



**Minutes of Meeting of Assessor's Management Team**  
**Wednesday 6<sup>th</sup> May, 2015 at 09.00 a.m.**

		Action Req'd by:
<b>1.0</b>	<b><u>PRESENT</u></b>	
	H. McPhee, J. McConville, H. McCormick, A. Cumming and A. Andreucci (Minutes).	
<b>2.0</b>	<b><u>APOLOGIES</u></b>	
	M. Voy	
<b>3.0</b>	<b><u>MINUTES OF PREVIOUS MEETING</u></b>	
	The minutes of the meeting held on Friday 13 <sup>th</sup> February, 2015 were approved subject to minor amendments.	<b>AA</b>
<b>4.0</b>	<b><u>MATTERS ARISING</u></b>	
4.1	<u>TSU Duties (Item 4.1)</u> After the General Election the TSU will receive help with the filing back log.	
	H. McPhee, J. McConville and H. McCormick will consider TSU staffing requirements.	<b>HMCP/ JMcC/ HMCC</b>
4.2	<u>IT Strategy (Item 4.2)</u> H. McCormick reported that he is progressing with the ICT Strategy.	<b>HMCC</b>
4.3	<u>Training Group Member (Item 4.4)</u> A new member of the training group is being considered.	<b>MV/ HMCC</b>
4.4	<u>Joint and Youth Staffing Watch Returns (Item 6.1)</u> The Joint Staffing Watch and Youth Staffing Watch returns have been made for the First Quarters of 2015.	

4.5 Progression through the Bar (Item 6.1)

It was noted that [REDACTED] has now received her new contract with effect from 1 April 2015.

4.6 Health & Safety (Item 7.5)

The Health and Safety issues and other points of concern have been dealt with by J. McConville.

A fire drill will take place in the near future.

**5.0 BOARD MEETINGS**

5.1 Board Meeting Update

The next Board meeting will take place on 19<sup>th</sup> May 2015 in Kilmarnock.

5.2 Report Writers

H. McPhee, J. McConville and H. McCormick will produce the reports for the next meeting these will include a 2017 NDR Revaluation Report, the Assessor's Annual Report, Staffing Report, Valuation & Performance Report, Equality Duty Report, Public Performance Report and the Treasurers year end Reports.

**6.0 PERSONNEL**

6.1 Personnel

J. McConville reported the following:-

[REDACTED] will be issued with a new contract with effect from 1 August, 2015 to reflect her new working pattern.

[REDACTED] requested a work pattern that suited her medical condition and in accordance with recommendations from SAC OCH. The proposed work pattern was considered and a revised work pattern was agreed. In [REDACTED] absence [REDACTED] will cover the reception.

[REDACTED] has resigned from his post of Temporary Clerical Assistant/Canvasser with effect from 7<sup>th</sup> May, 2015. An Exit interview was carried out.

J. McConville reported on a recent HR/AVJB Meeting held on 28<sup>th</sup> April, 2015 attended by himself, A. Andreucci and [REDACTED].

6.2 Absence Statistics

It was noted the absence statistics continue to show improvement. The April long term absence was 0.00% and the short term absence was 0.21%.

### 6.3 Training

It was noted that 2 members of technical staff undertook CPD in Glasgow on 5<sup>th</sup> May, 2015.

It was noted that a training button will be available on SharePoint in due course and M. Voy will consider its content.

**MV**

A Training Group Meeting will take place after the General Election.

**MV**

### 6.4 Structure

H. McPhee reported that a restructuring proposal has been passed to the Treasurer to the Board for costing which is in line with the Workforce Plan. If it is confirmed by the Treasurer that the costs can be met within the current budget, consultation will take place with staff and the unions.

It is hoped that a report can be put to the Board for the September 2015 meeting.

## 7.0 GOVERNANCE

### 7.1 Suggestions Box

New suggestions were reported as follows:-

#### 7.1.1 Suggestion No. 377

Following discussion, the first part of this suggestion was rejected due to the difficulties of ERO's stating dates for Returning Officer functions. The second part of the suggestion was agreed although postal proxy forms will not be printed on coloured paper.

**JMcC**

Consideration was given to this year's best suggestion. It was agreed that the award would be split between [REDACTED] (Suggestion No. 365) and [REDACTED] (Suggestion No. 370).

### 7.2 Mail Logging

One outstanding mail log item was noted.

### 7.3 KPI Performance

H. McPhee gave sincere thanks to staff for the fabulous KPI year end results.

J. McConville reported that he will hold a KPI training day in the near future.

### 7.4 Customer Questionnaire Group

The Customer Questionnaire was approved subject to Equality amendments. H. McCormick will arrange for the questionnaire to be placed on the website before the first issue.

**AC  
HMCC**

7.5 Health and Safety

J. McConville reported the following:-

The Lone Working Policy is currently under review to reflect the temporary canvasser's position.

The Fire Detection System is now linked to the Fire Brigade. The new process and pin number will be passed to the key holders.

**AA**

The Health & Safety Group will look into obtaining a Manual Handling Guide.

**JMcC**

J. McConville will investigate the repair/replacement of the blinds within the office per the DSE Assessment staff returns.

**JMcC**

7.6 Freedom Of Information – Requests Received

J. McConville reported that two FOI requests had been received since last reported. One from [REDACTED] and one from [REDACTED].

