



Minutes of Meeting of Assessor's Management Team **Wednesday 7th- January 2015 at 9.00 a.m.**

**Action
Req'd
by:**

1.0 PRESENT

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

2.0 APOLOGIES

None.

3.0 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Wednesday 5th November, 2014 were approved subject to a minor amendment.

4.0 MATTERS ARISING

4.1 Health & Safety (Item 4.3)

A. Andreucci reported that the DSE Self-Assessment Forms had been returned and the results reported at the H&S/RAG Meeting on 9 January 2015.

4.2 [REDACTED] (Item 4.4)

M. Voy updated the meeting on [REDACTED] progress to date.

4.3 Mail Logging (Item 4.8)

The previous issues regarding the mail log for M. Voy and J. McConville have been resolved. [REDACTED] will resolve the outstanding mail log issue for A. Cumming.

4.4 Suggestion No. 365 – Valuation System – Listings (Item 7.1.1)

The changes in connection with the above suggestion are now complete.

- 4.5 Council Tax – Point of Sale Rebanding (Item 9.1.2)
H. McCormick reported that the TSU are currently working on October sasines. It was also noted that the November sasines have now been received.
- 4.6 IT (Item 9.2)
H. McCormick reported that the portal changes are 95% complete.
- 4.7 Live CT Band Report (Item 10.1)
Work is progressing in adding an appeal code to the Live CT band system.

5.0 BOARD MEETINGS

5.1 Board Meeting Update

The reports presented to the Board in November were approved. The next Board Meeting will take place on 13 January 2015 in Irvine.

5.2 Report Writers

For the 31 March 2015 meeting H. McPhee will produce a report on Maximising Registration, Revaluation 2017 and a reviewed Workforce Plan. J. McConville will produce reports on Valuation and Performance, Staffing and together with H. McCormick will report on the Risk Register. H. McCormick will produce an Electoral Registration Report.

6.0 PERSONNEL

6.1 Personnel Changes

It is hoped that the Board approve the budget for 2016/17 and that AVJB will be able to appoint new temporary staff.

It was noted that [REDACTED] has now taken up his new appointment within SAC Payroll.

A. Andreucci reported that all staff have now been Disclosure checked.

J. McConville stated that two members of staff have been refused flexible Retirement.

6.2 Absence Statistics

J. McConville reported that one member of technical staff has now returned from long term sickness absence. Two members of staff still remain off on long term sick absence with one due to return to work on 13 January 2014.

It was agreed that when staff are notifying their manager of their absence from work, via telephone, they should indicate if sickness absence or annual leave is required. No alteration will be made upon their return to work.

6.3 Training

It was agreed that M. Voy would confirm with APC candidates their intended dates for sitting their APC interview.

MV

As a result of the Staff Questionnaire, M. Voy will arrange for a database to be set up to record compulsory training.

MV

AEA training will take place on 21 January 2015 and two places have been provided for staff.

M. Voy reported that both he and [REDACTED] attended an IRRV Valuer Day on 18 December 2014 in Edinburgh.

Rating Diplomas were discussed but concerns were raised regarding budget restrictions if a large number of valuers were to request such training.

[REDACTED] was unsuccessful in her attempt to pursue SVQ 3 training. Support will be given to [REDACTED] should she wish to try again.

[REDACTED] attended APC Interviews in London. It was agreed that [REDACTED] would be granted reasonable time off to attend future interviews.

6.4 Structure

H. McPhee will produce a new structure chart to reflect recent changes within the office.

HMcP

It was noted that the Workforce Plan may require to be reviewed.

7.0 GOVERNANCE

7.1 Suggestions Box

7.1.1 Suggestion No. 369 – Street Amendments

H. McCormick reported that there are issues regarding street numbering in connection with polling districts and boundary changes for Electoral Registration purposes and therefore it is not feasible to approve this suggestion.

7.1.2 Suggestion No. 370 – Gone Aways

This suggestion was approved. H. McCormick to purchase relevant stamps.

HMcC

7.1.3 Suggestion No. 371 – Reception Lighting

A. Andreucci will speak to [REDACTED] regarding lighting within the reception area.

AA

7.2 Mail Logging

One outstanding mail log item was noted.

7.3 Internal/External Audit

H. McPhee reported that Audit Scotland gave AVJB a positive report at the last Board meeting. Thanks were given to staff for their hard work on improving performance which was noted by Audit Scotland.

