



Minutes of Meeting of Assessor's Management Team
Wednesday 6 April 2016 at 9.00 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 15 March 2016 were approved subject to a minor amendment.

4.0 MATTERS ARISING

4.1 Training (Item 5.3)

APC training documents will be placed on SharePoint.

MV

4.2 Reports – Council Tax – Point of “Sale Re-Banding” (Item 4.4)

The point of sale banding reviews have been allocated to the Domestic Team under the responsibility of the Property Assistants who will be guided by the Technical Officers.

4.3 Suggestions Box – No. 390 Rewording of DOM-APP18 Letter (Item 4.6)

The wording of the standard letters, as a result of the complaint, have been updated. The second part of the review will be in conjunction with the review of standard letters for 2017.

4.4 Budget (Item 4.7)

H. McPhee reported that she has received a number of budget saving ideas.

4.5 AOCB (Item 10.1)

J. McConville reported that the tables within the training room have been repaired.

5.0 PERSONNEL

5.1 General

J. McConville reported that notification has been received from a member of staff indicating their intention to retire early 2017.

A general discussion took place on the replacement of the Trainee Valuer post.

Work related references for AVJB staff require to be approved by the Assessor & ERO.

5.2 Absence Statistics

The absence statistics for year 2015/16 for long term absence was 0.49% and short term absence 0.84%.

It was noted that one member of staff is currently on long term sickness absence.

5.3 Training

The Training Group will evaluate the [REDACTED] Toolbox Talks assessment forms.

M. Voy will meet with technical staff to discuss any essential training required.

A. Andreucci will contact [REDACTED] (SAC HR) to discuss any essential training required in relation to the Capability Policy. **AA**

M. Voy will arrange Mock Interviews for Fife and Ayrshire. **MV**

5.4 Personal Development Reviews

PDR's continue to be undertaken as scheduled within the timetable.

6.0 REPORTS

6.1 Valuation

6.1.1 Non Domestic

Substantial contact has been made with the office in relation to the removal of the empty property relief. To protect interests the advice that should be given should be to lodge an appeal.

Discussion took place on industrial properties.

M. Voy will contact [REDACTED] office to ensure that VAC dates are in the diary and to ensure that the 21 April 2016 date is cancelled. **MV**

The December court has been set and all appeals with disposal dates of 31 March 2017 will be included.

Revaluation 2017

The aim is to have shops finished by 15 April 2016 and rates approved.

Offices are now finished and rates have been approved.

Industrials are finished except for plant and large subjects.

The Technical Groups have changed – the Revaluation Group have been allocated the task of practice notes and analysis. Revaluation work will also be allocated to the non-domestic group as and when required.

Discussion took place on reports for upload to the portal and the process involved.

Contract size/adjustments have been interpolated in the Public Buildings Valuation sheets. A similar process is going ahead for fees which will be complete in due course together with additional age and obsolescence. The agreed obsolescence tables will be updated and valuers should be checking this at the valuation stage.

M. Voy stated that he and [REDACTED] are arranging to inspect [REDACTED]. [REDACTED] recently visited to discuss [REDACTED].

M. Voy will progress [REDACTED].

6.1.2 Council Tax

Calls have been received regarding Band E properties.

A VAC Council Tax Court will take place on 19 May with 41 cases and in September which the [REDACTED] cases plus others will be heard. Currently there are 124 invalids outstanding and 138 valids, this is prior to the May and September cases being cited.

The Point of Sale Re-Bandings have been allocated to the domestic Team.

J. McConville will update the KPI definition and circulate via SharePoint.

JMcC

6.1.3 Scottish Assessors' Association

The next SAA Assessors' Committee meeting will take place on 21 April 2016.

It was noted that Bullet and Action Points of Committee Meetings should be placed on SharePoint.

The SAA Governance Committee meeting will take place on 22 April 2016.

6.1.4 Technical Support Unit Update

Progress continues to be made.

7.0 ICT

7.1 Electoral Management System

AVJB are engaging with a number of companies that have EMS systems. AT the last Board meeting it was agreed that the Assessor and PAO should continue to source a suitable EMS system.

7.2 Core System Review

The PAO will arrange a meeting at Dumfries and Galloway Assessors Office to view their Core System.

PAO

7.3 Document Imaging

Document Imaging is being shelved at present until the Core system is replaced and budget constraints are considered.

7.4 AVJB Website

The AVJB website continues to be updated as and when required. Currently the Senior Management Team are looking at how we manage and review website content.

A meeting will be arranged by H McCormick to meet with SAC ICT.

PAO

7.5 SharePoint

SharePoint continues to be reviewed and a standard naming convention has been introduced. The procedural document has been updated to reflect the naming convention and updated for compliance with the retention schedule.

