



## **Management Team Minutes** **Tuesday 20 February 2018 at 9.30am**

**Present:-** Assessor, Head of Valuation Services, Principal Admin. Officer, Divisional Assessor (AN&A), Divisional Assessor (AS&E) and Office Manager

**Action  
Req'd  
by:**

### **1.0 APOLOGIES**

None

### **2.0 PREVIOUS MINUTES**

The previous minute was approved.

### **3.0 MATTERS ARISING**

#### **3.1 Matters Arising (Item 3.0)**

The [REDACTED] Salmon Fisheries Board – appeal status was checked by the DA (AN&A).

#### **3.2 Reports – NDR (Item 5.1)**

Valuation Forums have been arranged for the remainder of the year.

#### **3.3 Core System Review (Item 7.2)**

Work is progressing on the core system review.

#### **3.4 Board Meetings/Reports (Item 9.3)**

The HOVS and the PAO reviewed a number of reports within SP.

#### **3.5 Corporate Plan (Item 9.6)**

The Management Team have reviewed the Corporate Plan.

#### **3.6 Service Plan (Item 9.7)**

The HOVS will ascertain if the Service Plan has been placed on the website.

**HOVS**

#### **3.7 Risk Register (Item 9.8)**

The Risk Register has been updated and will be presented to the March 2018 Board Meeting.

#### **3.8 Policies and Procedures (Item 9.16)**

All items have been actioned.

## 4.0 PERSONNEL

### 4.1 General

AVJB had an update meeting with SAC HR on 14 February 2018. It was agreed that HR would ascertain if AVJB can resume the input to the Oracle HR System.

SAC HR are considering if the Unacceptable Actions Policy is suitable for their use.

AVJB will be moving to the new SAC format for Job Descriptions.

Clarification was sought from SAC HR on the Maximising Attendance Policy regarding doctors' medical certificates and granting discretion.

Unfortunately AVJB were not allocated any Modern Apprentices during the recent recruitment process but there will be another intake in a few months' time and AVJB have been retained on the placement list.

Two of the Property Assistants are currently working on their Personal Statements for university entry.

One of the AVJB cleaners will be leaving on 28 March 2018. The remaining cleaner will take on the cleaning of both buildings. This is part of the budget saving exercise.

AVJB currently have one vacant clerical canvasser post. The SAO post is under review and account will be taken on the functionality of any new core system.

### 4.2 Mileage and Expenses

The DAs continue to monitor mileage and the best use of resources.

### 4.3 Absence Statistics

These continue to be favourable and the Maximising Attendance Policy continues to be followed.

### 4.4 PDRs and Training

PDR's are progressing. Dates will be put in diaries after the March cut off for Technical staff PDR's.

The Assessor reported on the Graduate Level Apprenticeship Scheme. It was noted that Caledonian University and Herriot Watt are only offering Quantity Surveyor Graduate Routes.

Rotation of the TSU and ER Clerical should have taken place sooner but due to unplanned elections this was not possible. Rotation will now take place.

The DA's attended Advocacy Training in Edinburgh on 20 November 2017 and found the training to be worthwhile.

Training on shootings will take place after the cut-off.

Due to staff rotation within the TSU, the Admin Officer who will be moving to the TSU, will receive training on the year end cut off prior to the rotation date.

An RICS Roadshow will be held in March at the Marine Highland Hotel, Troon and a number of staff will be attending.

Technical staff continue to attend CPD events held within SAC.

A number of courses available to staff on COAST were discussed and staff participation in these courses is encouraged.

## **5.0 REPORTS**

### **5.1 Non Domestic**

It was noted that the cut off is due mid-March 2018.

The next VAC hearing will take place on 19 April, 2018. There will be 35 running roll appeals, 2 of which are Hydro subjects.

For the 17 May 2018 hearing – citations have been issued for the revaluation appeals. 315 shops have been cited.

It was agreed that the Technical Officer [REDACTED] would check running roll and do the write up.

It was also agreed that TSU staff would print off industrial subject values and pull the files after the cut off.

Non Domestic, dismissed in absence, appeals will be processed once notification has been received from the Secretary to the Valuation Appeal Committee.

The bullet and action points from the SAA Plenary meeting have been placed on SharePoint.

### **5.2 Council Tax**

The next Council Tax VAC will take place on 15 March 2018. Currently 33 valids and 3 invalids have been cited. 129 sold houses are outstanding and work is progressing through the wards.

We currently have 65 invalid proposals and 176 valids. Of the 65 invalids, 30 have been allocated, 10 to each of the Property Assistants.

The performance statistics remain good.

## **6.0 SAA**

Bullet/Action Points have been circulated from various meetings attended.

