



Management Team Minutes **Tuesday 16 July 2019 at 9.30am**

Present:- Assessor, Head of Valuation Services, Divisional Assessor (Survey Team), Principal Admin. Officer and Office Manager.

**Action
Req'd
by:**

1.0 APOLOGIES

Divisional Assessor (Revaluation Team).

2.0 PREVIOUS MINUTES

The previous minute was approved.

3.0 MATTERS ARISING

3.1 General (Item 4.1)

The DAs previously agreed to give one of the new Trainee Valuers 1 day off per week to undertake course work. The day per week will be decided by the DA who will discuss with the trainee concerned. . This will align with the term of GCU and the day release course.

DA

3.2 PDR's and Training (Item 4.4)

It was noted that the DA (Survey Team) will undertake the PDR's in October 2019 and the DA (Appeals Team) will undertake PDR's in September 2019. The HOVS will arrange PDRs for the DA's

3.3 Business Continuity (Item 9.9)

The HOVS confirmed that the Business Continuity Plan has been updated.

3.4 FOI and DPA (Item 9.12)

The HOVS will progress with the Data Sharing Agreement between the Assessor & ERO and the unitary authorities.

3.5 Property Matters (Item 9.18)

The HOVS reported that he felt that the glass on the roof of the conservatory was dirty and not blown.

It was noted that the HOVS will look at the cleaning of the basement areas at the area of the front building.

4.0 PERSONNEL

4.1 General

It was reported that two of the [REDACTED] administrative staff had been granted responsibility allowance to cover sickness absence. It was felt that the structure of TSU would require to be reviewed.

Consideration will require to be given to the structure with regard to the vacant SAO post.

The OM confirmed that 19 applications had been received for the Temporary Property Assistant posts via the recruitment portal.

It was agreed that the HOVS would email staff regarding the availability of overtime to undertake costs and analysis.

Consideration will require to be given to undertaking work on Arran and who should undertake the tasks.

It was noted that it is the intention of one of the Clerical Assistants to retire on 13 October 2019.

Discussion took place on referrals to Occupational Health and current sickness absences.

4.2 Mileage and Expenses

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

4.3 Absence Statistics

Currently long term sickness absence up to and including June was 4.74% and short term is 0.76%.

4.4 Training and PDR's

The Assessor has undertaken the HOVS's PDR and will undertake PDR's for the PAO and OM next month.

The current PDR process is under review and a new process will be introduced for 2020.

It was noted that 4 of the 5 APC candidates passed their APC.

Toolbox talks will be undertaken for the Barclay Review and one for Records Management.

The Assessor reported on accommodation that will be available for those attending Napier University at a cost of £30 per night via the university. It was agreed that the OM would make contact and arrange for the next block of training.

OM

5.0 **REPORTS**

5.1 Non Domestic

The Valuation Forum will now be the main driver for the Barclay review. Two of the Trainee Valuers will become members of the forum and any others who wish to join.

Performance

It was noted that the performance statistics were good.

5.2 Council Tax

The 90 valid proposals were allocated. Courts have been arranged for September and November 2019. There will be 40 valids in each court and at least 5 invalids for September. It was noted that 236 valids remain outstanding.

Performance

It was reported that performance was very good.

6.0 **SAA**

The DA (ST) will attend the next Assessors' Committee meeting on 25 July, 2019.

The Assessors for Ayrshire and [REDACTED] have been tasked with heading up an IT and Innovation Group for the SAA.

The Assessor will also be joining the Portal Management Committee and will come off the Basic Principles Committee. The HOVS will join the Basic Principles Committee and the relevant chairpersons have been notified.

A review is required of the Internal/External Committees due to changes within the SAA Working Group and Chairs. The document regarding this is on SharePoint and this will be discussed at the next Valuation Forum.

The HOVS will be attending the next meeting of the Public Buildings Committee on 17 July, 2019.

The DA (AT) is in the process of formulating new working Group 1, of the Miscellaneous Committee, allocating Practice Notes and reviewing all ROI forms. A meeting will be arranged prior to the next committee meeting on 17 September, 2019.

