



**Minutes of Meeting of Assessor's Management Team**  
**Thursday 7 January 2016 at 2.00 p.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 7 October 2015 were approved subject to minor amendments.

**4.0 MATTERS ARISING**

4.1 Report Writers (Item 5.2)

It was noted that the AVJB website profiles item will be referred to [REDACTED] to progress.

HMCC

4.2 Non Domestic – Reval 2017 (Item 6.1.1)

H. McCormick confirmed that he has updated the Revaluation 2017 spreadsheet.

The Divisional Assessors confirmed that rates have been sent to H. McPhee.

4.3 Suggestions Box – No. 386 – Finance memos for New Houses (Item 9.1)

It was noted that with regard to finance memos for new houses that each local authority have different methods of working and therefore there is a requirement to provide information in different formats.

4.4 Suggestion Box - No. 387 – PPE - Polythene Overshoes (Item 9.1)

A. Cumming reported that Polythene overshoes have been purchased.

## 5.0 PERSONNEL

### 5.1 General

J. McConville reported that interviews have taken place and [REDACTED] was successful in obtaining the half Administrative Assistant [REDACTED] post, [REDACTED] was successful in obtaining the full Clerical Assistant [REDACTED] post and [REDACTED] obtained half Clerical Assistant [REDACTED] post. Congratulations were offered to all the successful candidates.

The two temporary Clerical Assistant/Canvassers [REDACTED] commenced on 1 December 2015. Unfortunately, [REDACTED] obtained another external position and resigned with effect from 24 December 2015. The exit interview for [REDACTED] interview was carried out by A. Andreucci.

The temporary Property Assistants, [REDACTED] commenced on 1 December 2015.

It was reported that there is currently no intention to fill any vacant posts until the revenue budget has been finalised.

[REDACTED] who commenced with AVJB on the "Work Out" Programme has been successful in obtaining a Modern Apprenticeship and has been placed with AVJB.

It was noted that [REDACTED] is now the [REDACTED] of the AEA Scotland and Northern Ireland Branch.

Principal Valuer interviews will take place on Monday 11 January 2016.

J. McConville further reported that a new Job Description Template and a new Vacancy Management Request Form has been received from SAC Human Resources. H. McPhee and A. Andreucci will meet to discuss.

**HMCP/  
AA**

### 5.2 Absence Statistics

Absence statistics continue to be monitored and remain good.

Three members of staff have been referred to SAC Occupational Health.

### 5.3 Training

The Training button has been updated on SharePoint and various items added.

Toolbox Talks will take place in due course. Divisional Assessors will ascertain from staff what would be the most suitable time for the Toolbox Talks to be held.

**DA's**

It was noted that AVJB have no FRICS member at present. Discussion took place on signing off APC Applications. It was agreed that H. McPhee would investigate.

**HMCP**

Two members of staff is due to sit their APC in the spring.

A Mock Interview will be held for the member of staff sitting their APC in the spring.

M. Voy will arrange APC Training documents to be placed on SharePoint.

MV

██████████ attended an APC Prep Day on 29 October 2015. Documentation and notes from the course will be produced by ██████████ and placed on SharePoint.

██████████ undertook a web class on APC Assessment updates.

Permission has been granted for other APC candidates to attend web classes on Lease Holders Valuations. Reports will require to be produced by those undertaking the web classes and placed on SharePoint.

A Training Group meeting will take place on 19 January 2016. Future dates will be placed in the diary for every month.

It was noted that ██████████ attended an IRRV Scotland Seminar on 8 October 2015. ██████████ will produce a report on the training and this will be placed on SharePoint.

Training for APC candidates will be arranged with local authorities in due course.

J. McConville attended a Records Management seminar by the Keeper of the Records of Scotland on 2 December 2015. Slides from the seminar will be placed on SharePoint.

#### 5.4 Personal Development Plans

PDR's will take place this month for the Management Team, A. Andreucci and ██████████

It was noted that PDR training is available within COAST.

## 6.0 REPORTS

### 6.1 Valuation

#### 6.1.1 Non Domestic

##### VAC Update:-

M. Voy reported on five appeals that were DIA's – 3 telecoms, 1 Pub and 1 Nightclub.

It was noted that no appeal had been received for the ██████████ Written Submission.

##### Appeal Disposal/Progress:-

M. Voy further reported on 120 Land Tribunal cases – 99 of which are Telecoms and the remainder is ██████████ etc.

M. Voy will produce a report for the Assessors' Committee Meeting on the Telecom DIA's.

MV

It was noted that for the VAC in February, 57 appeals have been cited, mainly Drink Driving appeals. [REDACTED] has been retained. There are 43 appeals cited for the March VAC. Currently there are a total of 165 outstanding appeals.

[REDACTED] discussed [REDACTED] on 7 January 2016. M. Voy, [REDACTED] will all attend Health and Safety Inductions for the site visit.

#### Revaluation 2017:-

Dates have been placed in the diary for Shops, Offices and Industrials for discussing the rates. Shop sheets should be populated with rates for Friday 8 January to allow progress to be monitored.

The Office subjects Practice Note was approved. [REDACTED] [REDACTED] to amend as appropriate. The Divisional Assessors will liaise with [REDACTED].

DA's

### 6.1.2 Council Tax

#### VAC Update:-

The last Council Tax VAC took place on 22 October 2015. One case was won and the others were DIA.

