



**Minutes of Meeting of Assessor's Management Team**  
**Wednesday 15th July, 2015 at 09.00 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 3<sup>rd</sup> June, 2015 were approved.

**4.0 MATTERS ARISING**

4.1 TSU Duties (Item 4.1)

It was noted that a review of the TSU will form part of the restructure.

4.2 Valuation (Item 4.5)

A. Cumming reported that a visit to [REDACTED] has taken place and the new [REDACTED] has been surveyed.

4.3 Suggestion No. 378 – Water Cooler (Item 7.1.1)

A. Andreucci confirmed that [REDACTED] has visited the office and confirmed that they would carry out the work to install another water cooler within the Technical floor at no installation cost.

4.4 Health and Safety (Item 7.5)

H. McPhee reported that she has contacted other Assessors regarding the Lone Working Policy and canvassers. All other offices supply PPE and there is also a health and safety element to canvasser training. H. McPhee will forward on the emails received.

**HMCP**

4.5 Valuation (Item 9.1.1)

H. McCormick confirmed that the formula for the citations within the spreadsheet has been updated.

J. McConville stated that the new costs form has been issued.

It was noted that discussion of the premises entries is ongoing.

A meeting has been arranged with J. McConville and the DA's on 28<sup>th</sup> July 2015 to discuss the issue of RQ's.

It was further confirmed that the background work for the Revaluation 2017 forms has been done.

## **5.0 BOARD MEETINGS**

### **5.1 Board Meeting Update**

The next Board Meeting will take place on 1st September 2015 in Irvine.

### **5.2 Report Writers**

H. McPhee will report on the Restructure and the reviewed Workforce Plan. H. McCormick will produce the Electoral Registration Report. Staffing including Policies and Procedures, Valuation & Performance, Risk Register and the Business Continuity Reports will be produced by J. McConville.

## **6.0 PERSONNEL**

### **6.1 Personnel**

J. McConville reported the following:-

██████████ will retire on 11th September 2015.

A member of staff has been refused a flexible working request for Compressed Hours.

### **6.2 Absence Statistics**

It was noted the absence statistics continue to show improvement. The June statistics show long term absence at 0.00% and short term absence at 0.19%.

### **6.3 Training**

M. Voy confirmed that the Core Training documents had been passed to Training Group members for consideration at the next Training Group Meeting.

██████████ had put some training ideas forward from a clerical point of view and these have also been passed out to the Training Group for consideration.

It was noted that ██████████ was asked prior to ██████████ retirement to become a Training Group member. It was agreed that ██████████ should remain part of the Training Group.

M. Voy reported that four members of staff attended the Valuers IRRV Seminar in June. ██████████ will produce a report/cascade the information from the seminar to all staff.

██████████ will attend a Valuation Seminar on APC Essentials for Graduates, Supervisors & Counsellors on 8<sup>th</sup> October 2015 in Lothian.

██████████ has also undertaken a week's work experience with North Ayrshire Council Estates Department.

Analysis training will be considered on a one to one basis.

Consideration will be given to attendance at the IRRV Conference in September 2015.

**DA's**

#### 6.4 Structure

H. McPhee confirmed that a Structure Report will be given to the Board. Prior to this Unions will be consulted and then there will be staff consultation.

J. McConville and A. Andreucci met with SAC HR on 14<sup>th</sup> July 2015 regarding the structure proposals.

It was noted that PDR's will be progressed.

### **7.0 GOVERNANCE**

#### 7.1 Suggestions Box

New suggestions were reported as follows:-

##### 7.1.1 Suggestion No. 382 and 384 - Filing

It was noted that the above suggestions regarding the filing are now in hand.

##### 7.1.2 Suggestion No. 381 – Basement/Mail Room

It was agreed that ██████████ would investigate this suggestion. ██████████

##### 7.1.3 Suggestion No. 383 – Full Time Working

H. McPhee reported that this suggestion is part of the staff consultation exercise for the restructure.

#### 7.2 Mail Logging

There were no outstanding mail log items.

#### 7.3 KPI Performance

It was noted that KPI statistics were very good. Thanks were given to staff.

**JMcC**

#### 7.4 Customer Questionnaire Group

The Customer Questionnaire Group have not met since last reported. ██████████  
██████████ is working on an electronic version of the form for completion via the AVJB website.

7.5 Health and Safety

J. McConville will speak to [REDACTED] regarding trackers via the OCD Group.

**JMcC**

[REDACTED] are producing fire evacuation plans for the office.

The Fire Brigade came to the office on 13<sup>th</sup> July 2015. No fault was detected and it was suspected that it may have been a hoax call. A. Andreucci has emailed [REDACTED] to ascertain if they were aware of any problems.

J. McConville reported that a window blind quote had been received. Consideration will be given to the order of the replacement of the blinds within the office.

