by the Depute Assessor on the performance of the Assessor's Service in 2012-13 as measured against key performance indicators.

Indicators had been set in regard to the Valuation Roll – amendments to the Valuation Roll as a % of all changes – and the valuation list – new entries on the Valuation List as a % of all new entries. Performance against set targets was highlighted and targets for 2013/14 proposed.

The Board noted the report.

VJB17. INFORMATION TECHNOLOGY STRATEGY

The Board considered a report by the Depute Assessor setting out a revised Information Technology Strategy.

The Board had agreed its current Information Technology Strategy in 2005 – a revised strategy for the period 2013-2017 setting out key high level aims together with objectives was presented.

The Board agreed the Information Technology Strategy 2013-2017.

VJB18. RISK ASSESSMENT REPORT

The Board considered a report by the Assessor/Electoral Registration Officer which provided a review of the Board's Risk Management Strategy.

The Board had agreed its Risk Management Strategy in 2012. The Strategy had now been reviewed and a revised Strategy was presented. A revised risk assessment for the service was also presented.

The Board agreed the Risk Management Strategy and noted the current general risk assessment analysis for all functions.