



Orkney & Shetland Valuation Joint Board



Clerk to the Board: Jan-Robert Riise

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Date: 24 May 2017

Dear Sir/Madam

You are invited to the following meeting:

Orkney and Shetland Valuation Joint Board (By video conference)
The Bunker, Council Offices, Kirkwall and
Boardroom, Lystina House, Lerwick
Wednesday 31 May 2017 at 9.30am

Apologies for absence should be notified to Louise Adamson at the above number, or by e-mail to louise.adamson@shetland.gov.uk

Yours faithfully

J R Riise
Clerk to the Board

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.

1. Membership of the Valuation Joint Board (*Report enclosed*)
2. Appointment of Convener and Vice Convener (*Report enclosed*)
3. Appointment of Clerk and Treasurer (*Report enclosed*)



Orkney & Shetland Valuation Joint Board



Agenda Item

1

REPORT

To: Orkney and Shetland Valuation Joint Board

31 May 2017

From: Clerk to the Valuation Joint Board

Membership of the Valuation Joint Board Report No: VGL-25-17-F

1. Introduction

- 1.1 Attached (as Appendix A) is a list of the appointments of Members and Substitutes to the Board made by Orkney Islands Council and Shetland Islands Council following the recent Local Government elections.

2. Background

- 2.1 The Administrative Regulations of the Orkney and Shetland Valuation Joint Board state that membership of the Board shall consist of Councillors from the Constituent Authorities of Orkney Islands Council and Shetland Islands Council, and that the term of office for Members shall run alongside the term of office as Councillor.
- 2.2 It is open for the authority to terminate appointment and to re-appoint Members of the Board, and the practice in Orkney Islands Council is for annual re-appointment.
- 2.3 The appointments made by Shetland Islands Council will continue until the date of the next ordinary election of the Council.

3. Policy and Delegated Authority

- 3.1 It is for each Authority to make their appointments to the Board. The Board has no say in the matter. The purpose of this report is to intimate recent appointments made by the Board's constituent authorities, and to welcome new Members appointed, following the local government elections on 4 May 2017.

4. Financial Implications

4.1 There are no financial implications arising from this report.

5. Recommendation

5.1 I recommend that the Valuation Joint Board note the appointments made by Orkney Islands Council and Shetland Islands Council.

Report No.: VGL-25-17-F
19 May 2017

ORKNEY AND SHETLAND VALUATION JOINT BOARD

Substantive Members:

Orkney: S Clackson
D Dawson
A Drever
S Heddle
H Johnston

Shetland: A Cooper
A Duncan
J Fraser
T Smith
B Wishart

Substitute Members:

Orkney: B Foulkes
J R Scott

Shetland: M Bell
S Leask
E Macdonald
G Smith
R Thomson



Orkney & Shetland Valuation Joint Board



REPORT

To: Orkney and Shetland Valuation Joint Board

31 May 2017

From: Clerk to the Valuation Joint Board

**Appointment of Convener and Vice Convener
Report No: VGL-24-17-F**

1. Introduction

- 1.1 This report seeks the appointment of a Convener and Vice Convener of the Board in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995.

2. Background

- 2.1 Paragraph 3 of Schedule 2 to the Order makes the following arrangements in respect of appointment of Convener and Vice Convener: -
- (a) each Board shall appoint from its membership a Convener and Vice Convener, but the Convener and Vice Convener shall not, at any time, be members of the same constituent authority;
 - (b) the Convener and Vice Convener of a Board shall each hold office until whichever is the earlier of:
 - (i) the date of the ordinary election next following the date of his/her appointment; and
 - (ii) the date of his/her ceasing to be a member of the Board;
 - (c) the Convener, or in his/her absence, the Vice Convener, shall preside at all meetings of the Board, but where both the Convener and Vice Convener are absent from any meeting the Members present shall appoint a Convener for that meeting;
 - (d) in the event of an equality of votes at a meeting, the Convener of that meeting shall, subject to sub-paragraph (e) below, have a casting vote as well as a deliberative vote; and

- (e) where there is an equality of votes at a meeting and the matter which is the subject of the vote relates to the appointment of a Member of the Board to any particular office or Sub-Committee of the Board, the decision shall be by lot.

- 2.2 There has been a convention that the Convenership will rotate between Orkney and Shetland, however that is a decision for the Board to make. During the last term of the Board (2012-2017) the Convenership was held by a member of Shetland Islands Council.

3. Financial Implications

- 3.1 The decision of the Board made at its meeting of 24 January 2000 (Min Ref: 03/00), was that no special responsibility allowance would be payable in respect of the posts of Convener and Vice-Convener. That position is now changed by law in that the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007, as amended, prescribe that as from 2 May 2007 certain remuneration is payable for these posts.
- 3.2 The amount payable to the Convener and Vice-Convener is £21,118 and £20,063 respectively. These payments are inclusive of any payments the appointee received from being a Councillor or a Senior Councillor, and in the case of the Vice-Convener if in receipt of a greater payment as a Senior Councillor then that greater amount would be payable.
- 3.3 In terms of the 2007 Regulations the additional amount payable to the Convener and the Vice-Convener of the Board are to be paid by the respective Council of which each is a member. The impact on Council requisitions is that the total cost of these additional amounts is included in the Board's budget and shared equally between the two Councils.

