

Draft

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 28 September 2018 at 9.30 a.m.

Councillors:

David Alexander
David Balfour (Convener)
Lorna Binnie
Kenneth Earle
Bill Mason
Alan Nimmo
John Patrick
Jim Thomson

Officers:

Elizabeth Hutcheon, Assistant to the Treasurer
Colin Moodie, Clerk
Brian Pirie, Assistant to the Clerk
Jane Wandless, Assistant Assessor
Peter Wildman, Assessor and Electoral Registration Officer

Also attending:

Tom Reid, Audit Scotland

VJB16. Apologies

Apologies was intimated on behalf of Councillors Dodds, Gibson and Grant.

VJB17. Declarations of Interest

No declarations were made.

VJB18. Minute

The minute of the meeting held on 29 June 2018 was approved.

VJB19. Revenue Budget 2018/19 – Review as at 31 August 2018

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 August 2018.

A year end underspend of £99k was projected. This was attributed in the main to £92k savings arising from staffing vacancies.

Decision

The Board noted the report.

Councillor Binnie joined the meeting during consideration of the previous item.

VJB20. Final Financial Statement as at 31 March 2018 and External Audit Report

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts as at 31 March 2018.

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 2017/18 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 £36k. This meant that the Board now had a usable reserve of £541k.

In considering the final accounts the Board was required to have regard to the Audit Report by the External Auditors, Ernst and Young, which was appended to the report and which included the final accounts for 2017/18. The accounts were unqualified and included an action plan which had been agreed by management.

Decision

The Board:-

- (1) noted the 2017/18 Financial Statements, and**
- (2) agreed to their submission to the Controller of Audit and noted the External Auditors report on the Audit.**

VJB21. Flexible Working Policy

The Board considered a report by the Assessor and Electoral registration Officer presenting revised Flexible Working Policy for approval.

The Boards' policy had been in place since 2015. It had been reviewed as part of the ongoing review of HR policies and following requests from staff to work compressed hours. The revised policy, which had been developed in consultations with Clackmannanshire Council, and the staff consultation process, contained provision for compressed hours.

Decision

The Board approved the updated Flexible Working Policy.

VJB22. Electoral Registration Update

The Board considered an update report by the Assessor and Electoral Registration Officer on electoral registration matters. In particular the register of electors and stakeholder engagement.

In response to a question on the comparative numbers of registrations in 2014 the Assessor advised that the 2018 figure was higher but warned against comparing the electoral register at 1 December against one which was updated immediately prior to an election event when registration traditionally increased..

In response to a question in regard to the timing of household enquiries, the Assessor concerned that July might seem, given that this would traditionally holiday posed, to less likely to yield results, the Assessor stated that responses were better than might be expected. Importantly in order to have the process completed by the deadline of 1 December, it was necessary to start the process around July.

Decision

The Board noted the report.

VJB23. Records Management Plan

The Board considered a report by the Assistant Assessor presenting a Records Management Plan for approval.

In response to a question on the timescales to complete the scanning of all documents the assistant Assessor stated that the intention was to have all documents scanned by the end of the financial year. However if staff had left the service and it had proved difficult to recruit. She confirmed

that if staff could not be recruited then it might be necessary to employ temporary, agency, staff.

The Assistant Assessor indicated that there was no imperative to destroy paper files and that the management team would make a decision on this at an appropriate function. Files would be held until the lease of the building was due to end.

Decision

The Board noted the report.

VJB24. Programme of Meetings

The Board considered a report by the Clerk setting out proposed meeting dates for 2019.

Decision

The Board:-

- (1) approved the dates of Friday 1 February; Friday 28 June; Friday 27 September and Friday 22 November 2019 for ordinary meetings of the Board; and**
- (2) noted that special meetings may be convened as necessary outwith the planned timetable.**