



Minutes of Meeting of Assessor's Management Team
Wednesday 7 October 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 2 September 2015 were approved subject to minor amendment.

4.0 MATTERS ARISING

4.1 Report Writers (Item 5.2)

It was noted that H. McCormick is progressing with the AVJB website profiles.

HMCC

4.2 Personnel (Item 6.1)

H. McPhee confirmed that she had emailed the three Chief Executives regarding Modern Apprentices.

4.3 Training (Item 6.3)

The IRRV report by [REDACTED] has been placed on SharePoint.

4.4 Suggestion No. 385 – AVJB Twitter Account (Item 7.1.1)

It was reported that it was a long term goal to have a twitter account, but with current resources this is not possible at present.

4.5 Mail Logging (Item 7.2)

The Mail Log System review will be carried out as part of the review of IT.

4.6 Health & Safety

Appropriate companies are being contacted with regard to the purchase of PPE for the door to door canvassers.

A Health and Safety Induction was carried out for new staff and a template has been created.

The appropriate person has been contacted regarding the PAT test list and it is hoped the list will arrive in due course.

4.7 Update (Item 7.7)

All relevant documents have been placed on SharePoint.

4.8 Revaluation 2017 (Item 9.1.1)

Revaluation meetings have been arranged until the Spring.

4.9 Point of Sale Rebanding (Item 9.1.2)

A report has been produced on the number of outstanding domestic sales on domestic properties that have been altered which could impact on the banding of the properties.

5.0 PERSONNEL

5.1 General

It was noted that [REDACTED] was successful in obtaining the post of Senior Administrative Officer and will take up her new role in mid-November.

The new overtime procedure will be rolled out to supervisors and Divisional Assessors.

A. Andreucci has produced the Joint Staffing Watch figures for Quarter 3 to the Scottish Government.

New contracts have now been issued to members of staff who requested a change to their hours.

It was noted that the pay award has been approved at 2.5% over 2 years.

5.2 Absence Statistics

Absence statistics continue to be monitored.

5.3 Training

M. Voy reported that [REDACTED] will attend a Mock APC Interview in Glasgow.

[REDACTED] will also be attending an RICS Preparing for APC Interview Course on 8 October 2015.

It was agreed that M. Voy would speak to the other two trainees regarding attending a similar course prior to their APC Interviews. It was stressed that this training should only take place where the candidate intends to sit their APC in the near future.

It was also noted that staff would be given time to attend CPD events, but they would still require to pay any costs involved. Staff should seek approval from their Divisional Assessor prior to attending any such events.

A Training Group Meeting will take place before the next Management Team Meeting.

Full training will be provided for any new Electoral Management System and this is part of the procurement tender.

H. McPhee highlighted that COAST is available to all staff within AVJB.

Any member of staff interested in signing up to the Leadership Management Course will be considered.

Compulsory training for all staff will be part of the training groups remit. Suggestions have already been given by Helen.

A report on the recent IRRV Conference attended by four staff day delegates will be placed on SharePoint in due course.

5.4 Personal Development Plans

It was reported that it was the long term aim of AVJB to introduce PDP's.

6.0 REPORTS

6.1 Valuation

6.1.1 Non Domestic

General Issues:-

M. Voy reported progress with the Papermill.

A full inspection will be required for [REDACTED] and other large industrial subjects. The grounds are required for LTS by December 2015 for 2 large industrials.

VAC Update:-

The next VAC will take place on 10 December 2015.

MV

Appeal Disposal/Progress:-

As at February 2015:- 58 MCC pub appeals. [REDACTED] has been requested/notified. March 2015 – 52 mixed subjects.

It was further noted that 110 cases have been referred to the Lands Tribunal these are largely telecommunications.

It was agreed that the Divisional Assessors and J. McConville would engage with the Secretary to the VAC and the VAC members to look at VAC processes for 2017.

Revaluation 2017:-

Very good progress is being made on the input of the rent questionnaires. The TSU have issued over 1,000 questionnaires. It was agreed that reminders would be issued as soon as due in order to increase the return rate. H. McCormick will update the spreadsheet.

HMcC

It was agreed that the Divisional Assessors would ensure staff push forward to set rates. A control sheet will be completed or the standard narrative sheet can be used if preferred.

H. McPhee to be sent the rates set by the end of October 2015.

DA's

6.1.2 Council Tax

VAC Update:-

The next Council Tax VAC will take place on 22 October 2015.

Proposal/Appeal Disposal:-

A. Cumming reported that there are currently 89 invalid and 128 valid appeals outstanding.

Point of "Sale Re-Banding":-

There are currently 226 outstanding. It was agreed that these would be passed to [REDACTED] team with the oldest being dealt with first. It was noted that there may be slippage with Council Tax in order to undertake this task.

It was agreed that the Non Domestic Team would deal with Self Catering Units.

Domestic Alterations:-

It was noted that there are currently 15,000 domestic alterations outstanding.

6.1.3 Scottish Assessors' Association

The next Assessors Committee meeting will take place on 22 October 2015.

J. McConville will take up the role of Acting Chairman of the Public Buildings Committee in the absence of [REDACTED]. The next meeting will take place on 9 October 2015.

The next SAA Governance Committee Meeting will take place on 5 November 2015. The Industrial Committee meeting will take place on 17 November 2015 and the Plenary Meeting will take place on 26/27 November 2015.

