



Orkney and Shetland Valuation Joint Board



Notice of Meeting and Agenda

Venue: **Microsoft Teams.**

Date: **Thursday, 30 September 2021.**

Time: **11:00.**

Dear Councillor,

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.

Telephone: 01856 873535 extension 2208.

Email: committees@orkney.gov.uk.

Further Information

Due to COVID-19 restrictions, this meeting is not open to the public.

This agenda and associated reports are available in portable document format (pdf) at <https://www.orkney.gov.uk/>.

Order of Business

1. Apologies.
2. Declarations of Interest.

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.

3. Disclosure of Exempt Information.

The Board is asked to consider whether the public should be excluded from the meeting for Item 11, as consideration of the business may involve the likely disclosure of exempt information of the class described in the relevant paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

4. Orkney and Shetland Valuation Joint Board – Draft Minute of Meeting held on 24 June 2021 **attached**.
5. Annual Audit Report 2019/20 – Action Plan – Update – report by Clerk to the Board **attached**.
6. Workforce Plan – report by Assessor and Electoral Registration Officer **attached**.
7. Complaints Handling Procedure – report by Assessor and Electoral Registration Officer **attached**.
8. Equalities Duties – report by Assessor and Electoral Registration Officer **attached**.
9. Budget Outturn – report by Treasurer to the Board **to follow**.
10. Dates for Meetings – to confirm dates for, and format of, proposed meetings listed below:
 - 18 November 2021.
 - 3 March 2022.
 - 23 June 2022.
 - 29 September 2022.
 - 8 December 2022.

11. Recruitment Matters – report by Clerk to the Board **to follow**.

Not for publication by virtue of paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.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.