4. Policy and Delegated Authority

- 4.1 The Board must appoint a Convener and Vice Convener in accordance with the provisions of the Statutory Order.

5. Recommendations

I recommend that the Board: -

- 5.1 note the statutory provisions in respect of appointment of Convener and Vice Convener, as contained in Paragraph 3 of Schedule 2 to the Valuation Joint Boards (Scotland) Order 1995; and
- 5.2 appoint a Convener and Vice Convener.

Report No: VGL-24-17-F
19 May 2017



Orkney & Shetland Valuation Joint Board



REPORT

To: Orkney and Shetland Valuation Joint Board

31 May 2017

From: Clerk to the Valuation Joint Board

Appointment of Clerk and Treasurer

Report No: VGL-26-17-F

1. Introduction

- 1.1 This report seeks the appointment of a Clerk and a Treasurer to the Board in accordance with the provisions of the Valuation Joint Boards (Scotland) Order 1995.

2. Background

- 2.1 Section 4 of Schedule 2 to the Order makes the following arrangements in respect of appointment of Clerk and Treasurer: -

- (a) each Board shall appoint a Clerk and a Treasurer, but the Board may appoint the same person to act as both Clerk and Treasurer;
- (b) a Board may appoint an officer of one of its constituent authorities to hold a post referred to in sub-paragraph (a) above;
- (c) a Board may appoint such other staff as may be required for the discharge of its functions;
- (d) where, under an agreement with a Board, a constituent authority place any of their own staff at the disposal of the Board, the Board shall pay to that authority such amounts as may be agreed for such services.

- 2.2 At its meeting of 11 December 1995, the Board agreed that : -

- (a) the office of Clerk and Treasurer should be discharged by separate individuals;
- (b) the provision of the services of Clerk and Treasurer should rotate between the two constituent authorities on a two-yearly basis (Min Ref: 2/96).

- 2.3 However in approving the minute at the following meeting of 7 March 1996 (Min Ref 11/96), the Board agreed that rotation of the posts of Clerk and Treasurer as between the constituent authorities should not be a necessary requirement, and instead decided that: -
- (a) consideration should be given to rotating the Clerk to the Board and that the present arrangement would remain in place for three years, until the next local government elections;
 - (b) thereafter it would be for each Board to decide who would undertake the duties for a further period of three years.
- 2.4 Once again, at its meeting of 24 June 1999, the Board agreed to leave in place the existing arrangements and decided to retain the services of the Divisional Manager, Administrative Services, Shetland Islands Council as Clerk to the Board, and to retain the services of the Director of Finance, Shetland Islands Council, as Treasurer to the Board (Min Ref: 9/99).
- 2.5 At the Board meeting in August 2003 (Min Ref. 9/03) the Board agreed to reappoint the existing Clerk and Treasurer, being then the Head of Legal and Administrative Services and Head of Finance, Shetland Islands Council, respectively.
- 2.6 Likewise at the Board meeting in August 2007 (Min Ref 09/07), the Board agreed to reappoint the Clerk and Treasurer from Shetland Islands Council. The following was also recorded in the minute of the meeting, "The Re-appointed Treasurer said he was content for SIC to continue with the role of Treasurer but thought that conceptually, it would be good to move the roles of Clerk and Treasurer to Orkney Islands Council at some point. It was suggested a planning period of 2-3 years would be needed."
- 2.7 At the Board meeting in June 2012 (Min Ref. 07/12) the Board approved the re-appointment of the Clerk and Treasurer of the Board, being Shetland Islands Council's Executive Manager – Governance and Law and Executive Manager - Finance, respectively.
- 2.8 During consideration of a report to the Board in February 2015 (Min Ref. 03/15), which advised on the resignation of the existing Treasurer to the Board, and sought appointment to the role of Treasurer by the new Executive Manager – Finance, Shetland Islands Council, the Board agreed the following:
- (a) that, as a result of Mr Gray's departure, Mr Steve Whyte undertakes the role of Treasurer to the Orkney and Shetland Valuation Joint Board, in his capacity as Executive Manager – Finance to Shetland Islands Council; and
 - (b) that the appointment of office bearers and service to the Board be reviewed in light of the Assessor now being located in Orkney.

3. Financial Implications

3.1 There are no financial implications arising directly as a result of this report.

4. Policy and Delegated Authority

4.1 The Board must appoint a Clerk and a Treasurer in accordance with the provisions of the Statutory Order.

5. Recommendations

5.1 I recommend that the Board: -

- a) note the statutory provisions in respect of appointment of a Clerk and a Treasurer, as contained in Section 4 of Schedule 2 to the Valuation Joint Boards (Scotland) Order 1995; and
- b) note the history of appointments of a Clerk and a Treasurer to the Board since 1995 (at Section 2 of the report); and
- c) appoint or re-appoint a Clerk and a Treasurer.

Report No: VGL-26-17-F
19 May 2017