

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**held within HILLSIDE HOUSE, STIRLING on FRIDAY 20 JUNE 2014 at 10.00**  
**a.m.**

**COUNCILLORS:**

Depute Provost Balsillie  
Jim Blackwood (substituting for Rosie Murray)  
Margaret Brisley  
Craig Holden  
Charles MacDonald (Convener)  
Corrie McChord  
Adrian Mahoney  
Alan Nimmo  
Sandy Turner

**OFFICERS:**

Shona Barton, Assistant to Clerk  
Iain Burns, Internal Audit  
Liz Shaw, Assistant to Treasurer  
Jane Wandless, Assistant Assessor  
Peter Wildman, Acting Assessor and Electoral  
Registration Officer

**VJB3. APOLOGIES**

Apologies for absence were intimated on behalf of Depute Provost Irene Hamilton; Councillors Neil Benny, Gordon Hughes, Cecil Meiklejohn and Rosie Murray.

**VJB4. DECLARATIONS OF INTEREST**

There were no declarations made.

**VJB5. MINUTES**

- (a) There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 21 March 2014, and
- (b) There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board – Appointments Committee held on 3 June 2014.

#### **VJB6. DRAFT FINAL ACCOUNTS AS AT 31 MARCH 2014**

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 2013/14 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 £144k. This meant that the Board now had a usable reserve of £763k.

#### **Decision**

**The Joint Board noted the 2013/14 Draft Statement of Accounts and agreed to their submission to the Controller of Audit.**

Councillor McChord entered the meeting during discussion of the foregoing item of business.

#### **VJB7. NON - DOMESTIC APPEAL DISPOSAL**

With reference to the minute of meeting of the Joint Board held on 21 March 2014 (paragraph VJB45 refers), the Board considered a report by the Assistant Assessor which provided information on the non-domestic appeal workload dealt with in the period between 1 April 2013 and 31 March 2014.

#### **Decision**

**The Joint Board noted the contents of the report.**

Depute Provost Balsillie entered the meeting during discussion of the foregoing item of business.

#### **VJB8. BEST VALUE REPORT 2014**

The Board considered a report by the Assistant Assessor on the performance of the Assessor's Service in 2013/14 as measured against key performance indicators.

The report outlined the performance levels on Assessor's work in the 2013/14 financial year for the Valuation Roll and Council Tax Performance Indicators. The drop in performance for both indicators was highlighted and linked to the increased workload in terms of appeals.

## **Decision**

**The Joint Board noted the continuing commitment to Best Value.**

### **VJB9. RISK ASSESSMENT REPORT**

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

The Board had approved the Risk Management Strategy in February 2012, with it being reviewed on an annual basis. The main purpose of the strategy is to identify potential risks before they occur, to then establish the potential consequences and finally determine the nature of the response to those risks.

## **Decision**

**The Joint Board noted the risk strategy and the current general risk assessment analysis for all functions.**

### **VJB10. INTERNAL AUDIT ANNUAL REPORT**

The Board considered the Internal Auditor's report for 2013/14 on the internal control environment.

An annual opinion is required by Performance Standard 2450 of the Public Sector Internal Audit Standards (PSIAS). In line with best practice the report will be used by the Board to inform its Annual Governance Statement.

## **Decision**

**The Joint Board noted the contents of the report.**

### **VJB11. EXCLUSION OF PUBLIC**

**AGREED** in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7A of the said Act.

## **VJB12. INTERNAL AUDIT REPORT – INFORMATION GOVERNANCE AND DATA SECURITY**

The Board considered a report by the Internal Audit and Fraud Team Leader which presented the final Internal Audit Report in relation to Information Governance and Data Security.

The report summarised the audit findings and attached as an appendix a copy of the Action Plan which has been agreed to address the areas for improvement.

Discussion took place on the dates for completion of targeted actions.

### **Decision**

**The Joint Board noted the contents of the report.**