

Item: 4.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 7 March 2024.

Matters Arising Log from Meeting held on 13 December 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Safety of canvassers during Annual Canvass – training requirements	March 2024	Rab Eunson	Training is provided for canvassers, prepared by the Electoral Commission and tailored for local circumstances. It covers all aspects of the canvass process, with a section focussed on the doorstep aspect and how to behave in order to minimise personal risk.

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.					

Regular Reports required

Report.		Frequency.	Notes.
1.	Annual Audit Report – Action Plan – Progress Update.	Quarterly.	On agenda for March 2024 Board meeting.
2.	Financial Monitoring.	Quarterly.	Next due March 2024. On agenda for March 2024 Board meeting.
3.	External Audit – Annual Plan.	Annually.	Next due March 2024. To be presented to June 2024 Board meeting.
4.	Draft Revenue Budget.	Annually.	Next due March 2024 for 2024/25. On agenda for March 2024 Board meeting.
5.	Internal Audit Strategy and Plan.	Annually.	Next due March 2024. On agenda for March 2024 Board meeting.
6.	Service Plan.	Every 3 years but reviewed annually.	Approved March 2023 for period to March 2026. Next review due March 2024. On agenda for March 2024 Board meeting.
7.	Medium Term Financial Plan.	Annually (covering 3-year period).	Approved 2 March 2023 for period up to 2025/26. Next due March 2024. To be presented to June 2024 Board meeting.
8.	Best Value – Progress Report.	Biannually.	Next due June 2024.
9.	Draft Annual Accounts.	Annually.	Next due June 2024.
10.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2024.

Report.		Frequency.	Notes.
11.	Best Value – Performance Report.	Bi-annually.	Next due June 2024.
12.	Internal Audit Charter.	Every 2 years.	Next due June 2024.
13.	Financial Outturn.	Annually.	Next due September 2024.
14.	Final Annual Accounts.	Annually.	Next due September 2024.
15.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2024.
16.	Risk Register.	Annually.	Next due December 2024.
17.	Internal Audit Actions – Progress Update.	Every 6 months.	Next due December 2024.
18.	Single Equalities Scheme	Every 4 years.	Next due April 2025.
19.	Equalities Mainstreaming and Outcomes	Every 2 years.	Next due April 2025.
20.	Risk Management Policy and Strategy.	Every 3 years.,	Approved March 2023. Next due March 2026.