



Management Team Minutes **Friday 11 January 2019 at 9.30am**

Present:- Assessor, Head of Valuation Services, Divisional Assessor (AN&A),
Divisional Assessor (AS&E), Principal Admin. Officer and Office Manager.

**Action
Req'd
by:**

1.0 APOLOGIES

No apologies.

2.0 PREVIOUS MINUTES

The previous minute was approved subject to minor amendments.

3.0 MATTERS ARISING

3.1 Reports (Item 5.1)

The DA(AS&E) confirmed that the Admin Officer (TSU) was informed of the location of the ROI spreadsheet, which has now been updated and ROI's are issued using the spreadsheet.

3.2 Service Plan (Item 9.7)

The Assessor will review the comments within the Service Plan.

Ass

3.3 Records Management & Retention (Item 9.11)

Work is progressing with the merging of the documents into an Information Asset Register.

3.4 Customer Questionnaire (Item 9.17)

The Customer Questionnaire letter has been updated and refers the customer to complete the questionnaire online.

4.0 PERSONNEL

4.1 General

The Staff Questionnaire Report was presented to the January Board Meeting.

Due to comments made within the questionnaire regarding staff shortages the Assessor will consider various options.

At the recent Assessor Update Meeting the Assessor asked for notes of interest from interested staff should a Trainee Valuer vacancy/vacancies arise.

Consideration will be given to the Senior Admin Post vacancy and the necessity for this post.

The Assessor thanked those staff involved with the office clean-up prior to Christmas. Staff should endeavour to continue to keep rooms clean and tidy as rooms will require to be vacated when refurbishment takes place.

A member of the Clerical staff will be retiring on 17 January 2019 after ■■■ years' service. We wish ■■■ a long and happy retirement.

It was noted that the RQ's within Room 38 require to be input.

It was agreed that the Admin Supervisors would make sure that filing is undertaken.

The Clerical Assistant/Canvasser interviews were undertaken on 14 December 2019. The successful candidate is currently undergoing the recruitment checks. Once these have been finalised a start date will be arranged.

Quarter 4 of the Joint Staff Watch Return was made with an FTE of 39.99.

AVJB have been advised that as a result of Brexit we must carry out checks on employees. Those members of staff whose personnel files do not currently hold a birth certificate or passport will be requested to supply them to confirm Nationality.

4.2 Mileage and Expenses

The mileage continues to be monitored and currently there are no issues.

4.3 Absence Statistics

At the recent Board Meeting, members commented on the rise in the absence statistics.

Discussion took place on current staff absences.

4.4 PDRs and Training

The Assessor requested that she sees all PDR's before they are signed off.

The Trainee Valuers have sat their first set of exams and felt that the exams went well.

It was noted that any new candidates undertaking the RICS APC will now require to refer to the August 2018 Guidance. All documents require to be completed on line on the RICS website.

APC Assessors that act for the RICS on APC Panels will be given refresher training. The Assessor will be attending training on 22 March 2019.

It was noted that one of the [REDACTED] has volunteered to become an APC Assessor.

Three APC candidates will require to re-sit their assessment.

Induction Training for the new Property Assistant is now complete.

The PAO and the Admin. Officer (ER) attended an [REDACTED] User Group meeting during January 2019 in Warrington. A process audit has been arranged with [REDACTED] on our processing within [REDACTED] to ensure we are maximising the potential of the system.

Any relevant training will be placed on SharePoint.

Staff attended training on Energy Efficiencies and Green Travelling from the Energy Saving Trust before December 2018. A further training session on Love Food Hate Waste will take place in due course.

5.0 REPORTS

5.1 Non Domestic

Discussion took place on various issues including the new technical group set up. The DA's will consider membership of these going forward.

DA's

Overtime will continue and staff can also concentrate on Running Roll write up or a special task that they may have.

Overtime will continue until 31 March 2019. The DA's will pass the weekly overtime figures to the OM.

It was noted that performance statistics remain good.

5.2 Council Tax

It was reported that clerical staff are currently labelling the cabinets within room 50. First aid supplies, PPE and paper will also be located within room 50 by clerical staff.

The DA's will give consideration to anything else that may be stored within room 50.

Thanks were given to the staff involved.

6.0 SAA

The Assessors' Committee meeting will take place on 17 January 2019. Work continues on the Barclay Review and the potential costings.

