

Item: 5.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 8 December 2022.

Matters Arising Log from Meeting held on 4 October 2022

Matters Arising	Target Date	Lead Officer	Notes	
1.	Annual Accounts – term “Vice Convener” to be amended to “Depute Convener” prior to signature.	31 October 2022.	Erik Knight.	Unfortunately, there is a reference to “vice convener” within the remuneration report on page 17 and 18. All other reference to “vice convener” has been updated to “depute” as requested. Action to be removed from log following December 2022 Board meeting.
2.	Annual Audit Report – Action Plan – Training and induction for new and substitute members.	January 2023.	Karen Greaves.	Session arranged for 17 November 2022. For those who could not attend, arrangements being made for a further session in January 2023.
3.	Scheme of Delegation – undertake consultation on draft and submit outcome to next meeting, together with revised draft.	December 2022.	Karen Greaves.	Consultation complete. Revised draft on agenda for December 2022 Board meeting for consideration. Action to be removed from log, should report recommendations be adopted.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Annual Audit Report – how to achieve Lessons Learned.	30 June 2022.	December 2022.	Karen Greaves.	Development session arranged for 8 December 2022, with report on agenda for Board meeting to be held later that day. Action to be removed from log, should report recommendations be adopted.
2.	Annual Audit Report – induction training for substitute members.	30 June 2022.	December 2022.	Karen Greaves.	See Action 2 above. Training session held on 17 November 2022 for substitutes, together with new members who were unable to attend induction training on 30 June 2022. Further session to be arranged. Action to be removed from log following December 2022 Board meeting.
3.	Risk Register – circulate existing document (noting next update due at October 2022 Board meeting).	30 June 2022.	4 October 2022.	Karen Greaves.	Risk Register circulated to Board members via email on 3 October 2022. Revised Risk Register on agenda for December 2022 Board meeting. Action to be removed from log following December 2022 Board meeting.
4.	Best Value – Progress Report – Shetland office accommodation – Assessor to liaise with the Depute Electoral Registration Officer and submit a further update to next meeting.	30 June 2022.	4 October 2022.	Darryl Rae.	

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
5.	Best Value – Performance Report – investigate what type of property fell into the “other” category and report back.	30 June 2022.		Darryl Rae.	
6.	Standing Orders – powers delegated to finalise and publish.	30 June 2022.	4 October 2022.	Karen Greaves.	Standing Orders finalised and published on the web. Copies emailed to all Board members on 3 October 2022 and receipt acknowledged. Action to be removed from log following December 2022 Board meeting.

Regular Reports required

Report.		Frequency.	Notes.
1.	Financial Monitoring.	Quarterly.	On agenda for December 2022 Board meeting.
2.	Annual Audit Report – Action Plan – Progress Update.	Quarterly.	On agenda for December 2022 Board meeting.
3.	Governance Review – Action Plan – Progress Update.	Quarterly.	On agenda for December 2022 Board meeting.
4.	Best Value – Progress Report.	Quarterly.	On agenda for December 2022 Board meeting.
5.	Risk Register.	Six monthly.	On agenda for December 2022 Board meeting.
6.	Draft Revenue Budget.	Annually.	Next due March 2023 for 2023/24.
7.	Internal Audit Strategy and Plan.	Annually.	Next due March 2023.
8.	Internal Audit Charter.	Every 2 years.	Nest due March 2023.
9.	Draft Annual Accounts.	Annually.	Next due June 2023.
10.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2023.
11.	Best Value – Performance Report.	Annually.	Next due September 2023.
12.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2023.
13.	Final Annual Accounts.	Annually.	Next due September 2023.