



# Orkney and Shetland Valuation Joint Board



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## Notice of Meeting and Agenda

Venue: **Council Chamber, Council Offices, School Place, Kirkwall.**

Date: **Thursday, 26 September 2024.**

Time: **15:00.**

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 Orkney 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 at least 12 months. The Councils are Data Controllers 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.

### Draft Minute

3. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 20 June 2024 **attached**.
4. Matters Arising Log **attached**.

### Finance and Audit

5. Revenue Expenditure Outturn – report by Treasurer to the Board **attached**.
6. Revenue Expenditure Monitoring – report by Treasurer to the Board **attached**.
7. Annual Audit Report 2022/23 – Action Plan – report by Clerk to the Board **attached**.
8. Audit Report to those charged with Governance – report by Treasurer to the Board **to follow**.
9. Annual Accounts – report by Treasurer to the Board **to follow**.

### Governance

10. Scheme of Delegation – report by Clerk to the Board **attached**.
11. Workforce Plan – report by Assessor and Electoral Registration Officer **attached**.

### Meeting Dates

12. Date of Next Meeting – 28 November 2024 (virtual).

13. Proposed Dates for 2025:
- 27 March 2025.
  - 24 June 2025.
  - 30 September 2025.
  - 27 November 2025.