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**REPORT TO: Grampian Valuation Joint Board on 4 February 2022**

**SUBJECT: Governance**

**BY: The Assessor & ERO**

**1. Reason for Report**

1.1 To update the Board on the review of HR policies and governance documents.

**2. Recommendation**

2.1 **It is recommended that the Board note the content of the report.**

**3. Background**

3.1 The Board's policies and governance documents are subject to regular review to ensure that they remain up-to-date in terms of legislative requirements, good practice and operational relevance.

3.2 The impact of the pandemic on the business as usual activities of the Assessor & ERO and the supporting services that the Board relies upon have been significant, with considerable resources diverted into pandemic response activities. Staff vacancies, the challenges of working from home and changes in working practices have also affected progress on the scheduled review of policies and governance documents.

**4. Current position**

4.1 The review of HR policies scheduled for presentation for approval at this Board meeting have not been completed and a revised timeline has yet to be provided by Moray HR colleagues.

4.2 The review of a small number of governance documents, including the Contingencies Plan and the Records Management Plan, have also been delayed, largely due to changes in working practices, changes in personnel and the ongoing project to explore shared IT services with Aberdeenshire Council.

## **5. Conclusion**

- 5.1 It is regrettable that progress has been delayed but the review of the Board's policies and governance documents will continue during 2022 and revised documents and a revised timetable should be available for presentation and approval at the next meeting of the Board.

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