



# Orkney and Shetland Valuation Joint Board



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## Notice of Meeting and Agenda

Venue: **Microsoft Teams.**

Date: **Thursday, 27 March 2025.**

Time: **14:00.**

Dear Board Member,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

**Gavin Mitchell,**  
**Clerk to the Orkney and Shetland Valuation Joint Board.**

### Committee Services Contact

Hazel Flett.

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### 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 Orkney 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 at least 12 months. The Councils are Data Controllers 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.

### Draft Minutes

3. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 28 November 2024 **attached**.
4. Matters Arising Log **attached**.
5. Orkney and Shetland Valuation Joint Board – Draft Minute of Special Meeting held on 28 February 2025 **attached**.

### Finance and Audit

6. Revenue Expenditure Monitoring – report by Treasurer to the Board **attached**.
7. Draft Budget for 2025/26 – report by Treasurer to the Board **attached**.
8. Internal Audit Charter – report by Chief Internal Auditor **attached**.
9. Internal Audit Strategy and Plan – report by Chief Internal Auditor **attached**.
10. Internal Audit – Budget Setting and Budgetary Control – report by Chief Internal Auditor **attached**.
11. Internal Audit – Performance Reporting – report by Chief Internal Auditor **attached**.
12. External Audit Annual Plan – report by Treasurer to the Board **to follow**.

### Governance

13. Medium Term Financial Plan – report by Treasurer to the Board **attached**.
14. Service Plan 2024/26 – Annual Update – report by Assessor and Electoral Registration Officer **attached**.

15. Single Equality Scheme – report by Assessor and Electoral Registration Officer **attached**.

## **Meeting Dates**

16. Date of Next Meeting – 24 June 2025 (in Shetland).

Dates for 2025:

- 30 September 2025 (in Orkney).
- 27 November 2025 (virtual).