



Minutes of Meeting of Assessor's Management Team
Friday 13th- February 2015 at 10.00 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 7th January, 2015 were approved subject to a minor amendment.

4.0 MATTERS ARISING

4.1 Training (Item 6.3)

M. Voy confirmed that [REDACTED], [REDACTED] and [REDACTED] all hoped to be put forward for APC in October 2015.

M. Voy further reported that the database for compulsory training is progressing.

4.2 Structure (Item 6.4)

H. McPhee reported that a new structure chart has been produced to reflect recent changes.

4.3 Suggestion No. 370 – Gone Aways (Item 7.1.2)

It was noted that "Gone Away" Stamps have been purchased and are in use by clerical staff.

4.4 Suggestion No. 371 – Reception Lighting (Item 7.1.3)

A desk lamp for reception has been supplied and the benefits monitored.

- 4.5 KPI Performance (Item 7.4)
H. McCormick reported that the band change is now live within the system.
- 4.6 Valuation – Non Domestic – Revaluation 2017 (Item 9.1.1)
A. Cumming reported that 793 rental questionnaires and 420 reminders were issued. The final reminders were issued on 12 February 2015.
- 4.7 Valuation – Council Tax (Item 9.1.2)
Additional TSU duties were discussed and A. Cumming and M. Voy will speak to the clerical supervisors and the TSU regarding this. **AC/MV**
- 4.8 IT (Item 9.2)
H. McCormick confirmed that progress is being made on the IT Strategy. **HMCC**

5.0 BOARD MEETINGS

- 5.1 Board Meeting Update
The next Board Meeting will take place on 31st March 2015 in Ayr.
- 5.2 Report Writers
H. McPhee will produce a report on Maximising Registration and Revaluation 2017. J. McConville will produce reports on Valuation & Performance and Staffing. H. McCormick will produce an Electoral Registration Report.

6.0 PERSONNEL

- 6.1 Personnel Changes
██████████, Modern Apprentice has been successful in obtaining a temporary part time position with ██████████ for 2½ days per week and will remain with AVJB for the remaining 2½ per week.
- A. Andreucci to contact SAC regarding obtaining an MA for this year. **AA**
- J. McConville reported that the Joint Staffing Watch Return made to the Scottish Government for quarter 4 was 43.71.
- 6.2 Absence Statistics
J. McConville reported on the absence statistics for January 2015 which were 1.38% for long term absence and 1.81% for short term absence. To date the annual statistics (April 2014-Jan 2015) were 5.30% for long term absence and 0.58% for short term absence.
- 6.3 Training
It was agreed that 6 places would be booked for the forthcoming IRRV Analysis Costs and Rents Valuers Day on 5th March 2015.
- Discussion took place on Internal Training Group Membership. A new member will be sought for the Training Group from clerical staff. **MV**

It was noted that the ECO Group has changed its name to the Sustainable Development Group. The three trainee valuers may be temporarily involved with the group for APC purposes.

- 6.4 Structure
Nothing to report.

7.0 GOVERNANCE

7.1 Suggestions Box

- 7.1.1 Suggestion No. 372 – Printer – Large Clerical Room
H. McCormick to investigate.

HMCC

- 7.1.2 Suggestion No. 373 – Date of Canvass
It was noted that the date of the canvass is decided by legislation and cannot be altered. The canvass was postponed due to the Referendum and the introduction of IER.

- 7.1.3 Suggestion No. 374 – ER Minutes
It was hoped that SharePoint would have been active sooner and the ER minutes would have been posted on SharePoint. The minutes have now been circulated.

- 7.1.4 Suggestion No 375 – Enveloping Machine
A request for funding has recently been submitted for a folding and enveloping machine.

- 7.2 Mail Logging
One outstanding mail log item was noted.

- 7.3 KPI Performance
KPI statistics are currently ahead of target. The Assessor thanked staff for all their hard work. Once the year-end statistics have been collated new targets will be set for 2015/16. One possibility could be as follows:- Non Domestic Rates <3 months – 75%, 3-6 months – 20%, >6 months – 5% and Council Tax <3 months – 85%, 3-6 months 10% and > 6 months 5%.

- 7.4 Customer Questionnaire Group
The Customer Questionnaire will be considered by the Management Team and discussed at the next meeting. H. McCormick will speak to [REDACTED] regarding the use of survey monkey.

MT/
HMCC

- 7.5 Health and Safety
The Health & Safety Group met on 22nd January 2015 and the minutes have been circulated.

J. McConville reported that tasks have been shared throughout the group. Daily Fire Checks are being carried out and it was agreed that Trainee Valuers may be asked to look at producing Fire Evacuation Plans. Carbon Monoxide Detectors have been purchased.

