



Management Team Minutes **Monday 13 May 2019 at 9.30am**

Present:- Assessor, Head of Valuation Services, Divisional Assessor (Revaluation Team), Divisional Assessor (Survey Team), 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 a minor amendment.

3.0 MATTERS ARISING

3.1 Service Plan (Item 3.2)

The Assessor will review the comments within the Service Plan.

Ass

3.2 Risk Register (Item 3.3)

SharePoint was updated with the revised Risk Register approved at the March 2019 Board meeting.

3.3 Customer Questionnaire (Item 3.5)

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

HOVS

3.4 PDR's and Training (Item 4.0)

Course results were obtained from all those who had undertaken modules or assignments and placed within their personnel files.

3.5 SAA (Item 6.0)

It was noted that the DA (RT) is currently ingathering information for various subjects in connection with the Utility Committee.

3.6 Elections (Item 8.2)

The PAO will make contact with the three Unitary Authorities regarding polling scheme changes.

3.9 Business Continuity (Item 9.9)

The Business Continuity Plan was reviewed with regard to Brexit. The HOVS will upload within SAC Re-Wired.

4.0 PERSONNEL

4.1 General

The Stress Risk Assessment meetings for a member of staff are taking place on a weekly basis with their line manager and workloads etc. are being discussed at these meetings.

The Principal Admin Officer reported that he had carried out a Stage 1 Absence Review meeting with a member of staff in line with the Maximising Attendance Policy.

A member of staff is expected to be off long term sickness absence following an operation.

The successful Trainee Valuers will take up their new posts with effect from 1 September 2019. One Trainee Valuer will be embarking on a post graduate distance learning course and has received a conditional offer. It is hoped that one of the Trainee Valuers will commence a graduate level apprenticeship course at Napier University and the final trainee will commence preparation for their APC.

Discussion took place on course work days for the two trainees embarking on further education, the DA's will consider study time to be allocated to both.

DA's

No action will be taken as yet on the three Property Assistant vacancies arising from the promotions.

It was agreed that interviews would take place to fill the vacant Valuer post from applications received from interested students at Glasgow Caledonian University.

The vacant Clerical Assistant post within the admin team will be filled in due course.

The Joint Staffing Watch and Youth Collection has been undertaken by the OM for the 1st Quarter of 2019 with an FTE of 39.99.

SAC will be contacted in connection with obtaining two Business and Admin Modern Apprentices.

OM

4.2 Mileage and Expenses

The mileage continues to be monitored and currently there are no issues. Staff have commenced using the new forms.

4.3 Absence Statistics

It was noted that long term sickness absence has risen to 5.35% and short term is 0.36%.

The Maximising Attendance Policy is being followed in this connection.

4.4

PDRs and Training

The Assessor will undertake PDR's for her team next month.

APC Mock interviews took place at AVJB on 9 May 2019.

A number of staff have carried out Risk Assessment Training.

Several members of staff attended Liberty Training within SAC County Hall and also undertook the online courses.

An in house toolbox talk took place for admin/clerical staff in connection with the forthcoming European Election.

The HOVS reported that a large number of staff attended the Love Food Hate Waste Training held within AVJB Training Room.

It was agreed that the DAs would arrange dates to carry out PDR's. The DAs should inform the OM as soon as these are complete in order that the Assessor can review them, preferably on a piecemeal basis.

MT

5.0 REPORTS

5.1

Non Domestic

Discussion took place on The Non-Domestic Rating (Valuation of Utilities) (Scotland) Order 2019. Information was circulated in this connection.

Any running roll changes that may be effected by the BGA should be emailed to the Management Team for a decision.

Discussion took place on forthcoming courts and a programme of disposal agreed.

September	Department Stores / Large Shops	36	[REDACTED]
	Schools	124 73	[REDACTED]
	WWTW	93	[REDACTED]
October		153	[REDACTED]
November	Hospitals/Clinics/Health Centres	16	[REDACTED]
	Civil Buildings	6	[REDACTED]
December	Kyle Centre/Arran Mall	38 approx	[REDACTED]
	Free Standing Restaurants	22	[REDACTED]

Performance

Proposals for 2019/2020 for Non-Domestic performance is:-

<3 month	3-6 months	>6 months
60%	85%	15%

5.2

Council Tax

The valid proposal allocations will be issued this week.

Performance

Council Tax proposals for 2019/2019 is:-

<3 months	3-6 months	>6 months
70%	90%	10%

Domestic Alteration proposals for 2019/20 is:-

<6 months	<9 months	<12 months	>12 months
45%	75%	95%	5%

6.0 SAA

The Assessor and the HOVS will attend the SAA AGM on 19-21 June 2019 at Crieff Hydro. At this meeting the membership of the SAA Executive will be approved.

The DA (ST) will attend the Commercial Committee meeting to be held on 5 June 2019.

The DA (RT) will attend the Miscellaneous Committee meeting on 16 May 2019. It was noted that there were changes to the working groups, one of which is these have been reduced to two working groups.

7.0 ICT

7.1 Electoral Management System (EMS)

The PAO reported that we are still learning the functionality and updates within the EM system.

The Democracy Counts Support Manager will be visiting the office in June to review some processes within the system.

7.2 Core System Review

The Assessor and the PAO will be meeting with two other Assessors regarding procuring a company to build a new core system. Unfortunately through legal issues it was not possible to continue with the procurement of the [REDACTED] system.

