



Minutes of Meeting of Assessor's Management Team
Wednesday 2 November 2016 at 9.00 a.m.

Action
Req'd
by:

PRESENT

H. McPhee, J. McConville, H. McCormick, A. Cumming, M. Voy and A. Andreucci
(Minutes).

1.0 APOLOGIES

None.

2.0 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5 October 2016 were approved subject to minor amendments.

3.0 MATTERS ARISING

3.1 SharePoint (Item 6.4)

Work has commenced on SharePoint retention and will be continually updated.

3.2 Suggestions Box – TSU Email (Item 8.1)

This suggestion regarding a TSU mailbox has now been implemented.

4.0 PERSONNEL

4.1 General

A further two referrals have been made to Occupational Health since last reported.

An email has been sent to all staff asking them to request their Christmas/New Year Leave and to give an indication of when they expect to use their remaining 2016 leave entitlement.

The end of accounting period flexi reports have been produced and all is satisfactory.

It was agreed that AVJB employees can observe the 1 minutes silence on 11 November 2016.

It was noted that the SAC Retirement Framework has been updated and a new pro forma will be considered.

Prudential will be visiting the office on 22 November 2016 to speak to a member of staff. J. McConville will ascertain if they have time to speak to other members of staff during the visit.

JMcC

It was noted that the 2017 Public Holidays will be placed on SharePoint once received from SAC.

4.2 Absence Statistics

Sickness absence statistics remain good with long term absence at 1.51% and short term at 1.16% for October. The overall year to date shows long term absence at 2.27% and short term at 0.81%.

4.3 Training

It was noted that [REDACTED] had emailed all staff for a note of last month's training attendance for statistics. Staff are reminded to respond to the email.

H. McPhee will give a toolbox talk on the Revaluation and challenges going ahead.

All staff have completed the Data Protection and Information Security Training.

M. Voy will review the Core Training document and produce an updated version of the document. The next Training Group Meeting will take place on 16 November 2016.

The second group will attend the Mentally Healthy Workplace training on 14 November 2016.

It was noted that [REDACTED] will commence the SAC Introduction to Management Skills training course.

H. McPhee reported that she has attended various meetings with the RICS regarding APC competencies.

[REDACTED] will be sitting [REDACTED] APC on 14 November 2016. A mock interview will be held on 3 November 2016 and it is hoped that a further two mock interviews will take place before [REDACTED] APC date.

H. McPhee will be giving Revaluation talks to North and South Ayrshire Councils and is awaiting a reply from East Ayrshire Council.

4.4 Personal Development Reviews

Technical staff PDR's are now complete for Ayr South & East Section and two remain to be undertaken for Ayr North and Arran Section.

5.0 REPORTS

5.1 Valuation

Non Domestic General Issues

Discussion took place on an email that the Assessor had been copied into from an agent. The email has been passed to the appropriate Divisional Assessor.

Discussion took place on [REDACTED] and [REDACTED]. Consultation will take place with [REDACTED]. It was noted that the agent has until 9 November 2016 to provide a valuation and plant register. [REDACTED] will seek an order from the Lands Tribunal if this has not been received by that date.

J. McConville will meet with M. Voy, [REDACTED] to ascertain if there is a requirement to meet with the client regarding plant and machinery.

JMcC

VAC Hearings Update

It was noted that there has been a number of withdrawals.

The next court will take place in December 2016. Cited – 211 – 8 of which are Telecoms. The total outstanding referred to the Lands Tribunal is 108.

Grounds are being received.

It was noted that several [REDACTED] emails have been received.

Revaluation 2017

Any [REDACTED] "issues" have now been dealt with and a return made. 73 new entries were created from 56 existing and 129 coded as "W".

Licensed properties are now being considered.

Discussion took place on Waste Water Treatment Works. It was reported that those with populations over 8,000 have been done on a contractors' basis.

It was requested that Licensed premises be complete by Monday 21 November at close of business.

After 21 November 2016, [REDACTED] will look at Scheme of Valuation for Licensed Restaurants. This should be complete by 5 December 2016. If court pressures prevail then this can be extended to 13 December 2016.

Biomass forms will be placed on the portal for issue.