## **7.0 ICT**

### **7.1 Electoral Management System (EMS)**

A recent system update was received with another due in a few weeks' time.

A [REDACTED] Training Session will take place on 20 February 2018 on the new features within the system.

### **7.2 Core System Review**

The PAO and BSDO will visit Central Assessors Office in Stirling on 26 February 2018 to view their core system.

### **7.3 AVJB Website**

The website was updated after the last Board Meeting in January.

### **7.4 SharePoint**

Continues to be developed and updated.

## **8.0 ER UPDATE**

### **8.1 General**

It was reported that the 3 Ayrshire Authorities are undergoing a Polling Scheme Review. The PAO will liaise with the 3 authorities on the polling district boundaries, but it is not expected that there will be many changes.

**PAO**

### **8.2 Elections**

There are no planned elections until 2021.

## **9.0 GOVERNANCE**

### **9.1 Suggestions Box**

There were no new suggestions.

### **9.2 Mail Logging**

Outstanding mail log items were discussed.

### **9.3 Board Meetings/Reports**

The next Board Meeting will take place on the 6 March 2018.

The HOVS will provide reports on Staffing, Complaints Procedure and Valuation & Performance. The Assessor will present reports on the Risk Register, Property and the Staff Questionnaire and the PAO will provide a report on Electoral Registration.

### **9.4 Budget Update**

The Treasurer to the Boards Representative will provide a Budget Report to the 6 March 2018 Board Meeting.

9.5 Audit Internal/External

There has been no contact from External Audit.

Internal Audit have asked several questions and have been provided the relevant information. Internal Audit requested unfettered access to AVJB systems but the Assessor felt that remote access was inappropriate but Internal Audit could access the systems from within AVJB premises.

9.6 Corporate Plan

The Corporate Plan is under review by the Assessor & ERO and has been placed on SP for review by the Management Team. The plan will be presented to the June 2018 Board Meeting.

**Ass &  
ERO**

9.7 Service Plan

The Service Plan was recently updated and presented to the Board in September 2017 by the Assessor & ERO. In light of the Barclay Review this may require a further update.

9.8 Risk Register

The Risk Register will be presented to the March 2018 Board Meeting. New risks have been introduced.

9.9 Business Continuity

The Business Continuity Plan was updated and circulated in December 2017. The next update will be undertaken in June 2018.

9.10 Complaints & Letters of Appreciation

No complaints were received since last reported.

Two letters of appreciation have been received for the SAO thanking her for her help and assistance.

9.11 Records Management & Retention

The Keepers Progress Update Review (PUR) is currently being finalised by the HOVS and is due on 31 March 2018.

The Business Classification Scheme has been updated by the Assessor and the HOVS will review.

**HOVS**

9.12 FOI & DP

There have been 15 FOI requests and replies are being co-ordinated.

No subject access requests have been received since last reported

The new GDPR come into force in May 2018 and compulsory training should be completed within COAST by all staff by 28 February 2018.

9.13 Equalities

It was noted that AVJB are looking at ways of recognising 100 years of woman receiving the right to vote.

The UK Government have set up a fund in order for there to be more involvement in Democratic Engagement in this connection at schools.

The HOVS attended an event on Raising the Rainbow Flag on 1 February 2018 details of which have been placed on SharePoint, within SAC Re-Wired and the Ayrshire Post.

The HOVS attended a meeting of the Equalities Champions on the 8 February 2018.

It was noted that the HOVS emailed all staff on Equalities issues and information and that he will email all staff updates on a regular basis.

9.14 Health & Safety

The next fire drill will take place around May 2018.

There has been no meeting of the Health and Safety Forum since last reported.

Health and Safety Fire checks continue to be carried out.

Dates of various internal groups and committee meetings will be placed in diaries and those interested can attend if work commitments allow and it is relevant to their day to day work.

Fire Warden and Fire Extinguisher Training will be arranged in due course.

9.15 Elected Members Enquiries

Three elected member enquiries have been received and have been dealt with since last reported.

9.16 Policies & Procedures

Various Policies and Procedures were approved and these will be placed on SharePoint and communicated to staff.

**OM**

9.17 Customer Questionnaire

The Customer Questionnaire Group has not met since last reported. It was agreed that the next issue would be sent out.

**DA (AC)**

9.18 Property Matters

Discussion took place on car parking options around the building. The agreed option will be notified to staff taking effect from 1 April 2018. There will be a further review of parking when the future of 9 Wellington Square is decided.

**10.0 AOCB**

There was no other competent business.

## 11.0 DATE OF NEXT MEETING

The next meeting will take place on 24 April 2018.