



Management Team Minutes **Wednesday 15 January 2020 at 9.30am**

Present:- Assessor & ERO, 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

None.

2.0 PREVIOUS MINUTES

The previous minute was approved subject to minor amendments.

3.0 MATTERS ARISING

3.1 AVJB Website (Item 3.3)

The technical teams descriptions were updated on the website.

3.2 Policies and Procedures (Item 9.16)

The HOVS and OM met to discuss CCTV guidance and the location of the monitor. The monitor screen has now been switched off and signage has now been purchased and is in place.

4.0 PERSONNEL

4.1 General

The HOVS will progress the Maximising Attendance Policy in connection with a long term sickness absence.

Recruitment

It is the intention to recruit three Principal Valuers, these will be funded by two vacant Valuer posts and the vacant Senior Admin Officer post.

A member of administration section has had their hours increased to full time.

The new Clerical Assistant/Canvasser commenced within the administrative section on 15 January 2020.

If granted it is the intention to use a proportion of the 2020/21 Barclay funding allocation for:-

- 3 x Trainee Valuers (exiting posts)
- 2 x Principal Valuers
- 1 x Registration, Information and Database Officer (part funded from vacancies and Barclay)
- 1 x Clerical Assistant

At the recent ER/TSU meeting it was agreed that overtime would be granted for administrative staff to help TSU with the current back log.

DA's

Overtime will also be offered to technical staff in order that any outstanding tasks or general duties can be progressed.

It was agreed that there would be no limit to the number of hours worked and overtime would be available until 31 March 2020.

It was also noted that it is highly likely that TSU will be relocated back to the large clerical office.

4.2 Mileage and Expenses

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

4.3 Absence Statistics

Currently there are no issues. Certain members of staff are at various stages within the Maximising Attendance process.

4.4 Training and PDR's

Dates have been arranged for the DAs will carry out technical staff PDRs.

Once all PDRs have been carried out a new PDR process will be introduced. Training will be carried out prior to the new process being implemented.

It was noted that the SAA APC Guidance document was now available within the SAA portal.

All staff should now have carried out the Cyber Essential training on SAC COAST and supplied their certificates to the PA.

The DA (AT) reported that he had emailed all technical staff for any interest to join the Training Group. The same email will be issued to remaining staff.

DA (AT)

5.0 REPORTS

5.1 Non Domestic

There were no issues to report not covered at the Valuation Forum.

The Internal External Groups and Committees document will be reviewed again after 31 March 2020.

5.2 Council Tax

It was reported that currently there are 193 valids and 19 invalid proposals outstanding. The next Council Tax court will be held on 24 March 2020.

Three of the Trainee Valuers have been allocated 10 valid proposals each and will produce banding reports although they will not be cited. These require to be investigated by 31 March 2020.

An allocation of 20 valid proposals will be given to the team for the May 2020 court.

Performance

It was noted the Council Tax performance is very good.

6.0 SAA

The next [REDACTED] Meeting will take place on 22 January 2020 in Edinburgh and will be attended by the DA (AT).

The Assessor will attend the next Assessors Committee on the 23rd January 2020.

The PAO will attend the next meeting of the Portal Management Committee on 29 January 2020.

The HOVS will attend the Basic Principles Committee on 30 January 2020.

The next meeting of the Electoral Registration Committee will take place on 31 January 2020 and will be attended by the Assessor and the PAO.

The DA (ST) will be attending the Commercial Committee meeting on 5 February 2020.

7.0 ICT

7.1 Electoral Management System (EMS)

It was noted that an EMS update had been received on 15 January 2020. AVJB as lead for E8 will incorporate reports for canvass reform within the system.

7.2 Core System Review

The [REDACTED] Assessor is progressing with Procurement with [REDACTED] on behalf of the [REDACTED] Assessor.

The Assessors for [REDACTED] and Ayrshire are meeting to discuss Council Tax and Non Domestic Standard letters for the new system.

