



Minutes of Meeting of Assessor's Management Team
Tuesday 3 May 2016 at 1.00 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 6 April 2016 were approved.

4.0 MATTERS ARISING

4.1 Training (Item 4.1)

APC training documents have been placed on SharePoint. The documents will be deleted from S: Drive or other drives by M. Voy.

MV

4.2 Training (Item 5.3)

Capability Training has been arranged for certain staff.

A member of staff attended a Mock Interview in Glasgow.

4.3 Reports – Valuation – Non Domestic (Item 6.1.1)

M. Voy confirmed that VAC dates are in the diary and the 21 April 2016 date was cancelled.

4.4 Reports – Council Tax (Item 6.1.2)

Progress is being made on the KPI definitions.

4.5 Core System Review (Item 7.2)

After the elections H. McCormick and a number of others will visit Dumfries and Galloway Assessors Office to view their Core System.

4.6 AVJB Website (Item 7.4)
H. McCormick will arrange an ICT meeting after the elections.

4.7 Performance (Item 9.6)
Work is progressing to update the Public Performance Report with the year-end figures.

5.0 PERSONNEL

5.1 General
J. McConville reported that one member of staff will be referred to Occupational Health.

One member of staff has deferred from sitting their APC in the spring and will now sit in the Autumn.

It was noted that the RICS checks are now complete.

H. McPhee has now lodged an application to become a Fellow Member of the RICS.

Staff are reminded to submit their Driving Licence and Insurance documents for checking.

Two school placements will work within the Technical sections week commencing 9 May 2016. The Divisional Assessors should have a desk, PPE etc in place prior to the work placements commencing. A. Andreucci met with [REDACTED] from the Chamber of Commerce on 3 May 2016 to discuss workplace Health and Safety etc.

It was agreed that the technical interview room would be cleared of any obsolete furniture. The Divisional Assessors will label all furniture that requires to be removed. A. Andreucci will make contact with removal companies.

AA

The ongoing Disciplinary Investigation will be finalised in the near future.

5.2 Absence Statistics
Absence statistics for April were – Long Term absence – 1.39% and Short Term absence – 1.86%.

5.3 Training
It was reported that Mock Interviews took place in Glasgow Assessors Office for candidates from Ayr and Fife.

The Ayr candidates APC will take place on 5 May 2016.

It was noted that [REDACTED] had assisted the APC candidate and they were thanked for their input.

Staff were reminded that Data Protection training on Coast should be completed by all staff by the end of July.

On 25 April 2016 senior administrative staff received training on clerical errors and emergency proxies.

██████████ has been granted permission to sit on a RICS panel in Warrington.

The Core Training Plan will be submitted for approval at the next Management meeting. H. McPhee will be passed the plan before the meeting.

██████████ has emailed all staff regarding the monthly training information.

██████████ attended an Interview Skills course.

5.4 Personal Development Reviews

The PDR timetable will be adhered to. Once PDR forms have been completed by both parties, they will be placed on SharePoint within the Human Resources button and should be deleted from S: Dive. All documents should be passed to A. Andreucci.

6.0 REPORTS

6.1 Valuation

6.1.1 Non Domestic

The SAA Industrial Properties Committee has been asked to look at “state of the industry” and this will be debated at the next IPC meeting.

The next VAC NDR will take place in December.

The outstanding NDR appeals were reported as follows:- 18 to be cleared – 242 appeals awaiting citation. 159 must be cited by end of June.

Lands Tribunal - 121 – 99 of which are telecoms. ██████████
██████████ Ayr has been settled and will be processed. 18 remaining.

It was noted that progress has been made with ██████████ in terms of facts e.g. size etc.

M. Voy reported that there has been difficulty in arranging a site visit to ██████████. A provisional date has been arranged for 7 June 2016.

Revaluation 2017

Land Values have been allocated to ██████████

Practice Notes have been allocated to the Valuation Team.

For 2017 Revaluation Review rounding will be examination of the final values.

M. Voy will raise this issue of Plant Values for the 2017 Revaluation.

MV

6.1.2 Council Tax

A. Cumming reported that no further contact has been received regarding Band E houses.

A Council Tax Appellant wishes his proposal to be heard, this has been referred to the Secretary to the VAC and will be cited for the September court.

Proposal/Appeal disposal was reported as follows:- 268 outstanding proposals, 135 valid proposals, 39 of which are cited for May. 132 invalid proposals. [REDACTED] Kilmarnock cited for September.

Point of Sale Re-Banding has been allocated to the Property Assistants with the assistance of Technical Officers. The Divisional Assessors will meet with the Property Assistants and get timescales for dealing with Point of Sale Re-Bandings and report back to J. McConville before end of next week. Slippage may occur in Council tax statistics. The Divisional Assessors to report progress each week to H. McPhee and J. McConville.

DA's

Banding Reports were discussed. It was agreed that the Guidance Note and Procedure on Banding Notes be recirculated via SharePoint announcement.

AA

6.1.3 Scottish Assessors' Association

Discussion took place on Lands Tribunal Invoices at the recent SAA Assessors Committee Meeting. The SAA is of the opinion that if you refer to the Lands Tribunal then you are responsible for payment.

H. McPhee and J. McConville will attend the SAA AGM in Crieff at the end of May.

6.1.4 Technical Support Unit Update

It was reported that the TSU are short staffed due to absences. Completion certificates should be priority for TSU and assistance continues to be given.

