

**Orkney and Shetland Valuation Joint Board**  
**Committee Room 1, Council Offices, Kirkwall, and**  
**Auditorium, Museum and Archives, Hay's Dock, Lerwick (by video conference)**  
**Thursday 15 June 2017 at 11.10am**

**Present:**

Orkney

S Clackson

D Dawson

A Drever

H Johnston

Shetland

A Cooper

T Smith

B Wishart

**In Attendance:**

Orkney

G Mitchell, Head of Legal Services

Shetland

J Belford, Treasurer to the Board

J Riise, Clerk to the Board

D Stevenson, Assessor and Electoral Registration Officer

L Adamson, Committee Officer

**Apologies:**

A Duncan

J Fraser

S Heddle

**Circular**

The circular calling the meeting was held as read.

**Chairperson**

Mr A Drever, Convener of the Board, chaired the meeting.

14/17 **Minutes of the meeting held on 17 February 2017**

The Board confirmed the minutes of the meeting held on 17 February 2017 on the motion of Mr T Smith, seconded by Mr Drever.

The Assessor and Electoral Registration Officer provided an update regarding Item at 10/17 "Individual Electoral Registration – temporary Administrative Posts". He said that while he had advised at the meeting that Cabinet Office funding had been confirmed, that statement had been made before the Election was called, and therefore confirmation on the Cabinet Office funding was still awaited. The current funding should however be confirmed soon.

15/17 **Minutes of the meeting held on 31 May 2017**

Subject to the following, the Board confirmed the minutes of the meeting held on 31 May 2017 on the motion of Mr Cooper, seconded by Mr Drever.

It was noted in Min. Ref.: 12/17, the references to 'Mr Clackson' and 'Mr Heddle' should read 'Dr Clackson' and 'Dr Heddle'.

16/17     **Management Accounts for 2016/17 – Outturn at Quarter 4**

A report by the Treasurer to the Board enabled the Board to review the management accounts showing the outturn position at Quarter 4 [Appendix 1].

The Treasurer to the Board summarised the main terms of the report. In referring to Section 4.2, he updated the Board in terms of the decision taken in February 2017 that the Best Value Review would not take place.

**Decision:**

The Board noted the report.

17/17     **Unaudited Annual Accounts 2016/17**

A report by the Treasurer to the Board presented the 2016/17 unaudited accounts for the Orkney and Shetland Valuation Joint Board [Appendix 2].

The Treasurer to the Board introduced the report. In referring to Section 1.1(b), he advised on the requirement for authorisation of the Annual Governance Statement. During a brief discussion, the Convener confirmed that following authorisation by the Assessor and Electoral Registration Officer, he would return the signed Statement to the Treasurer to the Board.

On the motion of Mr Drever, seconded by Mr Cooper, the Board approved the recommendation in the report.

**Decision:**

The Board considered the 2016/17 Unaudited Accounts and **RESOLVED** to approve the 2016/17 Annual Governance Statement that forms part of the accounts, and considered the information at section 4 that highlights the key points from the 2016/17 accounts.

**In order to avoid the disclosure of exempt information, Mr Drever moved, Mr T Smith seconded, and the Board agreed to exclude the public for the remainder of the meeting, as it is likely that, if the public were present, there would be disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 7A to the said Act.**

18/17     **Update Report – Staffing**

A report by the Assessor and Electoral Registration Officer provided an update on staffing matters since the Board meeting in February 2017.

The Assessor and Electoral Registration Officer introduced the report, and provided updates to the Board.

Following discussion, the Board NOTED the report.

The meeting concluded at 11.40am.

Chair