7.4 KPI Performance

It was noted that KPI statistics are ahead of target. Discussion took place on general development files and clearance lists. Sold House KPI's will be monitored from April 2015. Effective from 1 April 2015 sales. Statistics will be based on 3-6 months, 6-9 months, 9-12 months and 12+ months. Any band change over 12 months will be approved by H. McPhee. H. McCormick will look at the band change report within the system.

HMCC

7.5 Customer Questionnaire Group

The Customer Questionnaire Group will meet to discuss the 1 April 2015 issue.

7.6 Service Plan and Calendar

J. McConville and H. McPhee will meet on 8 January 2015 to discuss the Service Plan and Calendar.

**HMCP/
JMcC**

7.7 Business Continuity

J. McConville and H. McPhee will meet on 13 January 2015 to discuss Business Continuity and the Risk Register.

**HMCP/
JMcC**

7.8 Risk Register

As above.

7.9 Equalities

J. McConville reported that he will be attending a National Scottish Holocaust Event on 27 January 2015.

J. McConville reported that he had passed information on several events to staff after the Equalities Partnership Meeting on 12 November 2014.

The Equalities Group are due to begin working on the Equalities Report required for end of April 2015.

7.10 Model Complaints Handling Procedure

The Annual Complaints Report/Analysis was approved at the last Board Meeting and will require to be uploaded to the AVJB website. Since the last meeting one complaint has been received and dealt with.

7.11 Policies and Procedures

All Policies and Procedures are currently being reviewed.

7.12 Health and Safety

A Health and Safety/RAG Meeting will take place on 9 January 2015. The Fire Alarm System will be upgraded week commencing 12 January 2015. There will be minor disruption to staff.

7.13 Freedom Of Information – Requests Received

J. McConville reported one FOI request has been received since the last meeting, and the recipient has subsequently submitted a request for review.

One MP/MSP/Cllr letter has been dealt with since last reported.

J. McConville further reported on an issue regarding a request received by the Glasgow Office in which the Information Commissioner has become involved the outcome of which will have issues for Public Authorities. The Assessor for Glasgow is considering an appeal.

7.14 Records Management Plan

J. McConville has contacted [REDACTED] regarding the Model Records Management Plan and Retention Schedule.

7.15 Retention Schedule

J. McConville reported that he would look at the retention schedule.

7.16 Staff Questionnaire

The Employee Opinion Survey was issued on 25 November 2014. A report on the questionnaire will be made to the January Board Meeting. H. McPhee thanked all staff who took part.

8.0 BUDGET MONITORING

8.1 Capital

Nothing to report.

8.2 Revenue

The three year rolling budget will be discussed with the treasurer and will be put to the January Board Meeting for approval. This will reflect the financial year 2016/17. The budget for 2017/18 has yet to be discussed by H. McPhee and the Treasurer.

9.0 REPORTS

9.1 Valuation

9.1.1 Non Domestic

VAC Update –Written Representations will be required for the [REDACTED] i case. The [REDACTED] has been continued to March due to unforeseen weather. Citations have been issued for the March court.

2005 Running Roll – 25 Telecoms – all telecoms have been referred to the Lands Tribunal.

2010 Revaluation – 41 - all have been referred to Lands Tribunal (34 telecoms, [REDACTED] x2, [REDACTED] and Market).

2010 Running Roll – 51 (36 telecoms, 14 others – Large contractors, etc.) – referred to Lands Tribunal. Total outstanding 103 (all received from April 2014 onwards).

Revaluation 2017 –The backlog of Rental Questionnaires will be issued week beginning 12 January 2015 by the Technical Support Unit. A. Cumming will produce a Gant Chart.

AC

9.1.2 Council Tax

A. Cumming and M. Voy to consider TSU responsibilities etc.

AC/MV

9.2 IT

H. McCormick will produce the IT Strategy.

HMCC

SAC require to make an alteration to SharePoint and then the system will go live. Consideration requires to be given to sub-menus.

A meeting will take place on 15 January 2015 at RVJB to view the Workload Management System. Those taking part in this will be informed.

9.3 ER Update

It was noted that the response rate for HEF's was currently 27% and ITR's around 40%.

Second Reminders are due to be delivered.

Canvassers will commence week beginning 12 January 2015 and our AVJB full-time canvassers have also been canvassing.

It is hoped IER Funding will be received from the Cabinet Office for the next financial year 2015/16.

The next election will be May 2015. The Register will require to be produced at the end of February.

H. McCormick will produce a General Election timetable.

HMCC

10.0 A.O.C.B.

10.1 Staffing Requirements

Consideration to be given to staffing requirements.

**Man
Team**

11.0 DATE OF NEXT MEETING

The next meeting will take place on Thursday 5 February 2015 at 9.00 a.m.