The fourth quarters FOI statistics have been made to the Information Commissioner. It was noted that two data requests had been received and were noted in the return.

Six MP/MSP/Cllr enquiries has been received since last reported.

A FOI button will be placed on SharePoint. The summary of the MP/MSP/Cllr enquires will also be placed within this area.

M. Voy is currently undertaking written representations with [REDACTED] on the [REDACTED].

7.7 Update

It was noted that the Business Continuity Plan is being updated.

The Risk Register is being reviewed by H. McPhee.

**HMCP**

J. McConville reported that the Equalities 2015 Report has been uploaded to the AVJB website.

H. McCormick will produce the Public Performance Report for the Board Meeting in May.

**HMCC**

J. McConville further reported that the Policies and Procedures continue to be updated. The Policies and Procedures Index will be added to SharePoint.

**AA**

It was noted that the Managing Workforce Change has been uploaded to SharePoint. All staff will require to have alerts/announcements activated.

**JF**

The Code of Conduct is currently being reviewed together with related policies referred to within the Code of Conduct.

The new Terms and Conditions of Service are currently being reviewed together with associated policies.

## 8.0 BUDGET MONITORING

8.1 Capital  
Nothing to report.

8.2 Revenue  
H. McPhee reported that she is awaiting confirmation from the Treasurer with regard to the costing for the new proposed structure.

Notification has now been received from the Cabinet Office regarding AVJB additional funding for the HEF's.

## 9.0 REPORTS

9.1 Valuation

9.1.1 Non Domestic  
General Issues

The [REDACTED] appeal was discussed. M. Voy to contact LTS regarding available dates in October/November and confirm with LTS that the Assessor is now in contact with Counsel.

**MV**

A. Cumming may require to assist with general section work during this time.

It was noted that the April Council Tax Court went well. Presented cases were won and DIA's granted.

A number of cases remain outstanding for the May VAC. [REDACTED] has been retained.

A. Cumming reported that a meeting has taken place at [REDACTED]. The main hotel will close but the Spa and Lodges will remain open. A. Cumming will email [REDACTED] with regard to Licensed Premises to ascertain if any other office has had similar issues which have now been dealt with.

**AC**

It was reported that there are currently for Revaluation 2010: - LT – 34 telecoms, 7 other (large contractors, [REDACTED], [REDACTED] and [REDACTED]). There are 45 running roll cases cited for May 2015 (55 relate to pub MCC for driving limit) and 161 awaiting citation.

It was agreed that for the Revaluation 2017 the back log of rents would be cleared as soon as possible.

A. Cumming confirmed that the Gant Chart would be complete for the next MTM.

H. McPhee passed out a task list to A. Cumming. Timescales have to be added to the list by A. Cumming and M. Voy.

**AC/MV**

Discussion took place on the accuracy of PTO details. It was agreed to go with the Valuation Roll as it stands.

Valuers will require to copy all the analysis sheets for 2017. Staff and public toilets with a nil value will require to be removed. A "toilets" entry will be used if excess of value requires to be looked at. H. McCormick will alter the valuation system.

**HMcC**

A. Cumming and M. Voy to meet with [REDACTED] and get a process document in place with regard to practice notes and circulate to the Management Team.

**AC/MV**

### 9.1.2 Council Tax

#### General Issues

H. McPhee will be undertaking a presentation on the 12<sup>th</sup> May, 2015 for the Scottish Government on Commission on Local Tax Reform on behalf of the RICS.

A recent survey was circulated on Local Tax Reform and all surveyors are urged to respond.

#### Proposal/Appeal Disposal

A. Cumming reported on 121 invalids proposals/appeals and 102 valids.

The TSU are currently working on the December sales and will then deal with the January and February sales. The TSU have now taken on the filing and are working to capacity. It was agreed that A. Cumming would speak to H. McCormick, regarding members of clerical staff helping with outstanding filing within the TSU.

#### Point of "Sale Re-Banding"

The TSU are currently working on the November sales and will then deal with December, January and February.

## 9.2 IT

H. McPhee reported that there is now more buttons live within SharePoint. Guidance notes should be followed if additional buttons are required.

H. McPhee further reported that all appropriate documents should be placed on SharePoint and these documents will be removed from the [REDACTED]. There should only be 1 document held in order to comply with the Public Records (Scotland) Act 2011. There should be no personal directories and any member of staff holding documents in [REDACTED] relating to work should be moved or deleted. [REDACTED] will map the [REDACTED] will be cleared.

It was noted that there will be changes to the Core Systems.

### 9.3 ER Update

Challenges of IER have had an impact on the General Election, however all necessary documents were provided timeously.

H. McPhee will make a presentation to NAC Scrutiny Committee in the near future.

The General Election will be staffed by 3 polling clerks within the office from 7.00 am to 10.00 pm

## 10.0 A.O.C.B.

### 10.1 SAA AGM

There will be various changes to Office Bearers. [REDACTED] will become the president, [REDACTED] – Vice President, [REDACTED] – Secretary and [REDACTED] the additional member taking over from [REDACTED].

[REDACTED] is updating the Internal Committee Group document to reflect changes within committees.

## 11.0 DATE OF NEXT MEETING

The next meeting will take place on 3rd June, 2015