It is hoped that the core system will be rolled out during July 2020.

7.3 AVJB Website

The website has recently been updated with the Board Reports. The Board Minutes and associated documents will be placed on the website in due course.

- 7.4 Other
Nothing to report.

8.0 ER UPDATE

- 8.1 General
The UKPGE went well with all deadlines being met by the Electoral Registration Officer. Thanks were given to the members of staff who offered extra help during this time.

A number of pieces of new legislation are currently going through Parliament at present including the Scottish Elections (Franchise & Representation) Bill and Canvass Reform.

- 8.2 Elections
The next planned election will be the Scottish Parliamentary Election in 2021.

9.0 GOVERNANCE

- 9.1 Suggestions Box
No suggestions have been received since last reported.

It was agreed that staff would be emailed to ascertain if they feel there is still a requirement for the suggestions box.

OM

- 9.2 Mail Logging
There were no outstanding mail log items.

- 9.3 Board Meetings/Reports
The last Board Meeting took place on 14 January 2020.

- 9.4 Budget Update
Currently there is an underspend within the budget due to vacant posts, it is the intention to fill the vacancies.

Within the Board Reports for the March 2020 meeting, the next three yearly budget will be discussed with the proposed increases of 5% for 20/21, 5% for 2021/22 and 2% for 2022/23.

- 9.5 Audit Internal/External
The Internal Auditor took a report to the Board to clarify the 3 yearly plan. The plan will not alter except for the order of items to be audited. The new Core System will be looked at next year. The audit will now be undertaken on Business Continuity and Risk.

Discussion took place on the Risk Management Strategy which will be reviewed.

Ass

- 9.6 Corporate Plan
Nothing to report.

- 9.7 Service Plan
The Service Plan will be presented to the March or June 2020 Board Meeting.

- 9.8 Risk Register
The Strategic Risk Register will be audited and presented to the March or June 2020 Board Meeting.
- 9.9 Business Continuity
The Business Continuity Plan will form part of the audit.
- 9.10 Complaints & Letters of Appreciation
Two complaint have been received since last reported.

Three notes of appreciation have been received since the last meeting.

A gift has been recorded within the hospitality register from a thankful council tax payer for help and advice received.
- 9.11 Records Management & Retention
Work is progressing on Records Management.

The Retention Schedule is currently being worked on with integration to the Information Asset Register.
- 9.12 FOI & DP
It was noted that no FOI or DP requests had been received since last reported.
- 9.13 Equalities
The HOVS reported on the recent Court of Session case involving SAC and the closure of one of their properties. It was agreed that the case would be placed on SP.

It was noted that the HOVS' year as Chairperson of the Ayrshire Equality Partnership has come to an end.

The HOVS will be attending the Holocaust Memorial Day on 27 January 2020 in the Council Chambers of East Ayrshire Council.
- 9.14 Health & Safety
The Health and Safety Forum will meet in due course. A Property Assistant has shown an interest in joining the group.
- 9.15 Elected Member Enquiries
One elected member enquiry has been received since last reported.
- 9.16 Policies & Procedures
The Records Management File Tracking Procedure was approved subject to minor amendments and will be rolled out in due course.
- 9.17 Customer Questionnaire
The Customer Questionnaire Group have not met since last reported.

9.18 Property Matters

It was noted that weather conditions may have postponed the repairs to the front building roof.

The Assessor is preparing a report for the Chief Executives on the AVJB property and potential properties will be looked at by the Assessor and the HOVS on 17 January 2020.

The emergency lighting issue will be reported to SAC Property Maintenance.

OM

10.0 AOCB

10.1 Staff Questionnaire

Discussion took place on the comments received via the employee opinion surveys.

It was agreed that the DA's and the Administrative Officer (Sup) would discuss the comments reported within the questionnaires and receive feedback at their team meetings.

**DA's/
Sup**

11.0 DATE OF NEXT MEETING

The next meeting will take place on 23 March 2020.