



Orkney and Shetland Valuation Joint Board



Minute

Friday, 28 February 2025, 11:00.

Microsoft Teams.

Present:

Orkney Islands Council:

Lindsay Hall, Kristopher Leask, Gillian Skuse and Dr Jean Stevenson.

Shetland Islands Council:

Allison Duncan, Stephen Leask, Liz Peterson, Gary Robinson and Arwed Wenger.

Clerk to the Board:

- Karen A Greaves.

In Attendance:

- Robert Eunson, Assessor and Electoral Registration Officer.
- Erik Knight, Treasurer to the Board.

Orkney Islands Council:

- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Hazel Flett, Service Manager (Governance).

Chair:

- Stephen Leask, Shetland Islands Council, Convener of the Board.

1. Introduction and Apologies

The Convener welcomed everyone and reminded members that the meeting was being recorded and broadcast live over the Internet on Orkney Islands Council's website. The recording would also be publicly available following the meeting and available for listening to for 12 months thereafter.

Apologies for absence had been intimated on behalf of John Ross Scott, Orkney Islands Council. Gillian Skuse was attending as a substitute.

Post meeting note – due to technical difficulties, Dr Stephen Clackson was unable to join the meeting remotely.

2. Declarations of Interest

No declarations of interest had been intimated.

3. Appointment of Clerk to the Board

There had been previously circulated a report by the Clerk to the Board regarding the appointment of a Clerk, following the resignation of the current postholder, for consideration.

The Clerk advised that, in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995, the Board must appoint a Clerk. The position of Clerk had been held by herself since 28 September 2020. As Ms Greaves was leaving the employment of Orkney Islands Council, on 16 December 2024, she had tendered her resignation as Clerk to the Orkney and Shetland Valuation Joint Board with effect from 16 March 2025.

The Clerk was responsible to the Board for the overall executive management and co-ordination of the business and administration of the Board. The Clerk appointed such nominees as necessary to provide a full range of administrative services, which included assisting in the preparation of reports to the Board in so far as they related to administrative matters, the publication and dispatch of notices of Board meetings, agendas and reports, the preparation of minutes, attendance at meetings and procedural advice.

It was proposed that Gavin Mitchell, Head of Legal and Governance, Orkney Islands Council, be appointed as Clerk to the Board.

In response to a query from the Convener, the Clerk confirmed that, if appointed, Gavin Mitchell would take up the position of Clerk to the Board.

The Board noted:

3.1. That the Board must appoint a Clerk in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995.

3.2. That, on 16 December 2024, Karen Greaves had intimated her resignation as Clerk to the Board, with effect from 16 March 2025.

The Board **resolved**:

3.3. To formally appoint Gavin Mitchell, Head of Legal and Governance, Orkney Islands Council, as Clerk to the Orkney and Shetland Valuation Joint Board.

4. Conclusion of Meeting

On behalf of the Board, the Convener thanked Ms Greaves for all her work as Clerk to the Board during her tenure, particularly in respect of governance, which had been carried out diligently, and wished her all the best in her new position. The Convener also passed on his thanks to Gavin Mitchell for taking up the post of Clerk.

There being no further business, the Convener declared the meeting concluded at 11:10.

Signed: (Convener).