

**Item: 4.**

## **Orkney and Shetland Valuation Joint Board**

Date of Meeting: 28 November 2024.

### **Matters Arising Log from Meeting held on 26 September 2024**

Matters Arising		Target Date	Lead Officer	Notes
1.	Consider method of reporting work of the VJB to the constituent authorities.	June 2025.	Karen Greaves.	Agreed at September 2024 Board meeting that briefing, containing useful web links, be issued immediately after performance report scrutinised by the Board (usually June meeting).

### **Outstanding Matters Arising from Previous Board Meetings**

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Consider method of reporting work of the VJB to the constituent authorities.	7 March and 20 June 2024.	September 2024.	Karen Greaves.	See Notes at Action 1 from September 2024 Board meeting above.
2.	Whistleblowing Policy – assurance to be provided that a separate policy was not required.	20 June 2024.	November 2024.	Karen Greaves.	At September 2024 Board meeting, agreed that Board specific policy be drafted. Draft Policy on agenda for November 2024 Board meeting for consideration.

## Regular Reports required

Report.		Frequency.	Notes.
1.	Financial Monitoring.	Quarterly.	Next due November 2024. On agenda for November 2024 Board meeting.
2.	Best Value – Progress Report.	Biannually.	Next due December 2024. On agenda for November 2024 Board meeting.
3.	Risk Register.	Annually.	Next due December 2024. On agenda for November 2024 Board meeting.
4.	Internal Audit Actions – Progress Update.	Every 6 months.	Next due December 2024. On agenda for November 2024 Board meeting.
5.	Draft Revenue Budget.	Annually.	Next due March 2025 for 2025/26.
6.	Internal Audit Strategy and Plan.	Annually.	Next due March 2025.
7.	External Audit – Annual Plan.	Annually.	Next due March 2025.
8.	Medium Term Financial Plan.	Annually (covering 3-year period).	Approved 2 March 2023 for period up to 2025/26. Next due March 2025.
9.	Service Plan.	Every 3 years but reviewed annually.	Approved March 2023 for period to March 2026. Next review due March 2025.
10.	Single Equalities Scheme.	Every 4 years.	Next due April 2025.
11.	Equalities Mainstreaming and Outcomes	Every 2 years.	Next due April 2025.
12.	Internal Audit Charter.	Every 2 years.	Next due June 2026.

Report.		Frequency.	Notes.
			Note – PSIAS under review, therefore Internal Audit was Charter approved for one year only and will be reviewed during 2025. Anticipated to be reported by June 2025.
13.	Best Value – Performance Report.	Annually.	Next due June 2025.
14.	Draft Annual Accounts.	Annually.	Next due June 2025.
15.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2025.
16.	Financial Outturn.	Annually.	Next due September 2025.
17.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2025.
18.	Final Annual Accounts.	Annually.	Next due September 2025.
19.	Risk Management Policy and Strategy.	Every 3 years.	Approved March 2023. Next due March 2026.
20.	Workforce Plan	Every 3 years.	Approved September 2024. Next due September 2027.