



# Orkney and Shetland Valuation Joint Board



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## Notice of Meeting and Agenda

Venue: **Council Chamber, Lower Hillhead, Lerwick.**

Date: **Thursday, 20 June 2024.**

Time: **14:00.**

Dear Board Member,

You are invited to attend the above meeting.

A note of the business to be considered is attached.

**Karen A Greaves,**  
**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 Shetland 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 Minute

3. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 7 March 2024 **attached**.
4. Matters Arising Log **attached**.

### Annual Audit

5. Annual Audit Report 2022/23 – Action Plan – report by Clerk to the Board **attached**.
6. External Audit Annual Plan – report by Treasurer to the Board **to follow**.
7. Internal Audit – Annual Report and Opinion – report by Chief Internal Auditor **attached**.
8. Draft Accounts for 2023/24 – report by Treasurer to the Board **to follow**.

### Governance

9. Financial Regulations and Contract Standing Orders – joint report by Clerk and Treasurer to the Board **to follow**.
10. Medium Term Financial Plan – report by Treasurer to the Board **attached**.

### Performance

11. Best Value – Progress Report – report by Assessor and Electoral Registration Officer **attached**.
12. Best Value – Performance Report – report by Assessor and Electoral Registration Officer **attached**.

## **Internal Audit**

13. Internal Audit Charter – report by Chief Internal Auditor **attached**.
14. Non-Domestic Rates – report by Chief Internal Auditor **attached**.
15. Council Tax – report by Chief Internal Auditor **attached**.

## **Meeting Dates**

16. Date of Next Meeting – 26 September 2024 (in Orkney).

Dates for 2024:

- 28 November 2024 (virtual).