H. McPhee and [REDACTED] are working on compliance with our Records Management Retention Schedule.

SharePoint guidance will be updated to reflect policies and duplications within the AVJB website and the reasons for the duplication.

If a policy is being reviewed it should be removed from the website but still be available for staff within SharePoint.

8.0 ER Update

8.1 General

Engagement levels in the run up to elections have resulted in an unprecedented increase in applications since publications with over 13,500 additions and 7,500 deletions. **Electoral Registration staff are thanked for all their hard work.**

Through partnership working with the three unitary authorities, engagement with under 18's has seen a large volume of applications from that age group. **Administrative staff are thanked for their involvement with the various groups.**

8.2 Elections

The Scottish Parliamentary election will take place on 5 May 2016. Poll card data and supplementary poll card data is away. The first absence vote run is away and the second run will be done on 8 April 2016.

The cut off for registration is 18 April 2016 and the absent vote cut off is 19 April 2016.

Confirmation of additional IER funding has been received for 2015/16.

Cabinet Office release confirms funding for IER for a number of years the level of which is unknown.

It was reported that three members of staff will be Polling Clerks on the day of the election.

The EU Referendum will take place on 23 June 2016. A Draft Election Working Plan has been created and the PAO will review the document.

9.0 **GOVERNANCE**

9.1 Suggestions Box

There were no new suggestions.

The best suggestion will be decided at the next Management Team meeting.

9.2 Mail Logging

Outstanding mail log item was noted.

9.3 Board Meetings/Reports

At the recent Board Meeting on 29 March 2016 the 2016/17 budget was approved. The next Board meeting will take place on 24 May 2016.

9.4 Budget

The Assessor and the Treasurer to the Board will meet to discuss the 2017/18 budget.

The External Audit was approved by the Board. Action Points from the External Audit Report will be updated on the control sheet and added to SharePoint.

For the next Board Meeting, H. McPhee will produce reports on Maximising Registration and the Scheme of Delegation. J. McConville will produce reports on Staffing, Valuation and Performance, Risk Register and various policies. H. McCormick will produce a report on Electoral Registration.

9.5 Audit – Internal/External

H. McPhee and H. McCormick met with Internal Audit. No issues were raised and the report looks favourable. Once the report is final it will be placed on SharePoint and a pdf. Version added to the AVJB website.

9.6 Performance
Discussion took place on performance targets. These were set as follows:-

NDR - <3 months – 77, 3-6 months – 18, > 6 months 5
CT - <3 months – 88, 3-6 months – 9, > 6 months 3

The Assessor & ERO thanked staff for all their hard work.

J. McConville and H. McCormick will update the Public Performance Report with the year-end figures.

**JMcC/
HMCC**

9.7 Records Management

9.7.1 Record Management Plans

J. McConville reported that he now requires to respond to the Keepers Interim Report by 10 May 2016 and not 15 April 2016 as previously indicated.

J. McConville further reported that he has a meeting with SAC regarding records management on 19 April 2016.

9.7.2 Business Continuity

Nothing to report.

9.7.3 Retention Schedule

The Retention Schedule and the time limits for paper and electronic document required to be reviewed.

9.7.4 Risk Register

The Risk Register incorporating the IER Risk Register was discussed at the last Board meeting.

9.8 Corporate Plan

Nothing to report.

9.9 Service Plan

The Service Plan will be updated in April.

9.10 Policies and Procedures – New/Review/Updates

The Capability Policy and the Terms and Conditions of Service were approved at the last Board meeting. Policies and Procedures continue to be reviewed.

9.11 Model Complaints Procedure – Update and Complaints Received

It was agreed that any letters, emails etc of appreciation should be sent to [REDACTED] to be recorded.

9.12 Freedom of Information & Data Protection – Update and Requests

Two FOI requests have been received since last reported.

9.13 Equalities

Nothing to report.

9.14 Health & Safety

A Health and Safety Group Meeting will take place on 10 May 2016. A fire drill will be arranged thereafter. The office inspection will be carried out prior to the meeting.

Weekly office inspections continue to be undertaken by members of the Health and Safety Group.

It was agreed that requirements for new PPE would be investigated.

9.15 Customer Questionnaire

The Customer Questionnaire will be issued this month.

9.16 Elected Member Enquiries etc.

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

9.17 Property Matters

The essential maintenance of the front building (replacing windows, cleaning gutters and other essential maintenance) is ongoing. Staff were reminded to be careful on exit/arrival due to the scaffolding etc.

10.0 A.O.C.B.

10.1 Work Placements

Two work placements will be taken on from Queen Margaret Academy week beginning 9 May 2016.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 3 May 2016.