



Minutes of Meeting of Assessor's Management Team
Tuesday 30 August 2016 at 9.00 a.m.

Action
Req'd
by:

PRESENT

H. McPhee, J. McConville, H. McCormick, A. Cumming, M. Voy and A. Andreucci
(Minutes).

1.0 APOLOGIES

None.

2.0 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 May 2016 were approved.

3.0 MATTERS ARISING

3.1 Training (Item 4.1)

APC training documents have been deleted from S: Drive or other drives by
M. Voy.

3.2 Audit – Internal/External Audit (Item 9.5)

It was noted that the Internal Audit report was received by H. McCormick.

4.0 PERSONNEL

4.1 General

The job descriptions have been updated and SAC Human Resources have
copies.

Three members of clerical staff have been granted 5 days enhanced leave for
2017 leave year.

The new Property Assistant has now commenced within Ayr North Technical
Section on 29 August 2016.

The three new Clerical Assistant/Canvassers commenced on 29 August 2016.

One of the Modern Apprentices has been granted a 6 months extension of her Modern Apprenticeship and will undertake SVQ Level 3.

H. McPhee has been in contact with the Treasurer to the Board in connection with extending the temporary Property Assistant contracts to March 2017. Discussions will also take place on the 2017/18 budget where further discussions will take place in the hope that contracts can be made permanent.

One member of technical staff was involved in a car accident whilst on Board business. The incident was recorded in the accident log.

Notification has been received from SAC HR regarding the back log in supplying pension figures to those employees who have shown an interest in retiring. Employees are advised to ask for figures 6 month in advance of their intention to retire to allow time for figures to be provided.

It was noted that an Equalities Report was received regarding the ability to speak English to a desired level.

4.2 Absence Statistics

Absence statistics continue to be good.

4.3 Training

M. Voy will tidy and circulate the Core Training documentation.

MV

A. Cumming, M. Voy, A. Andreucci, [REDACTED] recently attended Capability Training.

[REDACTED] will sit [REDACTED] APC in October. Mock interviews will be arranged from now until October in order to assist [REDACTED].

[REDACTED] passed [REDACTED] APC in August.

[REDACTED] are currently undertaking Management Development Level 2 Training.

[REDACTED] undertook internal training on Shootings and will be giving a presentation on Shootings at the IRRV Conference on 7 September 2016.

[REDACTED] undertook canvasser refresher training for clerical staff.

Volunteers have been requested to attend as day delegates at the IRRV conference on 7/8 September 2016.

J. McConville cancelled the Records Management Training due to work pressures. Equalities training will also take place in the future.

4.4 Personal Development Reviews

The Divisional Assessors will receive their PDR's on 6 October 2016 and will commence PDR's for their staff in October 2016.

5.0 REPORTS

5.1 Valuation

Non Domestic

Discussion took place on the extension to 30 September 2016 given by the Lands Tribunal.

Any significant value changes will require to be notified to the Scottish Government via [REDACTED]. It was agreed that the Divisional Assessors would notify J. McConville of significant large value changes.

DA's

The next VAC takes place on 8 December 2016 – 214 have been cited and [REDACTED] has been engaged.

J. McConville confirmed that he received an email from [REDACTED], [REDACTED], agreeing the citation letter amendments. Both the letter and the leaflet have been updated.

Revaluation 2017

It was reported that 1985 still require to be done. 91 have values attached and require approval.

Additional information is required for Licenced Premises.

It was noted that J. McConville will authorise Guest Houses.

It was further noted that 48 showrooms are outstanding.

[REDACTED] will change the description for a number of clubs to Licenced Clubs.

[REDACTED] list will be circulated to the teams and they will be asked to clear their subjects. The list will be produced every Friday lunch time and passed to the Divisional Assessors who can meet on Friday afternoon to prepare for Monday morning. The lists will be in practice note order.

Discussion took place on other outstanding items including Halls, Offices, Retail Warehouses, Shops, Marinas, Car Showrooms, Supermarkets, Workshops and Yards.

Discussion took place on schemes still to be agreed:- Retail Warehouses (Divisional Assessors), Department Stores ([REDACTED]), Supermarkets ([REDACTED]), Marinas (M. Voy), Large Offices ([REDACTED]), Stand Alone Restaurants ([REDACTED]) and Stances/Kiosks ([REDACTED]).

It was agreed that J. McConville would authorise Petrol Filling Stations.

It was noted that [REDACTED] files have been kept aside.

Divisional Assessors will consider the valuation notice fields.

It was reported that the notices will be printed by [REDACTED].

5.2 Council Tax

The VAC took place on 19 May 2016. Two cases went before the panel and both cases were upheld.

The next hearing will take place on 8 September 2016. Two cases are outstanding i.e. [REDACTED] and 2 invalid appeals.

5.3 Scottish Assessors' Association

It was reported that various consultations are currently taking place within the SAA.