Progress is being made on the H&S Audit plan. Wrist Rests have been purchased and are in use and H. McPhee will be looking at obtaining chairs to trial both as a result of the DSE Form.

It was reported that the new fire detection system is now in use.

The replacement of certain PPE Equipment will be investigated.

J. McConville further reported on a recent visit by the [REDACTED]. Two instant areas of savings would be to replace the boilers and the lighting. Costs will be obtained for replacement lighting and this may be tested in one area for suitability.

Concern was raised over the painters ladders located within the stairwell. J. McConville to investigate. Staff were thanked for their help and patience during the disruption whilst the office is being painted.

JMcC

The removal of the electrical desk partitions within the clerical room will be actioned.

AA

7.6 Freedom Of Information – Requests Received

Four FOI requests were received since last reported.

7.7 Update

A. Andreucci to compile a process chart/instruction for new documents to be added to SharePoint.

AA

A number of new documents have been approved and will be added to SharePoint i.e. Survey Lists – Council Tax, Survey Lists – Non Domestic, Compilation of Occupier Type and Valuation Method Fields, Sold House Process Flow Chart and NDR Valuation Processes Flow Chart.

AA

J. McConville reported that there was an increase in the number of MP/MSP/Cllr enquiries being received due to IER.

8.0 BUDGET MONITORING

8.1 Capital

Nothing to report.

8.2 Revenue

Period 9 Budget Monitoring Reports were received and AVJB are on target.

9.0 REPORTS

9.1 Valuation

9.1.1 Non Domestic Valuation

Staff are working towards the March 2015 NDR court.

[REDACTED] will contact Lanarkshire regarding the agreed value for the Electricity Generator at the [REDACTED]. H. McPhee and J. McConville to be copied in to the e-mail.

Discussion took place on summary valuations with regard to toilet areas.

The 2017 Analysis Sheets have been created. It was agreed that [REDACTED] and [REDACTED] would look at 170 shops each with regard to a check of areas for the 2017 Revaluation. Progress will be discussed at the next Management Team Meeting.

9.1.2 Council Tax

A. Cumming reported on 148 invalids and 129 valids were outstanding. The next court will take place on 26th February 2015. 26 of those cited are for Southcraigs.

M. Voy reported that he had undertaken Written Representations.

The TSU have completed the October Sasines and will recommence with November sasines once the system is back up.

9.2 IT

It was noted that SharePoint is now live. Feedback was received regarding the site and content.

After a recent visit to Renfrewshire Valuation Joint Board to consider the Workload Management System it was felt by all involved, that the back office integration was not sufficient to give time savings expected from such systems. The Corporate Governance Forum will investigate a new core system to replace progress which will be windows based, this will allow more functionality of the type required and future proof the Board.

CMT

9.3 ER Update

An Electoral Management Forum took place on 5th February 2015 and the minutes will be circulated in due course.

It was noted that the canvass is near completion and the cut off is 19th February 2015.

H. McCormick reported that the HEF return rate is poor and the ITR return rate is currently 42%.

The UK PG timetable has been finalised.

AVJB have received a Maximising Registration funding grant which was less than expected and not sufficient enough for AVJB to undertake the Household Verification letter. H. McPhee will submit a funding bid to the Cabinet Office for sufficient funding to carry out the issue of HNL.

HMCP

H. McPhee has also submitted a bid to purchase a folding and enveloping machine.

Regular election meetings are taking place with the 3 unitary authorities.

H. McCormick has also been attending meetings with agents and returning officers.

A proposed meeting will take place after the cut off at Lothian VJB to look at an Electoral Management System.

Work has commenced on franchise amendments to allow 16/17 year olds to vote in the next Scottish Government Parliamentary election.

10.0 A.O.C.B.

10.1 Sustainable Development Group

J. McConville reported that the ECO Group is now called the Sustainable Development Group.

It was noted that after a recent visit from SAC Energy Manager a table of ideas will be produced to prioritise items achievable.

A poster campaign will commence within the office regarding switching off electrical equipment.

There will also be a review of the use of blue bins.

J. McConville further reported that AVJB hope to sign up to Earth Hour.

It was agreed that in order to involve staff in sustainable development, a day off will be given to the best ideas.

It was stated that [REDACTED] attended a Green Champion Event in November 2014.

AVJB are looking into obtaining an Energy Performance Certification and Green Champion Website app.

11.0 DATE OF NEXT MEETING

The next meeting will take place on Wednesday 4 March 2015 at 9.00 a.m.