7.0 ICT

7.1 Electoral Management System

AVJB continue to engage with a number of companies and progress will be made after the elections.

7.2 Core System Review

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

PAO

7.3 Document Imaging

It was noted that Document Imaging will form part of the Core System Review.

7.4 AVJB Website

It was agreed that [REDACTED] would produce a process for placing Board Reports on the AVJB website.

7.5 SharePoint

SharePoint continues to be reviewed.

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

It was agreed that if a policy is being reviewed it should be removed from the AVJB website but still remain available for staff to view within SharePoint.

It was reported that when staff request a document to be added to SharePoint they should name the document with the appropriate naming convention as per the process document held within SharePoint.

8.0 ER Update

8.1 General

Nothing to report.

8.2 Elections

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

Three members of staff will be Polling Clerks on the day of the election and a similar arrangement is in place for the Referendum on 23 June 2016.

9.0 GOVERNANCE

9.1 Suggestions Box

It was decided that there was no "best suggestion" as none of the suggestions had an impact to improve service delivery or staff welfare.

9.2 Mail Logging

One outstanding mail log item was noted.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 24 May 2016 and various reports will be presented.

9.4 Budget

The 2016/17 Budget was approved at the last Board Meeting. Initial discussions have taken place on the 2017/18 Budget. Cuts of around 3.5% are expected.

9.5 Audit – Internal/External

Audit Scotland have produced the 2015/16 Annual Audit Plan. Action points from this report have been added to the Internal/External Audit sheet within the control document. The Divisional Assessors can view all relevant documents under the Management Support button within SharePoint.

The Internal Audit Report is awaited. H. McCormick will follow up.

9.6 Performance

There were no performance statistics produced due to election pressures.

It was agreed that the Divisional Assessors would speak to the Council Tax Team to ascertain how long it would take to complete the Sold Houses during the working day.

DA's

9.7 Records Management

9.7.1 Record Management Plans

H. McPhee passed copies of the S: Drive mapping to the Divisional Assessors. The Divisional Assessors are to consider a tidy up of the relevant folders.

DA's

J. McConville reported that AVJB have until 10 May 2016 to update and resubmit the Keepers Interim submission.

As a result of Records Management all records are being reviewed and all staff require to look at tidying up personal drives. Restrictions will be placed on the size of H: Drive in the coming months. Any work related documents should be placed in SharePoint or S: Drive in the appropriate place. Staff should commence a clear out.

J. McConville will roll out Records Management training and has produced a Records Management Information sheet for new starts. H. McPhee has written an Induction policy. Depending on how we progress this may be presented to the Board in May.

9.7.2 Business Continuity

There is no further action or updates required to the Business Continuity Plan. The Plan will be presented to the May or September Board Meeting.

9.7.3 Retention Schedule

The SharePoint document regarding the naming convention also has columns within it for retention timescales. H. McPhee and [REDACTED] are working on the timescales.

9.7.4 Risk Register

The Risk Register continues to be updated. Consideration will be given to adding the Risk Register within the Control Document for Management Team Meetings. This is located within the Management Support button.

9.8 Corporate Plan

It was noted that H. McPhee has produced a Code of Corporate Governance.

9.9 Service Plan

The Service Plan is due for review in 2017. A date has been placed in the diary for the review to commence.

9.10 Policies and Procedures – New/Review/Updates

The Unacceptable Actions Policy was discussed at a recent Assessors' Committee Meeting. This policy gives guidance on unacceptable behaviour towards members of staff from members of the public.

A. Andreucci continues to update the Policies and Procedures as and when required.

9.11 Model Complaints Procedure – Update and Complaints Received

One complaint has now escalated to Stage 2. H. McPhee will speak to [REDACTED] (SAC Democratic and Governance Manager) regarding a Pan Ayrshire Data Sharing Agreement and a list of the information we exchange will be created.

HMCP

[REDACTED] H. McCormick and [REDACTED] have all received appreciation communication.

9.12 Freedom of Information & Data Protection – Update and Requests

Two FOI requests have been received since last reported.

No subject access requests have been received since the last meeting.

New Data Protection Regulations are coming into force in 2018. An Archivists agreement will be put in place. AVJB require to create an Open Data Publication Plan.

It was reported that due to new Data Protection Regulations, sole trader personal contact information should not be shown within the Valuation Roll within the Portal. For ease of redaction, all contact information has been removed and not just the information for sole traders. Staff should not pass out personal addresses for sole traders.

9.13 Equalities

The review of Equalities is due next year and new outcomes will require to be set.

9.14 Health & Safety

The Health and Safety Group plan to meet on 10 May 2016 but this may require to be cancelled due to work pressures.

9.15 Customer Questionnaire

The Customer Questionnaire meeting will take place on 11 May 2016 and the questionnaire will be issued after this date. A process document will require to be produced.

9.16 Elected Member Enquiries etc.

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

9.17 Property Matters

It was reported that a quote has been received to replace the boilers. The boilers performance with regard to breakdown will be monitored and an informed decision will be made as to replacement.

10.0 A.O.C.B.

10.1 External/Internal Groups and Committees.

The above document was reviewed. [REDACTED] will update this and place it in SharePoint under Revaluation.

ES

10.2 Estimates

Discussion took place on supplying estimates. It was agreed that a suitable reply would be issued indicating that while we endeavour to give estimates to help potential ratepayers all our resources are on the 2017 Revaluation at present, however, we could facilitate this if we receive all the relevant information on or around October 2016.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 1 June 2016.