

Item: 5

Orkney and Shetland Valuation Joint Board: 18 November 2021.

Governance Review – Action Plan Update.

Report by Clerk to the Board.

1. Purpose of Report

To provide an update on progress with the Action Plan arising from the review of governance arrangements for the Orkney and Shetland Valuation Joint Board.

2. Recommendations

The Board is invited to note:

2.1.

The updated Action Plan arising from the review of governance arrangements, attached as Appendix 1 to this report.

2.2.

That a further update on progress will be presented to the Board at its meeting to be held in March 2022.

It is recommended:

2.3.

That the undernoted action plan target dates be amended as follows:

- Action 1 – from 30 September 2021 to 31 March 2022.
- Action 3 – from 30 October 2021 to 31 March 2022.
- Action 4 – from 30 September 2021 to 31 March 2022.
- Action 5 – from 30 September 2021 to 30 April 2022.
- Action 6 – from 30 October 2021 to 30 April 2022.

3. Action Plan Progress

3.1.

On 25 March 2021, the Board considered the findings of the review of the governance arrangements for the Orkney and Shetland Valuation Joint Board.

3.2.

The agreed Action Plan has been updated and is attached as Appendix 1 to this report.

3.3.

It is proposed that a further update on the progress with the Action Plan be presented to the Board at its meeting to be held in March 2022.

4. Financial Implications

Other than the specific items listed in the Action Plan, which will be addressed separately by the Board, there are no financial implications arising directly from the report.

5. Legal Aspects

Other than the specific items listed in the Action Plan, which will be addressed separately by the Board, there are no legal implications arising directly from the report.

6. Contact Officer

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7. Appendix

Appendix 1: Action Plan – Recommendations for Improvement.

**Orkney and Shetland Valuation Joint Board
Action Plan - Recommendations for Improvement**

Appendix 1

	Area	Recommendation	Management Response	Lead	Target Date RAG Status	Progress / Update
1	Governance	The VJB should use the opportunity afforded by the transfer of functions between Shetland Council and Orkney Islands Council to review and refresh the Board's Constitution and other relevant documentation pertinent to the functioning of the VJB.	The Board's Constitution and other relevant documentation pertinent to the functioning of the VJB will be reviewed.	Clerk to the Board	30/09/2021 31/03/2022	Due to capacity issues, work on this has been delayed but is now being prioritised to ensure a revised constitution is considered by the Board as soon as practicable. It is proposed to amend the target date to reflect the timescale within which this action will now be completed.
2	Governance	The VJB should consider how risk is handled by the Board and look to formalise a framework for monitoring risks and implementing controls and actions to ensure the Board continues to perform its statutory duties.	The Board will consider and formalise a framework for monitoring risks and implementing controls and actions.	Clerk to the Board	30/09/2021	Complete - The annual risk register is considered regularly by the Board.
3	Leadership and Relationships	The VJB should hold informal seminars and briefings for members to build knowledge in relevant areas, such as, the Barclay Review.	A programme of informal seminars will be proposed and agreed by the Board following summer recess each year.	Clerk to the Board	30/10/2021 31/03/2022	On-going. An informal seminar is scheduled for 26 Nov 21. Following this a seminar on roles and responsibilities, and to identify future topics and priorities for an induction programme, has been arranged to be delivered together with the Improvement Service in Jan 22. It is proposed to amend the target date to reflect the timescale within which this action will now be completed for this term. A new programme will be developed following recess in 2022.
4	Leadership and Relationships	The VJB should undertake training to clarify the roles of both Board members and officers on the VJB.	Training for Board members will be arranged to clarify the roles of both Board members and officers on the VJB.	Clerk to the Board	30/09/2021 31/03/2022	A seminar on roles and responsibilities, and to identify future topics and priorities for an induction programme, has been arranged to be delivered together with the Improvement Service in Jan 22. It is proposed to amend the target date to reflect the timescale within which this action will now be completed for this term. A new programme will be developed following the appointment of the Board following the election in May 2022.

	Area	Recommendation	Management Response	Lead	Target Date RAG Status	Progress / Update
5	Leadership and Relationships	The VJB should take the opportunity raised by the transfer of functions to formalise the support officers provide to the VJB in job descriptions in conjunction with the employing Council.	Employing Councils will formalise the support provided by officers to the VJB in job descriptions.	Chief Executive of OIC/ Chief Executive of SIC.	30/09/2021 31/04/2022	Work on this has been delayed and will be addressed as part of the OIC management restructure. It is proposed to amend the target date to reflect the timescale within which this action will now be completed.
6	Leadership and Relationships	The VJB should consider undertaking more formal induction and developmental training that allows for the Board to consider more general reflections on how it is operating as a Board, what difference it is making, etc, outwith the formal agenda.	A programme for the formal Induction and developmental training will be developed for members of the VJB.	Clerk to the Board	30/10/2021 30/04/2022	On-going. An informal seminar is scheduled for 26 Nov 21. Following this a seminar on roles and responsibilities, and to identify future topics and priorities for an induction programme has been arranged to be delivered by the Improvement Service in Jan 22. It is proposed to amend the target date to reflect the timescale within which this action will now be completed.
7	Board Meetings	The VJB should consider a more structured approach to the clerking of meetings to support the effective working of the Board.	A more structured approach to the clerking of board meetings will be implemented.	Clerk to the Board	30/09/2021	Complete. A more structured approach is in place with meetings, report deadlines and agendas issued according to timetable.
8	Board Meetings	The VJB should look to streamline and make more accessible how the work of the Board is disseminated to the public to facilitate scrutiny and community engagement.	Options to promote and make accessible the work of the Board will be explored and considered.	Assessor /Clerk to the Board	30/12/2021	Complete. VJB meetings are accessible to the public and agendas/papers available on the website.
9	Resources	The VJB should look to develop medium and long-term recruitment strategies to improve succession planning in key roles within the VJB.	Medium and long-term recruitment strategies to improve succession planning in key roles within the VJB will be developed for consideration.	Assessor	30/12/2021	Complete. The Workforce plan for the O&SVJB was considered by the Board and has been approved.
10	Performance	The VJB should look to review performance monitoring in the VJB and look to develop more defined performance targets, outcomes and impact.	Performance monitoring arrangements will be reviewed.	Assessor / Clerk to the Board	31/12/2021	Complete. Performance monitoring arrangements have been reviewed and considered b the Board at its meeting held in June 21.

	Area	Recommendation	Management Response	Lead	Target Date RAG Status	Progress / Update
11	Performance	The VJB should look to develop benchmarking with other VJBs to learn lessons from best practice in other Boards to ensure Best Value.	Benchmarking with other VJBs will be undertaken and the findings considered to learn from best practice.	Assessor / Clerk to the Board	30/09/2021	Complete. Benchmarking on performance targets has been completed and reviewed by the Board in June 21.
12	Performance	The VJB should consider more developmental work, such as a self-assessment, in order to provide space for thinking around the roles of members; induction; impact and outcomes; performance management, etc.	Developmental sessions to consider these areas will be undertaken and used to inform induction, training and performance management arrangements.	Assessor /Clerk to the Board	31/12/2021	Work on this to be started in due course.