2017 Revaluation values will be transferred to the 3 UN's on the 15 March 2017 at which times notices will be issued. Draft Values are being considered for publication earlier than the 15 March 2017.

5.2 Council Tax

General Issues

A letter was received regarding an invalid appeal. [REDACTED] is dealing with the letter and a response will be issued in due course.

VAC Hearings Update

The last VAC was held on 20 October 2016. One invalid was heard and 12 dismissed in absence.

The next Council Tax Court will take place in February 2017. The Divisional Assessors will meet to allocate the court and update the relevant control document within SharePoint.

DA's

M. Voy reported that he received a letter regarding an invalid proposal in September regarding a Band increase from D to E. M. Voy will respond.

MV

H. McPhee updated the meeting regarding her meeting with Planning. South Ayrshire Council have stated that they can see no way around the copyright. The procedure in place will continue at present but SAC will request a copy of plans for AVJB going forward. It is hoped that Building Control legislation will be changed so that AVJB can print plans from Building Control.

The East Ayrshire Council [REDACTED], [REDACTED] contacted the Assessor regarding the backlog of building warrants/completion certificate lists – these have now been received. [REDACTED] will make contact with East Ayrshire Council regarding Domestic Alterations/Point of Sales.

5.3 Scottish Assessors' Association

H. McPhee reported that a spreadsheet from the SAA Executive is currently being circulated and requires to be populated regarding issues/questions regarding Practice Notes etc.

As chair of the IPC, H. McPhee is currently reviewing points raised within the sheet.

Bullet points of the Assessors Committee meeting have been placed on SharePoint.

It was noted the [REDACTED] Valuation Joint Board is proceeding with a case for Material Change in Circumstances in connection with [REDACTED].

The first trawl of Shootings data has been sent to AVJB. There are approximately 1,300 entries within Ayrshire. Forms will be issued this week and a letter has been supplied by [REDACTED] to accompany the form. The portal has also been updated to allow electronic returns.

It was noted that the next Public Buildings meeting will be held on 4 November 2016 but J. McConville will be unable to attend.

5.4 Performance

5.4.1 NDR VR Alterations

It was noted that 20 changes were made last month. We are currently showing 14% above target.

H. McCormick advised that the list of outstanding NDR survey cards can be used to aid with survey work. H. McCormick will speak to [REDACTED] to have these placed on SharePoint.

HMCC

5.4.2 NDR VAC – Proposed Appeal Disposal

The control spreadsheet will be updated on SharePoint by the Divisional Assessor's for the next court.

DA's

It was noted that there would be a requirement to cancel [REDACTED] in two weeks' time if his services are not required.

MV

5.4.3 CT List – New Entries – KPI's

The council tax statistics are near target.

It was noted that the council tax teams have not yet moved and are still under review by the Divisional Assessors.

DA's

5.4.4 CT VAC – Proposed Proposal/Appeal Disposal

The Divisional Assessor's will meet to discuss work allocation and will update the spreadsheets accordingly.

DA's

5.4.5 CT – Point of Sale Band Alterations – Internal KPI's

Discussion took place on the statistics supplied.

5.4.6 Domestic Alterations

There are currently 15,000 outstanding. These are currently picked up at point of sale as no resources exist at present to allow the survey of these on a daily or weekly basis.

5.4.7 TSU Update – outstanding workload

It was noted that the outstanding workload within TSU is not giving any cause for concern and that the backlog was reducing. H. McPhee is currently reviewing the issue of questionnaires especially the bulk issue and TSU may take on this task.

6.0 ICT

6.1 Electoral Management System

The change over to the new EMS system has been further complicated by the announcement of the recent by-election in Ward 4 of East Ayrshire Council area.

Test data has been sent to the EMS supplier. Training dates have been confirmed for 23, 24 and 25 November and 28, 29 and 30 November for all clerical and TSU staff. A floor walker will also be in the office at "go-live" for one day after the training events.

6.2 Core System Review

Visits to [REDACTED] Council, to view their core system, will be arranged once we have completed the revaluation and other pressing matters.

6.3 AVJB Website

The Website Management Document has been reviewed. This is located within Management Support – Documents for Review. The Management Team should review and track changes with any amendments or comments. The document allocates tasks to specific staff and any retention within the website will mirror that on SharePoint and both will mirror records management.

