

Item: 6.

Orkney and Shetland Valuation Joint Board

Date of Meeting: 29 June 2023.

Matters Arising Log from Meeting held on 2 March 2023

Matters Arising	Target Date	Lead Officer	Notes
1. Service Plan – explore options of improving design and aesthetic, together with statistically refreshing data, ahead of publication on 1 April 2023.	April 2023.	Darryl Rae.	Photographs added and plan published on Board's website.

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.	Annual Audit Report – Action Plan – Progress Update.	Quarterly.	On agenda for June 2023 Board meeting.
2.	Governance Review – Action Plan – Progress Update.	Quarterly.	On agenda for June 2023 Board meeting.
3.	External Audit – Annual Plan.	Annually.	Next due March 2023. On agenda for June 2023 Board meeting.
4.	Best Value – Progress Report.	Biannually.	Next due June 2023. On agenda for June 2023 Board meeting.
5.	Risk Register.	Annually.	Scrutinised December 2022. Next due December 2023.
6.	Draft Annual Accounts.	Annually.	Next due June 2023. On agenda for June 2023 Board meeting.
7.	Internal Audit – Annual Report and Opinion.	Annually.	Next due June 2023. On agenda for June 2023 Board meeting.
8.	Best Value – Performance Report.	Annually.	Next due September 2023. On agenda for June 2023 Board meeting.
9.	Financial Monitoring.	Quarterly.	Next due September 2023.
10.	Annual Audit Report to those charged with Governance.	Annually.	Next due September 2023.

Report.		Frequency.	Notes.
11.	Final Annual Accounts.	Annually.	Next due September 2023.
12.	Draft Revenue Budget.	Annually.	Next due March 2024 for 2024/25.
13.	Internal Audit Strategy and Plan.	Annually.	Next due March 2024.
14.	Service Plan.	Every 3 years.	Approved March 2023. Next due March 2026, but to be reviewed annually.
15.	Medium Term Financial Plan.	Annually (covering 3-year period).	Approved 2 March 2023 for period up to 2025/26. Next due March 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.