

Item: 9

Orkney and Shetland Valuation Joint Board: 2 March 2023

Seminars and Training for Board Members.

Report by Clerk to the Board.

1. Purpose of Report

To propose a programme of seminars and training for Orkney and Shetland Valuation Joint Board Members.

2. Recommendations

The Board is invited to note:

2.1.

That the Governance Review of the Orkney and Shetland Valuation Joint Board recommended that the Board should hold informal seminars and briefings for members to build their knowledge in relevant areas.

2.2.

The proposed programme of seminars and training for Board Members for the next 12 months, detailed in section 3.6 of this report.

2.3.

That the programme will be updated each year following the summer recess.

It is recommended:

2.4.

That the proposed programme of seminars and training for Board Members for the next 12 months, detailed in section 3.6 of this report, be approved.

3. Seminar and Training Programme

3.1.

The Governance Review of the Orkney and Shetland Valuation Joint Board recommended that the Board should hold informal seminars and briefings for members to build their knowledge in relevant areas, such as the Barclay Review. It was agreed that a programme of informal seminars would be proposed and agreed by the Board following the summer recess each year.

3.2.

On 30 June 2022, Board members received an induction session, which covered the following matters:

- The role of the Valuation Joint Board.
- The functions and statutory duties of the Assessor and Electoral Registration Officer.
- An overview of the Assessor duties.
- An overview of the Electoral Registration duties.
- Board Governance.
- Financial Governance.
- Roles and responsibilities of Board Members.

3.3.

This session was repeated on 17 November 2022 for those Board Members unable to attend the initial session and for substitute Board Members.

3.4.

On 8 December 2022, an information seminar took place with Board Members and covered:

- Lessons Learned from the 2020/21 External Audit.
- Skills Analysis for members and a training plan identified.

3.5.

It was proposed that, to facilitate the delivery of an ongoing seminar and training programme for Board Members, sessions would be provided twice a year when the Board met in-person in either Orkney or Shetland.

3.6.

The proposed programme for the next 12 months is as follows:

- March Meeting will include a seminar on:
 - The Barclay Review
 - 2023 Revaluation.
- September Meeting will include a seminar on:
 - Voter ID
 - Annual Canvass.

3.7.

In addition, the external legal advisors are contracted to deliver training each year and further information will be available on these sessions in due course. Further topics for seminars and training to be delivered by the Board's management team will be identified after recess each year.

4. Financial Implications

It is proposed, at this stage, that all the seminars and training sessions are delivered within existing resources. Therefore, there are no financial implication arising directly from this report.

5. 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.

6. Contact Officer

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