The DA (AS&E) will be attending the Retail Working Group Meeting on 23 January 2019. Bullet and Action Points will be placed on SP.

**DA
(AS&E)**

The next meeting if the Public Buildings Committee will take place on 23 March 2019.

The PAO will attend the Portal Management Committee Meeting on 30 January 2019 and the Electoral Registration Committee Meeting on 31 January 2019.

7.0 ICT

7.1 Electoral Management System (EMS)

The PAO reported that an [REDACTED] update was installed today which will allow us to run the Electoral Commission Statistics.

The first file for the Absent Vote Refresh was issued today.

It was noted that the RPF29 Electoral Statistics Data 2018 was sent on 14 December 2018.

The PAO reported that the EMS provider has a new Test Manager who previously worked for [REDACTED].

The three local authorities have awarded their print contact to [REDACTED] [REDACTED] absent votes.

7.2 Core System Review

The Assessor met with [REDACTED] to discuss the new Core System on 9 January 2019.

7.3 AVJB Website

The Assessor requested that the Management Team check their areas of responsibility within the AVJB website to ensure that it is up to date. The next update containing papers from the January Board Meeting will take place next week.

7.4 Other

Nothing to report.

8.0 ER UPDATE

8.1 General

The absent vote refresh has commenced.

Various checks are being carried out to ensure data is correct.

8.2 Elections

The next planned election is not until the Scottish Parliament Elections due on the 6 May 2021, followed by the Local Government Elections on 5 May 2022, however it may be possible that an unplanned election or referendum will take place.

The PAO raised the issue of running a mock election during the recent [REDACTED] User Group meeting at Warrington and how they can facilitate this for AVJB.

9.0 GOVERNANCE

9.1 Suggestions Box

It was noted that Suggestion No. 406 has now been implemented.

9.2 Mail Logging

There were no outstanding mail log items.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 5 March 2019. Standard Reports will go forward at that time.

9.4 Budget Update

It was noted that the budget is currently showing an underspend. The make-up of the budget from the three requisitions and draw down means that we currently have less of a draw from reserves.

The 2019/20 budget was set and agreed by the Board.

The Assessor will meet with the Treasurer to the Board to discuss vacancies.

9.5 Audit Internal/External

The Assessor, HOVS and PAO will meet with Internal Audit on 1 February 2019.

External Audit fees were discussed at length at the January 2019 Board Meeting.

9.6 Corporate Plan

Currently there are no planned changes.

9.7 Service Plan

The Service Plan will require to be reviewed in light of the Barclay Review.

9.8 Risk Register

The Risk Register will be reported to the March Board Meeting. The Register is currently stored in SharePoint within the "Documents Under Review" button. The Management Team will require to track changes by 1 February 2019.

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9.9 Business Continuity

The Business Continuity Plan was updated in December with minimum amendments.

9.10 Complaints & Letters of Appreciation

One complaint was received since last reported.

One note of appreciation was received since the last meeting.

9.11 Records Management & Retention

Progress is being made merging the three documents into one document named the Information Asset Register.

HOVS

9.12 FOI & DP

It was noted that one FOI request has been received since last reported.

The PAO reported that a new procedure is being introduced in connection with CCTV in relation to Data Protection.

9.13 Equalities

The HOVS reported that the Equalities Staff Questionnaire will be issued on 14 January 2019.

The HOVS reported that he will be meeting with the new SAC Equality and Diversity Officer next week. It was further noted that the HOVS is now the Chair of the Ayrshire Equality Partnership.

9.14 Health & Safety

The planned Health and Safety Meeting required to be cancelled. New meetings will be arranged for the coming year and the quarterly inspections resumed.

9.15 Elected Member Enquiries

One elected member enquiry was received since last reported.

9.16 Policies & Procedures

Two Policies were recently reviewed with one minor word amendment. Both have been placed on SharePoint.

9.17 Customer Questionnaire

The Customer Questionnaire letter has now been adapted to point the customer to complete the questionnaire online and also includes the Data Protection statement.

The HOVS will ensure that the statement is also added to the questionnaire.

HOVS

9.18 Property Matters

Staff were updated on the office rationalisation at the Assessors' Update meeting on 8 January 2019.

SAC have made a rental bid which was felt to be unacceptable.

The Assessor is currently working on a valuation of 9 Wellington Square.

10.0 AOCB

There was no other competent business.

11.0 DATE OF NEXT MEETING

To be confirmed.