

Item: 8

Orkney and Shetland Valuation Joint Board: 2 March 2023

Governance Review - Action Plan Update.

Report by Clerk to the Board.

1. Purpose of Report

To receive an update on progress with the Action Plan arising from the review of governance arrangements for the Orkney and Shetland Valuation Joint Board.

2. Recommendations

The Board is invited to note:

2.1.

The updated Action Plan arising from the review of governance arrangements, attached as Appendix 1 to this report.

2.2.

That a further update on progress will be presented to the Board at its meeting to be held in June 2023.

3. Action Plan Progress

3.1.

On 25 March 2021, the Board considered the findings of the review of the governance arrangements for the Orkney and Shetland Valuation Joint Board.

3.2.

The agreed Action Plan has been updated and is attached as Appendix 1 to this report.

3.3.

It is proposed that a further update on progress with the Action Plan be presented to the Board at its meeting to be held in June 2023.

4. Financial Implications

Other than the specific items listed in the Action Plan, which will be addressed separately by the Board, there are no financial implication arising directly from this report.

5. Governance Aspects

The content and implications of this report have been reviewed and, at this stage, it is deemed that the Board **DOES NOT** require external legal advice in consideration of the recommendations of this report.

6. Contact Officer

Karen Greaves, Clerk to the Board, Email karen.greaves@orkney.gov.uk

7. Appendix

Appendix 1: Action Plan – Recommendations for Improvement.

**Orkney and Shetland Valuation Joint Board
Governance Review Action Plan - Recommendations for Improvement**

Appendix 1

	Area	Recommendation	Management Response	Lead	Target Date RAG Status	Progress / Update
1	Governance	The VJB should use the opportunity afforded by the transfer of functions between Shetland Islands Council and Orkney Islands Council to review and refresh the Board's Constitution and other relevant documentation pertinent to the functioning of the VJB.	The Board's Constitution and other relevant documentation pertinent to the functioning of the VJB will be reviewed.	Clerk to the Board	31/12/2022	The Board has agreed its Standing Orders and a Scheme of Delegation. A review of further governance documentation will be progressed as business as usual and monitored through the annual audit action plan.
3	Leadership and Relationships	The VJB should hold informal seminars and briefings for members to build knowledge in relevant areas, such as, the Barclay Review.	A programme of informal seminars will be proposed and agreed by the Board following summer recess each year.	Clerk to the Board	31/03/2023	Following the induction, a programme of seminars will be developed. The target date for this action is proposed to be extended to allow time for this to be completed with the new Board.
6	Leadership and Relationships	The VJB should consider undertaking more formal induction and developmental training that allows for the Board to consider more general reflections on how it is operating as a Board, what difference it is making, etc, outwith the formal agenda.	A programme for the formal Induction and developmental training will be developed for members of the VJB.	Clerk to the Board	30/06/2023	An informal seminar took place on 26 Nov 21 and a workshop on 25 Feb 22. Induction for new members commenced on 30 June 2022 and a further programme is to be developed. A further session was run on 17 November 2022. The Board considered additional skills/training requirements at a session on 8 Dec and the seminars proposed will be considered in March 2023.
12	Performance	The VJB should consider more developmental work, such as a self-assessment, in order to provide space for thinking around the roles of members; induction; impact and outcomes; performance management, etc.	Developmental sessions to consider these areas will be undertaken and used to inform induction, training and performance management arrangements.	Assessor /Clerk to the Board	31/12/2022	Complete. A session, self assessing on Skills / Training requirements took place in Dec 22. It is planned that developmental sessions will take place twice a year when the Board meets in-person.