6.1.4 Technical Support Unit Update

It was reported that there are a number of planning lists, building warrants and completion certificates outstanding within the TSU.

Supervision, rotation and staffing levels are under review within the TSU with implementation after the production of the Register.

7.0 ICT

7.1 Electoral Management System

The SAC Procurement document for the new EMS is nearing completion.

7.2 Core System Review

The current core system operated by AVJB, 'progress', is a character based system which can prove problematic when running with Windows. The system will be part of the IT review.

7.3 Document Imaging

Meetings have taken place with a few Document Solution Companies.

7.4 AVJB Website

The AVJB website has been reviewed and will go live on 7 October 2015. Further development work will be undertaken due to various suggestions made.

7.5 SharePoint

It was agreed that SharePoint would be reviewed by [REDACTED] commencing with the Corporate Governance 'button'.

8.0 ER Update

8.1 General

It was noted that there was currently a 61% return rate on the HEF's. The telephone and internet return rate was good but tailed off after the reminders were issued.

Consideration is being given to postponing publication of the register until 1 February 2016 as opposed to 31 December 2015.

The canvass will commence at the end of October/beginning of November which could result in a number of electors being removed from the register. By-elections took place for South Ward 4 and East Ward 6. It was reported that there were no clerical errors and no emergency proxies.

8.2 Elections

The Scottish Parliamentary elections will take place on 5 May 2016.

9.0 GOVERNANCE

9.1 Suggestions Box

No. 386 – Finance memos for New Houses

The Divisional Assessors will meet to decide a process for this suggestion.

DA's

No. 387 – PPE – Polythene Overshoes

This suggestion was approved. A. Cumming to investigate the purchase of overshoes.

AC

No. 388 – AVJB Appeal Acknowledgements

H. McCormick to investigate this suggestion.

HMCC

- 9.2 Mail Logging
Outstanding mail log items were noted.
- 9.3 Board Meetings/Reports
The next Board Meeting will take place on 10 November 2015 in Ayr. H. McPhee will produce reports on Maximising Registration and a Review of the Workforce Plan. J. McConville will produce a Performance and Staffing Report including Policies and Procedures. H. McCormick will produce reports on Electoral Registration and the ICT Strategy.
- 9.4 Budget
It was noted that there is currently an underspend in the Revenue budget. This will change when the new promoted staff are in post and the new posts filled.
- 9.5 Audit – Internal/External
Internal and External Audit continues to be discussed at the Corporate Governance meetings and the audit document continues to be updated.
- Following the HEF issue AVJB have implemented a new proofing procedure and this was documented and issued to the Electoral Commission who responded positively. We also took the step of referring this to external audit and they responded as follows:-
- Although external audit would look at policies and procedures as part of their review of governance arrangements, which included a review of risk, it is not normally something they look at formally in the implementation stages. However, this is something they would expect internal audit to be involved in regularly, and would be able to provide appropriate advice.
- 9.6 Performance
It was noted that currently KPI's are excellent; however there are a number of tasks that require to be completed for the Revaluation 2017.
- 9.7 Records Management
The Records Management Plan requires to be completed by 31 October 2015.
- 9.8 Corporate Plan
Nothing to report.
- 9.9 Service Plan
The Service Plan is due for review in 2017.
- 9.10 Policies and Procedures – New/Review/Updates
Various policies and procedures have been reviewed. These will be placed on the website and SharePoint.
- 9.11 Model Complaints Procedure – Update and Complaints Received
J. McConville is preparing the second full year of complaints received. These statistics will be reported to Management Team meetings monthly and Board meetings annually.

9.12 Freedom of Information & Data Protection – Update and Requests

One FOI request has been received since last reported.

Two FOI requests were forwarded to AVJB from SAC Council Tax. These required to be returned to Council Tax as two public bodies cannot transfer FOI requests to each other.

Two Data Protection queries have been given responses and no feedback from these has been received.

9.13 Equalities

J. McConville attended an Ayrshire Equalities Partnership Meeting on 9 September 2015. It was noted that AVJB may require to produce a sign language plan/strategy.

The 2015 Equalities Update Report is on SharePoint and AVJB website.

9.14 Health & Safety

As previously noted canvassers will receive PPE. As part of health and safety training they will also be notified of the Lone Working Policies and other appropriate policies of the Joint Board.

A fire drill will take place in due course.

9.15 Customer Questionnaire

Nothing to report.

9.16 Elected Member Enquiries etc.

J. McConville reported that six elected member enquiries have been received since last reported.

9.17 Property Matters

A meeting took place with the SAC Property Officer regarding procurement for upgrading/replacing windows, cleaning gutters and other essential maintenance to the front buildings.

SAC recently submitted a report to the Leadership Panel regarding property rationalisation. Within the report was various new build property options within Ayr. A report will be placed before the Board in due course regarding various options that will form part of the Modernisation and Transformation Programme.

If AVJB require to move to new premises then modern methods of working will be adopted and there is likely to be very restricted parking.

10.0 A.O.C.B.

10.1 Colour Printing

It was reiterated that colour printing should be kept to a minimum.

10.2 Encrypted Emails

Encrypted emails received from other constituent authorities were discussed.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 2 December 2015.