The DA (AT) is meeting with agents on 25 July, 2019 in Edinburgh to discuss the valuation of Anaerobic Digestion sites. It is expected that there will be further meetings to discuss Biomass, Gas and grid etc.

7.0 **ICT**

7.1 Electoral Management System (EMS)

The Assessor and PAO met with the EMS supplier to review some processes that were causing issues within the system.

7.2 Core System Review

The Assessor together with two other Assessors are looking to procure a modern purpose build system. It is hoped that this will be live by June/July 2020.

It was noted that SAC ICT have concerns about the current servers age. A Disaster Recovery Plan will be reported to the Board in September 2019.

Staff have been emailed to make comment on the plan and track any changes that they may have.

7.3 AVJB Website

The Assessor reported that the Management Team should review their areas of responsibility within the website.

MT

7.4 Other

New replacement PC's have been received and all staff now have two monitors except two members of staff within TSU and these will be replaced in due course.

8.0 ER UPDATE

8.1 General

It was reported that the canvass has commenced and again there will be a phased issue. East Ayrshire forms were issued on 15 July, 2019 and these will be followed by North Ayrshire and then South Ayrshire.

8.2 Elections

The European Election took place on 23 May, 2019 and any issues raised have been discussed.

There are no further planned elections but given the current political climate unplanned elections could take place.

9.0 GOVERNANCE

9.1 Suggestions Box

The OM reported on Suggestion 409 regarding the issues being experience capturing signatures and DOB's from forms when scanning. It was felt that a standard template would be a good idea and the suggestion was approved.

9.2 Mail Logging

There were no outstanding mail log items.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 17 September, 2019. Various reports have been placed on SharePoint for review by the HOVS and PAO.

9.4 Budget Update

The next budget meeting with the Treasurer to the Boards Representative will take place on 7 August, 2019. Savings for 2020/21 will require to be considered.

The IER funding of £124,441 was granted which is 95% of last year's total grant including the JLB.

The Treasurer has raised an issue with the IHLI costs and this will be discussed at the budget meeting.

9.5 Audit Internal/External

The external auditor had emailed with questions for the Assessor and she has responded. A Customer Questionnaire question raised by the auditor was discussed.

9.6 Corporate Plan

Currently there are no planned changes.

9.7 Service Plan

The Service Plan was updated and requires to be reviewed by the HOVS and PAO within documents under review on SharePoint. It will be presented to the September Board meeting.

9.8 Risk Register

The Risk Register will be reported to the September 2019 Board Meeting. It is located within documents under review for checking.

9.9 Business Continuity

The Business Continuity Plan was updated. A number of staff are commenting on a Disaster Recovery document regarding failure of the core system.

9.10 Complaints & Letters of Appreciation

Six complaints were received since last reported. The majority of complaints are relating to the length of time to deal with council tax enquiries. The HOVS and the DA (ST) are looking at changes to the standard letters issued.

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 completed and returned the Keeper of the Records PUR on 15 July, 2019.

9.12 FOI & DP

It was noted that three FOI requests and one data protection request had been received since last reported.

9.13 Equalities

The HOVS reported that he hosted an Ayrshire Equality Partnership meeting in June 2019 and will host a further meeting regarding Equality Outcomes on 18 July, 2019.

9.14 Health & Safety

The Health and Safety Forum will meet in due course. It was agreed that the Lone Working Policy and the SAC Monitoring System would be discussed at this meeting.

A fire drill will take place in due course.

9.15 Elected Member Enquiries

Ten elected member enquiries have been received since last reported.

No press enquiries have been received since last reported.

9.16 Policies & Procedures

The Assessor reported on changes to the Policy and Procedure index and requested the Corporate Plan and Service Level Agreement be added to the document.

9.17 Customer Questionnaire

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

9.18 Property Matters

The Building Warrant for the office refurbishments have been approved. The Quantity Surveyor has approved the tender document which is now with SAC Procurement. The Assessor has contacted the Treasurer to the Board regarding proceeding with procurement.

The empty cabinets within the last council tax file room will be uplifted by the scrap metal company.

The security lighting on the outside of the building was repaired.

10.0 AOCB

There was no other competent business.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 10 September, 2019.