

Item: 4.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 27 November 2025.

Matters Arising Log from Meeting held on 30 September 2025

Matters Arising		Target Date	Lead Officer	Notes
1.	Audit Fees – KPMG to seek further information from Audit Scotland on calculation of fees.	December 2025.	Erik Knight.	<p>The following link provides the approach on fee setting by Audit Scotland:</p> <p>Our approach to setting audit fees</p> <p>Paragraph 33 on p11 of the guidance states:</p> <p>“The Sectoral cap adjustment is the adjustment to apply an equal price movement to all bodies within each sector.”</p> <p>This action can be removed following the December 2025 Board meeting.</p>

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Shetland Accommodation – once Depute Assessor in post, office accommodation to be reviewed, including a meeting with representatives from the Estates team at Shetland Islands Council.	27 March 2025. September 2025.	January 2026.	Robert Eunson.	Update at June 2025: Timescale dictated by induction period required for the incoming Depute Assessor along with extreme pressure of work in the second half of 2025. Update for September 2025: The Depute Assessor is now in post, and is aware of the office situation being based there full-time. Understanding is sought from Members that we are currently under severe pressure to meet our statutory obligations, ie disposal of Revaluation 2023 proposals by 30 September, and Revalue all non-domestic subjects for draft Valuation Roll by 30 November. Once these critical events have passed we will turn attention to the office accommodation.
2.	Performance Reporting – KPI for % reduction on appeal – Assessor to present alternatives for consideration.	27 March 2025.	June 2026.	Robert Eunson.	
3.	Medium-Term Financial Plan – undertake zero-base review at subjective level in either 2026/27 or 2027/28	27 March 2025.	March 2027.	Erik Knight.	Update at June 2025: Will seek to carry out zero base budget review as part of 2027/28 budget setting process, and report to Board in March 2027. Update for September 2025: As above.

Regular Reports required

Report.		Frequency.	Notes.
1.	Financial Monitoring.	Quarterly.	Next due December 2025. On agenda for December 2025 Board meeting.
2.	Internal Audit Actions – Progress Update.	Every 6 months.	Next due December 2025. On agenda for December 2025 Board meeting.
3.	Best Value – Progress Report.	Biannually.	Next due December 2025. On agenda for December 2025 Board meeting.
4.	Risk Register.	Annually.	Next due December 2025. On agenda for December 2025 Board meeting.
5.	Draft Revenue Budget.	Annually.	Next due March 2026 for 2026/27.
6.	Internal Audit Strategy and Plan.	Annually.	Next due March 2026.
7.	External Audit – Annual Plan.	Annually.	Next due March 2026.
8.	Medium Term Financial Plan.	Annually (covering 3-year period).	Approved 2 March 2023 for period up to 2025/26. Next due March 2026.
9.	Service Plan.	Every 3 years but reviewed annually.	Approved March 2023 for period to March 2026. Next iteration of plan due March 2026.
10.	Internal Audit Charter.	Annually.	Next due March 2026.
11.	Risk Management Policy and Strategy.	Every 3 years.	Approved March 2023. Next due March 2026.

Report.		Frequency.	Notes.
12.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2026.
13.	Draft Annual Accounts.	Annually.	Next due June 2026.
14.	Best Value – Performance Report.	Annually.	Next due June 2026.
15.	Financial Outturn.	Annually.	Next due September 2026.
16.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2026.
17.	Final Annual Accounts.	Annually.	Next due September 2026.
18.	Equalities Mainstreaming and Outcomes.	Every 2 years.	Next due April 2027.
19.	Workforce Plan	Every 3 years.	Approved September 2024. Next due September 2027.
20.	Number of Assessors and Availability of Resources (S24, Non-Domestic Rates (Scotland) Act 2020).	Due by 31 May 2025 and every 3 years thereafter.	Reported June 2025. Next due by May 2028.
21.	Single Equality Scheme.	Every 4 years.	Approved March 2025 for period 2025 to 2029. Next due March 2029.
22.	Whistleblowing Policy	Every 5 years.	Approved November 2024. Next due November 2029.