

Highland and Western Isles Valuation Joint Board

Minutes of Meeting of the Highland and Western Isles Valuation Joint Board held in the Chamber, Council Offices, Sandwick Road, Stornoway on Thursday, 22 June 2023 at 10.30 a.m.

Present:

Representing The Highland Council:

Mr M Cameron
Ms T Collier (remotely)
Mr L Fraser
Mr A Graham
Ms J McEwan
Mrs M Paterson

Representing Comhairle nan Eilean Siar:

Mr D Crichton
Mr G Murray

In attendance:

Mr F Finlayson, Assessor and Electoral Registration Officer
Ms M Thomson, Depute Electoral Registration Officer/Business Manager
Ms L Harrison, Accountant, Treasurer's Office
Mr D Mackay, Governance and Elections Manager, Comhairle nan Eilean Siar

Also in attendance:-

Mr D Fraser, Audit Scotland

Mr L Fraser in the chair

Business

1. Apologies Leisgeulan

Apologies for absence were intimated on behalf of Mr B Boyd and Mr S Mackie.

2. Declarations of Interest Foillseachaidhean Com-pàirt

There were no declarations of interest.

3. Minutes of Meetings Geàrr-chunntas Coinneamh

The had been circulated Minutes of Meeting of 8 March and 21 March, 2023, the terms of which were **APPROVED**.

4. Matters Arising from the Minutes Gnothaichean Ag Èirigh on Gheàrr-chunntas

There were no matters arising from the Minutes.

**5. Departmental Report
Aithisg Roinneil**

There was circulated Report No VAL/11/23 by the Assessor and Electoral Registration Officer which outlined the main business of the department since the last meeting.

The Board **NOTED** the recent activities of the department as set out in the report.

**6. Unaudited Accounts 2022/23
Cunntasan Neo-sgrùdaichte 2022/23**

The Board **NOTED** that the Unaudited Statement of Accounts for the financial year 2022/23 were close to being finalised and would be e-mailed to Members prior to them being submitted to the appointed auditor, Audit Scotland.

**7. Records Retention and Disposal Policy
Poileasaidh Gleidheadh agus Cuidhteachadh Chlàran**

There was circulated Report No. VAL/12/23 by the Assessor and Electoral Registration Officer.

The Board **APPROVED** the new Records Retention and Disposal Policy.

**8. Mainstreaming and Equalities Outcomes Progress Report
Aithisg Adhartais Àbhaisteachaidh agus Thoraidhean Co-ionannachd**

There was circulated Report No. VAL/13/23 by the Assessor and Electoral Registration Officer.

The Board **NOTED** the Mainstreaming and Equalities outcomes progress report.

**9. Service Plan 2022/25
Plana Seirbheis 2022/25**

There was circulated Report No. VAL/14/23 by the Assessor and Electoral Registration Officer.

It was indicated that the Elections Act 2022 introduced several changes which would apply to UK Parliamentary Elections. The requirement for voter ID would be detailed in the annual canvas.

The Board **NOTED** the Service Plan update report.

**10. Exclusion of the Public
Às-dùnadh a' Phobail**

The Board **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7A of the Act.

11. Risk Profile Review Ath-sgrùdadh air Geàrr-thuairisgeul Cunnairt

There was circulated to Members only Report No VAL/15/23 by the Assessor and Electoral Registration Officer.

The Board: -

- i. **NOTED** the content of the report;
- ii. **AGREED** that the proposed budget for 2024/25 would be submitted to the Board meeting in November, 2023; and
- iii. **NOTED** that the Assessor and Electoral Registration Officer would provide an update at a future meeting on the position regarding Barclay funding.

The meeting concluded at 11.30 a.m.