

## **Item: 3**

**Orkney and Shetland Valuation Joint Board: 28 February 2025.**

**Appointment of Clerk to the Board.**

**Report by Clerk to the Board.**

### **1. Purpose of Report**

To consider the appointment of Clerk to the Orkney and Shetland Valuation Joint Board following the resignation of the post holder.

### **2. Recommendations**

The Board is invited to note:

#### **2.1.**

That the Board must appoint a Clerk in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995.

#### **2.2.**

That on 16 December 2024, Karen Greaves intimated her resignation as Clerk to the Board, with effect from 16 March 2025.

**It is recommended:**

#### **2.3.**

That the Board formally appoints Gavin Mitchell, Head of Legal and Governance, Orkney Islands Council, as Clerk to the Orkney and Shetland Valuation Joint Board.

### **3. Background**

#### **3.1.**

The position of Clerk to the Board for the Orkney and Shetland Valuation Joint Board (the Board) has been held by Karen Greaves since 28 September 2020.

#### **3.2.**

The Board must appoint a Clerk in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995.

## **4. Appointment of Clerk to the Board**

### **4.1.**

On 16 December 2024, Mrs Karen Greaves, Clerk to the Board, tendered her resignation with effect from 16 March 2025.

### **4.2.**

The Orkney and Shetland Valuation Joint Board is required to appoint a Clerk following the resignation of the position holder.

### **4.3.**

The Clerk, is responsible to the Board for the overall executive management and coordination of the business and administration of the Board. The Clerk appoints such nominees as necessary to provide a full range of administrative services. These shall include assisting in the preparation of reports to the Board in so far as they relate to administrative matters, the publication and dispatch of notices of Board meetings, agendas and reports, the preparation of minutes, attendance at meetings and procedural advice.

### **4.4.**

It is proposed that Mr Gavin Mitchell, Head of Legal and Governance, Orkney Islands Council, is appointed as Clerk to the Board.

## **5. Financial Implications**

There are no financial implications arising from this report.

## **6. Governance Aspects**

The content and implications of this report have been reviewed and, at this stage, it is deemed that the Board **DOES NOT** require external legal advice in consideration of the recommendations of this report.

## **7. Contact Officer**

Karen Greaves, Clerk to the Board, Email [karen.greaves@orkney.gov.uk](mailto:karen.greaves@orkney.gov.uk)