

Item: 4.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 2 March 2023.

Matters Arising Log from Meeting held on 8 December 2022

Matters Arising		Target Date	Lead Officer	Notes
1.	Internal Audit Plan – circulate to members.	March 2023.	Karen Greaves.	Updated Internal Audit Strategy and Annual Plan on agenda for March 2023 Board meeting.
2.	Venue for Meetings – to be reconsidered.	June 2023.	Karen Greaves.	

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.	January 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.	Financial Monitoring.	Quarterly.	On agenda for March 2023 Board meeting.
2.	Annual Audit Report – Action Plan – Progress Update.	Quarterly.	On agenda for March 2023 Board meeting.
3.	Governance Review – Action Plan – Progress Update.	Quarterly.	On agenda for March 2023 Board meeting.
4.	Draft Revenue Budget.	Annually.	Next due March 2023 for 2023/24. On agenda for March 2023 Board meeting.
5.	Internal Audit Strategy and Plan.	Annually.	Next due March 2023. On agenda for March 2023 Board meeting.
6.	External Audit – Annual Plan.	Annually.	Next due March 2023.
7.	Best Value – Progress Report.	Quarterly.	Next due June 2023.
8.	Risk Register.	Six monthly.	Next due June 2023.
9.	Draft Annual Accounts.	Annually.	Next due June 2023.
10.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2023.
11.	Best Value – Performance Report.	Annually.	Next due September 2023.
12.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2023.
13.	Final Annual Accounts.	Annually.	Next due September 2023.

Report.		Frequency.	Notes.
14.	Internal Audit Charter.	Every 2 years.	Next due June 2024.
15.	Medium Term Financial Plan	Every 3 years.	Approved 3 March 2022 for period up to 2024/25. On agenda for March 2023 Board meeting.