



# Orkney and Shetland Valuation Joint Board



---

## Notice of Meeting and Agenda

Venue: **Council Chamber, Council Offices, School Place, Kirkwall.**

Date: **Thursday, 2 March 2023.**

Time: **14:00.**

Dear Board Member,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

**Karen A Greaves,**  
**Clerk to the Orkney and Shetland Valuation Joint Board.**

### Committee Services Contact

Hazel Flett.

Telephone: 01856 873535 extension 2208.

Email: [committees@orkney.gov.uk](mailto:committees@orkney.gov.uk).

### Further Information

This is a meeting which is open to the public.

This agenda and associated reports are available in portable document format (pdf) [here](#).

### Recording Notice

Please note that this meeting will be broadcast live over the Internet on Shetland Islands Council's website. The meeting will also be recorded, with the recording publicly available for listening to after the meeting for a period of 12 months. The Council is a Data Controller in terms of data protection legislation. Data collected during the broadcast will be retained in accordance with the relevant Council's Data Protection Policy. Further information about how the relevant Council uses personal information and associated rights is available on their website.

## Order of Business

1. Apologies.

2. Declarations of Interest.

Board Members are asked to consider whether they have an interest to declare in relation to any item on this agenda. Any member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

3. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 8 December 2022 **attached**.

4. Matters Arising Log **attached**.

5. Revenue Expenditure Monitoring – report by Treasurer to the Board **attached**.

6. Draft Budget – report by Treasurer to the Board **to follow**.

7. Annual Audit Report 2021/22 – Action Plan – report by Clerk to the Board **attached**.

8. Governance Review – Action Plan – report by Clerk to the Board **attached**.

9. Seminars and Training for Board Members – report by Clerk to the Board **attached**.

10. Internal Audit Strategic Plan – report by Chief Internal Auditor **attached**.

11. Internal Audits:

11.1. Corporate Governance and Risk Management – report by Chief Internal Auditor attached.

11.2. IT Network and Security – report by Chief Internal Auditor **attached**.

12. The Coronation of His Majesty the King – report by Clerk to the Board **attached**.

13. Risk Management Policy and Strategy – joint report by Assessor and Electoral Registration Officer and Clerk to the Board **attached**.

14. Service Plan – report by Assessor and Electoral Registration Officer **to follow**.

15. Medium Term Financial Plan – report by Treasurer to the Board **to follow**.

15. Date of Next Meeting – 29 June 2023 (to include draft Annual Accounts for 2022/23) – in Orkney.

Dates for future meetings:

- 28 September 2023 (to include External Audit Annual Audit Report and final Annual Accounts for 2022/23) – virtual meeting.
- 14 December 2023 – in Shetland.