

Item: 4.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 28 September 2023.

Matters Arising Log from Meeting held on 29 June 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Check what material had been destroyed and whether any material had been archived.	September 2023.	Robert Eunson.	
2.	Shetland Office Accommodation – liaise with SIC Asset team to discuss options and report in due course on the way forward.	September 2023.	Robert Eunson.	
3.	2017 Revaluation Appeals – further detail on the 6.4% reduction figure.	September 2023.	Robert Eunson.	

Outstanding Matters Arising from Previous Board Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.
1.	Annual Audit Report – Action Plan – Training and induction for new and substitute members.	4 October 2022.	September 2023.	Karen Greaves.	For those who could not attend, arrangements being made for a further session. Dates to be confirmed.

Regular Reports required

Report.		Frequency.	Notes.
1.	Annual Audit Report – Action Plan – Progress Update.	Quarterly.	On agenda for September 2023 Board meeting.
2.	Financial Outturn.	Annually.	Next due September 2023. On agenda for September 2023 Board meeting.
3.	Financial Monitoring.	Quarterly.	Next due September 2023. On agenda for September 2023 Board meeting.
4.	Final Annual Accounts.	Annually.	Next due September 2023. On agenda for September 2023 Board meeting.
5.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2023. On agenda for September 2023 Board meeting.
6.	Best Value – Progress Report.	Biannually.	Next due December 2023.
7.	Risk Register.	Annually.	Scrutinised December 2022. Next due December 2023.
8.	External Audit – Annual Plan.	Annually.	Next due March 2024.
9.	Draft Revenue Budget.	Annually.	Next due March 2024 for 2024/25.
10.	Internal Audit Strategy and Plan.	Annually.	Next due March 2024.
11.	Service Plan.	Every 3 years but reviewed annually.	Approved March 2023 for period to March 2026. Next review due March 2024.

Report.		Frequency.	Notes.
12.	Medium Term Financial Plan.	Annually (covering 3-year period).	Approved 2 March 2023 for period up to 2025/26. Next due March 2024.
13.	Draft Annual Accounts.	Annually.	Next due June 2024.
14.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2024.
15.	Best Value – Performance Report.	Annually.	Next due June 2024.
16.	Internal Audit Charter.	Every 2 years.	Next due June 2024.
17.	Risk Management Policy and Strategy.	Every 3 years.,	Approved March 2023. Next due March 2026.