6.4 SharePoint

H. McPhee reported that SharePoint continues to be developed and all staff are reminded if they have any documents that they feel should be on SharePoint and not on S: Drive, A. Andreucci should be informed.

A new section has been created within SharePoint for Narratives.

[REDACTED] is checking the reviewed SharePoint Management document and retention within it.

7.0 ER Update

7.1 General

The canvass return rate is currently 69% for HEF's. The external canvass has commenced. There has been a marked increase in internet and telephone response (75,000). Internal canvassers are also picking up non responders where we do not have external canvassers covering that particular area. The canvass will continue over the next 12 months.

H. McCormick reported that AVJB have met with all 3 councils regarding the boundary changes and work is ongoing to implement the required changes.

7.2 Elections

An East Ayrshire Council by-election will require to take place as previously stated. The election must be held on the old boundaries.

8.0 GOVERNANCE

8.1 Suggestions Box

No new suggestions were received since last reported.

8.2 Mail Logging

There were no outstanding mail log items.

8.3 Board Meetings/Reports

H. McPhee reported that an interim update report was sent to Board Members on 1 November 2016. The next Board Meeting will take place on 10 January 2017. Reports to be put forward will be decided at a later date.

8.4 Budget
The budget is currently on target. Overtime will continue until the end of December. H. McPhee will be meeting with the Accountant to the Board to discuss the 2017/18 budget. The IER budget is being monitored. A decision will be taken on whether to lodge a justification lead funding bid to the Cabinet Office at a later date.

8.5 Audit – Internal/External
The External Auditor will be changing to Deloitte. There are no other audit issues.

8.6 Records Management

8.6.1 Record Management Plans
J. McConville is awaiting the Memorandum of Understanding from the Ayrshire Archivist. SAC are looking at an overarching agreement which may supersede the AVJB Minute of Understanding produced.

8.6.2 Retention Schedule
As part of the Business Classification Scheme all non-domestic files will require to be tracked, but due to system changes this has not been progressed as yet.

8.7 Corporate Plan
The Corporate Plan is currently under review and is located within Management Support/Documents for Review button. The Management Team should track changes/make comments before mid-December. **MT**

8.8 Service Plan
The Service Plan is currently under review and is located within Management Support/Documents for Review. The Management Team should track changes/make comments before mid-December. **MT**

8.9 Policies and Procedures – New/Review/Updates
Policies and Procedures are constantly under review and aligned with with SAC Policies and Procedures.

8.10 Model Complaints Procedure – Update and Complaints Received
J. McConville reported that one complaint has been received since last meeting.

8.11 Freedom of Information & Data Protection – Update and Requests
J. McConville further reported that he has dealt with the FOI review of the decision not to release information confirming that the information does not exist.

Three FOI requests have been received since last reported.

No data protection requests or issues have been received since last reported.

8.12 Equalities

J. McConville reported on events he had attended in connection with the Ayrshire Partnership Shared Equality Outcomes.

██████████ attended a Transgender Conference and has passed the conference information to J. McConville who will place the information on SharePoint in due course.

H. McPhee and J. McConville will be attending an Equalities Scotland Live Conference on 21 November 2016. H. McPhee offered her place on the conference if anyone wants to attend.

8.13 Health & Safety

Direction has been given with regard to keeping the security door at the front reception office locked at all times.

A fire drill will take place in due course.

8.14 Customer Questionnaire

A. Cumming reported that the Customer Questionnaire Group will meet on 7 November 2016.

8.15 Elected Member Enquiries etc.

J. McConville reported on 4 elected member enquiries since last reported.

8.16 Property Matters

Work on the kitchens is now complete. New fridges for the kitchens will be ordered in due course.

A Structural Engineer has visited the office to survey the front building stairs. A report is awaited.

9.0 BUSINESS CONTINUITY

The Business Continuity Plan has been updated and the Management Team will be issued with hard copies.

10.0 RISK REGISTER

The Risk Register continues to be monitored. A. Andreucci compiled an 'at a glance table' indicating the allocated risks and the review period per the tolerability rating. The Register is on SharePoint for review.

11.0 A.O.C.B.

There was no other competent business.

10.0 DATE OF NEXT MEETING

The next meeting will take place on 9 December 2016.