#### Proposal/Appeal Disposal:-

A. Cumming reported that there are currently 103 invalid and 116 valid appeals outstanding.

At the March meeting the Divisional Assessors will look at a programme for proposals for VAC Hearings and will report back on the oldest dated appeal.

DA's

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

It was noted that there remains a backlog. H. McPhee requested that from 31 March 2016 we would aim to finish Running Roll. A period of two months will be left before Running Roll commenced again. During those two months the point of sale rebandings will be undertaken.

It was agreed that the Divisional Assessors would ask the Council Tax Team for suggestions on how best to do point of sale rebandings.

DA's

### 6.1.3 Scottish Assessors' Association

The next SAA Assessors' Committee meeting will take place on 21 January 2016. A report on Drink Driving and Telecoms information will be passed to H. McPhee prior to the meeting.

### 6.1.4 Technical Support Unit Update

It was reported that there continues to be a backlog of work within the Technical Support Unit. [REDACTED] will look at TSU workloads to ascertain if the backlog can be resolved.

## **7.0 ICT**

### **7.1 Electoral Management System**

The SAC Procurement process for the new EMS is in progress. Responses have been received from external contractors interested in a mini competition. H. McCormick will meet SAC Procurement within the next few weeks.

### **7.2 Core System Review**

No action will be taken on the review of the current Core System until the outcome of the South Ayrshire Council review of ICT has taken place.

### **7.3 Document Imaging**

It was noted that no progress will be made on document imaging until funding and workloads make this possible.

### **7.4 AVJB Website**

Further development work will be undertaken on the AVJB website. H. McCormick will meet with [REDACTED] (SAC ICT).

**HMcC**

### **7.5 SharePoint**

Various updates have been made to SharePoint. Staff should familiarise themselves with the updates. All bullet/actions points from all meetings should be placed on SharePoint.

It was agreed that M. Voy would email the Training Spreadsheet to A. Andreucci to place on SharePoint. [REDACTED] will update the spreadsheet each month.

**MV**

## **8.0 ER Update**

### **8.1 General**

It was noted that the three councils are keen to have a consistent approach regarding information on cut off dates.

### **8.2 Elections**

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

It was further noted that it is possible that a referendum on membership of the European Union will take place this year.

## **9.0 GOVERNANCE**

### **9.1 Suggestions Box**

#### **No. 392 – Parking Lines**

This suggestion was rejected. Only essential maintenance will be undertaken at present.

No. 391 – NetCall

It was reported that all staff should be logged in to NetCall. Random checks are regularly made. It was agreed that [REDACTED] would be asked to clarify his suggestion.

No. 390 – Rewording DOM-APP18 Standard Letter

A. Cumming and M. Voy to investigate this suggestion.

**DA's**

No. 389 – Confirmation Proforma

This suggestion was agreed. [REDACTED] to create a draft proforma.

9.2 Mail Logging

There were no outstanding mail log items.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 12 January 2016 in Kilmarnock. H. McPhee will produce a Property Review Report and a Staff Questionnaire Report. J. McConville will produce reports on Valuation and Performance, Annual Complaints Handling and a Staffing Report. H. McCormick will produce a report on Electoral Registration.

9.4 Budget

Local Government funding cuts have been announced. These cuts will impact on AVJB. H. McPhee is engaging with [REDACTED] to the Board) on this matter. No report on the 2016/17 budget will go to the January Board meeting.

It was agreed that H. McPhee would email staff for ideas on how to save money.

**HMCP**

9.5 Audit – Internal/External

It was noted that External Audit will be submitting a report in January. No real issues of concern were contained within the report.

9.6 Performance

It was noted that currently KPI's are still good and staff are to be congratulated for their hard work.

9.7 Records Management

J. McConville reported that a reply is awaited from the Keeper of the Records Scotland on AVJB's approved Records Management Plan and Retention Schedule.

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

Policies and procedures continue to be reviewed and updated within SharePoint.

The new Terms and Conditions of Service will be presented to the March Board Meeting.

It was noted that the SAC proposed reduction in number of flexi days that can be taken was not approved for 2016.

Flexi Leave and end of accounting period reports were discussed. If staff are in the negative two months in a row they will be removed from the flexi system in line with current policy.

The amendments to the Communication Strategy were approved and will be updated on SharePoint.

9.11 Model Complaints Procedure – Update and Complaints Received

J. McConville reported that three complaints have been received since last reported and all have been dealt with.

9.12 Freedom of Information & Data Protection – Update and Requests

One FOI request has been received since last reported and will be discussed at the Assessors' Committee Meeting on 21 January 2016.

9.13 Equalities

J. McConville attended an Ayrshire Equalities Partnership Meeting in early December 2015. A talk was given on Muslim Bereavement Services.

9.14 Health & Safety

A Health and Safety Group Meeting will be arranged in due course.

A Fire Drill will take place in the near future.

It was noted that Evacuation Plans will be placed at appropriate locations.

A. Andreucci carried out Health and Safety Inductions with the new members of staff.

J. McConville reported that the daily Health and Safety Checks have been reduced to weekly checks.

9.15 Customer Questionnaire

A Customer Questionnaire Group meeting will be held in due course.

9.16 Elected Member Enquiries etc.

J. McConville reported that two elected member enquiries have been received since last reported and all have received responses. One further enquiry was received prior to the meeting.

9.17 Property Matters

The essential maintenance within the front building (replacing windows, cleaning gutters and other essential maintenance) will be commencing shortly.

10.0 A.O.C.B.

No other competent business.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 17 February 2016.