H. McPhee reported that she will be attending an RICS meeting on Review of APC Competencies on 3 September 2016.

5.4 Performance

5.4.1 NDR VR Alterations

It was noted that KPI's are above target.

5.4.2 NDR VAC – Proposed Appeal Disposal

The Divisional Assessors will now use and populate the new sheet to control courts which is located within SharePoint.

5.4.3 CT List – New Entries – KPI's

The Council Tax List KPI's were discussed.

The Divisional Assessors will speak to [REDACTED] to ascertain if new entries are up to date and that they can comfortably move on to revaluation work.

DA's

5.4.4 CT VAC – Proposed Proposal/Appeal Disposal

H. McPhee circulated outstanding appeals and proposals. Invalid not responded should be allocated to the Property Assistants. The sheet is located within SharePoint and the Divisional Assessors should utilise this document.

The [REDACTED] appeal will be moved to the October court. H. McPhee will update the relevant documentation.

HMCP

It was agreed that council tax proposals less than or equal to 12 months = 30%, greater than 6 months but less than 12 months = 65% and greater than or equal to 12 months = 5% from April 2018 at which point the current back log should be deal with.

H. McPhee will not be increasing the 2017/18 KPI's to Scottish Government. The Auditor has picked up how the KPI's have turned around. Congratulations were passed to staff.

7.2 Elections

The Scottish Parliamentary election took place on 5 May 2016.

The first HEF issue is complete and signifies the start of the canvass. The response is not good although the telephone response is good. There is a return rate of 30% at present.

The first reminder files are due to be run on 5 September 2016.

H. McCormick will be attending the Electoral Committee meeting on 1 September 2016.

There will be a Boundary Review for Local Government elections. The review is with the Scottish Ministers. This could result in ward changes.

8.0 GOVERNANCE

8.1 Suggestions Box

One new suggestion was received regarding opening hours. This suggestion was referred to the Health and Safety Group.

8.2 Mail Logging

Two outstanding mail log items were noted.

8.3 Board Meetings/Reports

The next Board Meeting will take place on 1 September 2016. It was noted that the Chair of the Board is now Cllr. Donald Reid.

8.4 Budget

The Period 4 budget documentation has been placed on SharePoint. No budget headers are giving cause for concern.

Due to a health and safety review, the kitchens within the basement and the back building will be replaced in due course.

8.5 Audit – Internal/External

The external auditor report will be presented to the Board on 1 September 2016. There were no areas of concern and improvements were noted.

H. McPhee and A. Andreucci will meet to update the Internal/External Audit control sheet.

**HMCP/
AA**

8.6 Records Management

8.6.1 Record Management Plans

The training on records management was cancelled due to work commitments. This training will be arranged in due course.

8.6.2 Business Continuity

The updated Business Continuity Plan will be circulated to the Management Team.

JMcC

8.6.3 Retention Schedule

The Retention Schedule is currently being updated.

8.6.4 Risk Register

The Risk Register will be presented at the Board Meeting on 1 September 2016.

8.7 Corporate Plan

The Corporate Plan will be updated and presented to the January 2017 Board Meeting.

8.8 Service Plan

The Service Plan is due for review and will be presented to the Board meeting due to be held in March 2017. [REDACTED] will place a sub heading within SharePoint/Corporate Governance for documents under review.

8.9 Policies and Procedures – New/Review/Updates

Guidance documents are currently with the Divisional Assessors for comment regarding Premises and Vacant Land Guidance. These will be discussed at the October Management Team meeting.

8.10 Model Complaints Procedure – Update and Complaints Received

Two complaints have been received since the last meeting. One of which has progressed to stage 2 within the Complaints Procedure.

No letters of appreciation have been received since last reported.

8.11 Freedom of Information & Data Protection – Update and Requests

Five FOI requests have been received since last reported and two remain outstanding.

Two data protection issues were raised with complaints received.

8.12 Equalities

J. McConville attended an Equalities meeting regarding the new Equalities Outcomes to be set and finalised within the 3 local authorities, NHS etc. Consultation will take place and will be attended by J. McConville.

The Public Sector Equality duty will be set for next year.

8.13 Health & Safety

The Health and Safety Group meeting will take place in due course.

A fire drill will take place in the near future.

It was noted that the Lone Workers Policy will require to be updated.

8.14 Customer Questionnaire

It was reported that the Customer Questionnaire Group recently met. Only two responses were received via the website but there were no valid responses. H. McPhee requested that a Customer Questionnaire issue be undertaken.

8.15 Elected Member Enquiries etc.

J. McConville reported that one MP, one MSP and one Councillor enquiry was received since last reported and all have been dealt with.

8.16 Property Matters

A special uplift will be arranged in due course once it has been decided on the number of locking cabinets required.

It was noted that an additional security lock has been arranged for the basement scanner room door.

9.0 A.O.C.B.

There was no other competent business.

10.0 DATE OF NEXT MEETING

The next meeting will take place on 5 October 2016.