

Item: 4.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 14 December 2023.

Matters Arising Log from Meeting held on 28 September 2023

Matters Arising		Target Date	Lead Officer	Notes
1.	Shetland Office Accommodation – further update for next meeting.	December 2023.	Robert Eunson.	See report on Best Value – Progress Report (section 8).

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.	December 2023.	Karen Greaves.	For those who could not attend, training session now arranged for 10 January 2024 via Microsoft Teams.

Regular Reports required

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

Report.		Frequency.	Notes.
13.	Internal Audit Charter.	Every 2 years.	Next due June 2024.
14.	Financial Outturn.	Annually.	Next due September 2024.
15.	Final Annual Accounts.	Annually.	Next due September 2024.
16.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2024.
17.	Risk Management Policy and Strategy.	Every 3 years.,	Approved March 2023. Next due March 2026.