

## **SUMMARY MINUTES of the VALUATION TRIBUNAL SERVICE BOARD**

### **101st Meeting, held on 7 June 2017 at 11:30am**

**Present:** John O'Shea (Acting Chairman), Gary Garland by telephone (VTE President), Martin Allingham, Robin Evans. **In attendance:** Tony Masella (Chief Executive & Chief Operating Officer), Ed Clift (DCLG, Head of ALB Sponsorship), Lee Anderson (Director of Operations & Development), Tracey Cheetham (Finance Director), Diane Russell (Board Sec)

### WELCOME, APOLOGIES, DECLARATIONS OF INTEREST, CONFIRMATION OF MINUTES

There were apologies from Lola Moses; Gary Garland was in a tribunal hearing but joined the meeting by teleconference. There were no declarations of interest. The Minutes of the meeting of 24 May 2017 were accepted as an accurate record. The actions had been completed as necessary.

Matters arising: The migration to Connect had been carried out over the previous weekend. The main connections had worked from Monday morning. There remained a 'snagging list' of actions to be carried out which were being progressed.

### AUDIT & RISK ASSURANCE COMMITTEE REPORT

The Committee Chairman reported that the Committee had accepted the internal auditors' annual report and opinion, and the external auditors audit completion report. The auditors had been grateful to the finance team for a smooth audit. The Chief Executive/Accounting Officer's Governance Statement had been received and the Committee was recommending that the Board adopt the financial statements and the Annual Report & Accounts 2016-17.

### MATTERS FOR DECISION – ANNUAL REPORT & ACCOUNTS 2016-17

The Annual Report & Accounts 2016-17 had been circulated in advance of the meeting and there were no further comments or queries on it. The Board adopted the financial statements and the Annual Report & Accounts. It was noted that the intention was to sign a final version on 14 June (after the General Election) and lay before Parliament on 28 June, subject to the Comptroller & Auditor General signing shortly after 14 June.

### ANNUAL REPORT TO THE BOARD OF THE AUDIT & RISK ASSURANCE COMMITTEE.

The Board accepted the report.

### ANY OTHER BUSINESS

There was no other business.

DATE OF NEXT MEETING – 26 July 2017 10.30.