



# Orkney and Shetland Valuation Joint Board



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## Notice of Meeting and Agenda

Venue: **Microsoft Teams.**

Date: **Thursday, 7 March 2024.**

Time: **14:00.**

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 Council is a Data Controller 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 14 December 2023 **attached**.
4. Matters Arising Log **attached**.

### Financial Monitoring and Budgeting

5. Revenue Expenditure Monitoring – report by Treasurer to the Board **attached**.
6. Draft Budget for 2024/25 – report by Treasurer to the Board **attached**.

### Performance and Governance

7. Annual Audit Report 2022/23 – Action Plan – report by Clerk to the Board **attached**.
8. Service Plan 2024-26 – Annual Update – report by Assessor and Electoral Registration Officer **attached**.
9. Internal Audit Plan – report by Chief Internal Auditor **attached**.
10. Internal Audit – Electoral Roll – report by Chief Internal Auditor **attached**.
11. Date of Next Meeting – 20 June 2024 (in Shetland).

Dates for 2024:

- 26 September 2024 (in Orkney).
- 28 November 2024 (virtual).

## **Exclusion of Public**

12. The Board is requested to exclude the public from the meeting for the following items of business, on the grounds that they would involve the likely disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

13. Internal Audit – Procurement – report by Chief Internal Auditor **attached**.

**Not for publication by virtue of paragraphs 1, 6, 8 and 10 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.**

14. Staffing Matters – joint report by Assessor and Electoral Registration Officer and Clerk to the Board **attached**.

**Not for publication by virtue of paragraphs 1, 6, 9 and 10 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.**

## **Local Government (Scotland) Act 1973 – Schedule 7A**

### **Access to Information: Descriptions of Exempt Information**

- Paragraph 1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
- Paragraph 6. Information relating to the financial or business affairs of any particular person (other than the authority).
- Paragraph 8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
- Paragraph 9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
- Paragraph 10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.