7.3 AVJB Website

The Assessor reported that the Management Team should review their areas of responsibility within the website. Board Papers will be placed on the website in due course.

7.4 Other

New replacement PC's have been ordered and information on a delivery date is being sought. All staff will receive new PC's and some members will also have dual monitors.

8.0 ER UPDATE

8.1 General

It was noted that there is a possibility of another unplanned election/ referenda after the EPE on the 23rd May 2019.

The PAO reported that it was our intention to republish the Electoral Register on 1 July 2019 to resolve some addressing issues and the order of the register.

8.2 Elections

The final updated of the system will take place on 16 May 2019. The Central Assessor will also be supplied with statistics at this time.

The cut off for replacement postal votes is 17 May 2019.

The Assessor reported that the forthcoming election has highlighted certain processes that require to be put in place. A Pre-Election Guidance Note will be produced by the Admin. Officer (ER).

The Assessor and the PAO will attend an SAC Election Meeting with South Ayrshire Council on 14 May 2019.

9.0 GOVERNANCE

9.1 Suggestions Box

It was noted that there were no new suggestions.

9.2 Mail Logging

There were no outstanding mail log items.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 4 June 2019. Standard reports will go forward at that time together with the Public Performance Report. Reports require to be forwarded to SAC no later than 23 May 2019.

The Assessors' update meeting will take place at 2pm after the Board Meeting on 4 June 2019 for all staff.

9.4 Budget Update

The Assessor reported the 2018/19 budget was now closed. It was noted that less of a draw was required from reserves.

The 2019/20 budget was agreed and there are currently no issues. The Assessor will require to make savings for the 2020/21 budget.

- 9.5 Audit Internal/External
The Audit Report will be presented to the next Board Meeting. Once approved the Assessor and OM will meet to discuss the Internal/External Audit Plan. **Ass/OM**
- 9.6 Corporate Plan
Currently there are no planned changes.
- 9.7 Service Plan
It is possible the Service Plan will require to be updated in light of the Barclay Review. If review is required this will be presented to the September Board meeting.
- 9.8 Risk Register
The Risk Register will be reported to the September 2019 Board Meeting.
- 9.9 Business Continuity
The Business Continuity Plan currently cannot be updated online with the Brexit amendments. The HOVS will contact SAC to progress. **HOVS**
- 9.10 Complaints & Letters of Appreciation
It was reported that there was a mailing issue with information sent by one of the political parties. Enquiries were received within the office in this connection. All queries have been referred to the party concerned. SAC Communications Team were also informed and for consistency in responses, they have contacted the other two unitary authorities. The Assessor for Central has put forward a statement from the Commission.

Four complaints were received since last reported.

Three notes of appreciation were 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.

The Assessor will complete the Keeper of the Records PUR and return by 3 August 2019.
- 9.12 FOI & DP
It was noted that five FOI requests and two data protection requests had been received since last reported.

The Data Sharing Agreement between the Assessor & ERO and South Ayrshire Council has to be signed by SAC. The HOVS will follow up on the signing and will send copies to East and North Ayrshire Councils. **HOVS**
- 9.13 Equalities
The HOVS reported that he will be attending a Translation and Interpretation Joint Procurement Meeting at Cunninghame House on 15 May 2019.

Ayrshire College will also be hosting a Violence Against Woman working breakfast on 30 May 2019.

9.14 Health & Safety

The last meeting of the Health and Safety Forum required to be cancelled another meeting will be arranged in due course. It was agreed that the Lone Working Monitoring System would be discussed at this meeting.

Work is currently being undertaken on the Lone Workers Policy.

9.15 Elected Member Enquiries

Two elected member enquiries have been received since last reported.

No press enquiries have been received since last reported.

9.16 Policies & Procedures

The Annualised Hours Guide, Change to Personnel Records Guidance, Disciplinary Managers Handbook, Job Re-Evaluation Procedures and Retirement Framework have all been reviewed.

The OM reported that the Terms and Conditions of Service are currently being reviewed.

New guidance has been produced regarding CCTV systems. The HOVS, OM and BSDO will require to undertake COAST Training in this connection.

The Assessor has produced a guidance note to aid with using Butterworth, it will be placed in the appropriate area of SP.

9.17 Customer Questionnaire

There has been no meeting of the Customer Questionnaire Group since last reported.

9.18 Property Matters

The Council Tax file scanning is progressing. Approximately 60 boxes are required to be uplifted by the scanning company and they currently have 70 stored boxes still to scan.

The Assessor reported a full set of plans had been received in connection with the office modernisation. The next stage will be to take the proposals to SAC Procurement.

Desk Plans have also been received but these will require to be looked at in more detail.

It was noted that the conservatory glass and gutters received an external clean. The HOVS will investigate if there are two blown sections of glass within the conservatory.

HOVS

A new schedule of works for the spraying of weeds within the car parking areas has been set up for 2019/20.

The OM will investigate the cleaning of the areas below the front building rear windows.

OM

Environmental Health recently visited the office to treat one of the first floor back building offices with a suspected mite problem. It is unsure at this stage if the spray was successful.

It was noted that all room numbers had been replaced to reflect SAC CAD Plan room numbers. Health and Safety documentation has also been updated to reflect the room number changes.

10.0 AOCB

The Corporate Governance Forum will be rescheduled from 10 June 2019 to 11 June 2019. The next meeting of the Valuation Forum will also require to be rescheduled.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 16 July 2019.