



Orkney and Shetland Valuation Joint Board



Notice of Meeting and Agenda

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

Date: **Thursday, 8 December 2022.**

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 12 months. The Council is a Data Controller 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.

3. Disclosure of Exempt Information.

The Board is asked to consider whether the public should be excluded from the meeting for Item 15, as consideration of the business may involve the likely disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

4. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 4 October 2022 **attached**.

5. Matters Arising Log **attached**.

6. Lessons Learned Review – report by Clerk to the Board **attached**.

7. Revenue Expenditure Monitoring – report by Treasurer to the Board **attached**.

8. Annual Audit Report 2021/22 – Action Plan – report by Clerk to the Board **attached**.

9. Governance Review – Action Plan – report by Clerk to the Board **attached**.

10. Procurement of Legal Services – report by Clerk to the Board **attached**.

11. Scheme of Delegation – report by Clerk to the Board **attached**.

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

13. Risk Register – report by Assessor and Electoral Registration Officer **to follow**.

14. Date of Next Meeting – 2 March 2023 – virtual.

Provisional dates for future meetings:

- 29 June 2023 (to include draft Annual Accounts for 2022/23) – in Orkney.
- 28 September 2023 (to include External Audit Annual Audit Report and final Annual Accounts for 2022/23) – virtual meeting.
- 14 December 2023 – in Shetland.

15. Staffing Matters – report by Clerk to the Board **to follow**.

Not for publication by virtue of paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Local Government (Scotland) Act 1973 – Schedule 7A

Access to Information: Descriptions of Exempt Information

Paragraph 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.