7.6 Freedom Of Information/Complaints/MP/MSP/Cllr – Requests Received

J. McConville reported that the FOI entry in the Data Protection Register has been updated and expires in July 2016.

7.6.1 FOI

It was reported that no FOI requests had been received since last reported. J. McConville will produce the quarterly FOI statistics.

**JMcC**

7.6.2 Complaints

Two complaints have been received since last reported.

7.6.3 MP/MSP/Cllr

One MP/MSP enquiry has been received since last reported.

7.7 Update

The Public Performance Report was approved at the last Board Meeting and has since been distributed to libraries and Councillors.

J. McConville reported that no response had been received regarding the Public Sector Equality Duty update.

Around 19 Policies and Procedures have been produced/reviewed.

It was noted that the Records Management Plan will be progressed.

**JMcC**

The ECO Group have produced posters which have been placed in various locations within the office. New larger blue bins will be introduced within the office. The smaller blue bins may be removed.

7.8 Property Matters

H. McPhee reported that she had been approached by SAC regarding moving to a new building within Ayr.

**8.0 BUDGET MONITORING**

8.1 Capital

Nothing to report.

8.2 Revenue

H. McPhee reported that the restructure will have an impact on the budget.

9.0 REPORTS

9.1 Valuation

9.1.1 Non Domestic

General Issues

There were no general issues.

M. Voy reported that Lanarkshire Valuation Joint Board has agreed with the AVJB approach to PV Panels.

It was noted that there has been no VAC Hearing since last reported.

The Written Submissions for the [REDACTED] Case have been received. AVJB have until 20<sup>th</sup> July 2015 to make a final response.

[REDACTED] have requested referral for 4-6 Telecoms subjects. J. McConville will contact [REDACTED] in this regard.

**JMcC**

The Paper Mill has now been referred to the LTS during 26th-30th October, 2015.

Discussion took place on the valuation figures. J. McConville and M. Voy to meet to discuss. It was felt that an expert should be involved and VOA information should be obtained.

**JMcC/  
MV**

A. Cumming reported on the [REDACTED] and the value within the roll. A. Cumming will produce a summary and pass to H. McPhee. A. Cumming will also contact Finance regarding the back dating of payments.

**AC**

**AC**

Technical staff have been working overtime on the 2017 Revaluation. 538 tasks remain outstanding. It was noted that approximately 400 can be dealt with in house. It was agreed that all staff would take 1 day on 20<sup>th</sup> or 21<sup>st</sup> July to complete. A. Cumming/M. Voy to report to J. McConville on 22<sup>nd</sup> July regarding any outstanding work still to be done on this task. H. McCormick will undertake a valuation system refresh at the appropriate point and update the analysis sheet. A target date of 27<sup>th</sup> July was set for completion of this task.

**AC/  
MV**

## 9.1.2 Council Tax

### General Issues

There were no general issues to report.

### Proposal/Appeal Disposal

The next hearing will take place in October 2015. A. Cumming, M. Voy and J. McConville will meet to discuss the [REDACTED] Appeals.

**JMcC/  
AC/MV**

### Point of "Sale Re-Banding"

It was noted that the Point of Sale Rebanding is ongoing.

The TSU are working on the May sasines.

## 9.2 TSU

The TSU filing issue has now been resolved.

## 9.3 IT

### 9.3.1 SharePoint

SharePoint continues to be updated.

A sub-group of the OCD Group will look at the best use of SharePoint.

### 9.3.2 Core Systems – WLM and Electoral Management System

The primary review of IT will be the EMS. It was noted that H. McCormick met with SAC regarding the returning officers remit in connection with the EMS. H. McCormick and other members of staff will visit D & G to see their system which is built on an [REDACTED] platform.

AVJB website is currently being worked on by [REDACTED] (SAC IT).

## 9.4 ER Update - General

### 9.4.1 IER

It was noted that the canvass will be commencing week beginning 3<sup>rd</sup> August 2015.

Issues with the current electoral system are ongoing.

H. McCormick reported that there remains 13,000 non IER electors. Clerical staff have reviewed 2,000 electors and are working to get the register up to date prior to the canvass commencing.

It was further noted that Radio Advertising will commence in National Publications.

The Modern Democracy App will be continued at a reduced price to target young people.

Administrative staff are currently checking Absent Vote Images and retaining the most up to date image.

There is a new telephone and internet service. Electors will now be able to make changes via the internet service but not the telephone service.

It was reported that changes have been made to the Household Enquiry Form.

9.4.2 Elections

It was confirmed that there will be a by-election in SAC Ward 4 – Ayr East.

The Electoral Commission have released a review of the UKPGE. The release stated that overall the elections were run very well. The review also includes a number of recommendations.

**10.0 A.O.C.B.**

The was no competent business

**11.0 DATE OF NEXT MEETING**

The next meeting will take place on 5<sup>th</sup> August, 2015