



Management Team Minutes **Friday 15 March 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 Service Plan (Item 3.2)

The Assessor will review the comments within the Service Plan.

Ass

3.2 SAA (Item 6.0)

The DA (AS&E) confirmed that the Retail Working Group Bullet and Action Points were placed on SharePoint.

3.3 Risk Register (Item 9.8)

The Risk Register was approved at the last Board Meeting held on the 6th March 2019. SharePoint will be updated with the revised Risk Register.

OM

3.4 Records Management & Retention (Item 9.11)

Progress continues to be made in merging the three documents into one Information Asset Register.

HOVS

3.5 Customer Questionnaire (Item 9.17)

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

HOVS

4.0 PERSONNEL

4.1 General

It was reported that one member of staff has now returned from Long Term Sickness Absence. A further Occupational Health Report will be received in due course. It was noted that a hospital appointment is awaited for another condition.

A GP had requested that AVJB carry out a Stress Risk Assessment for a member of staff currently on sickness absence. The Assessor will allocate this task and discuss with appropriate managers how to undertake this.

An [REDACTED] is currently off on long term sickness absence and it is expected that [REDACTED] will be off for a further period. The Occupational Health Report has been received and the contents have been noted.

[REDACTED] have also recently been off on short term sickness absence and both have now returned to work.

Five members of staff are currently under the 6 month Maximising Attendance absence monitoring.

The new Clerical Assistant/Canvasser commenced on 23 January 2019.

A Valuer's post is currently being advertised on the Recruitment Portal – My Job Scotland with a closing date of 26 March 2019.

The HOVS reported on Work Experience Placements for this year and the thank you letter received from the Chamber of Commerce for participation in the scheme in previous years. It was agreed that no placements would be taken this year.

4.2 Mileage and Expenses

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

4.3 Absence Statistics

It was noted that long term sickness absence is 1.77% and short term is 0.54%.

4.4 PDRs and Training

The Assessor will undertake her Performance appraisal on 21 March 2019.

Discussion took place on the APC mock interviews and the June diet.

It was agreed that course results would be obtained from all those who had undertaken modules or assignments for their personnel files.

OM

The Assessor reported that [REDACTED] would no longer be offering the [REDACTED] course.

Several members of staff recently attended an RICS Rating Technical Update Conference on 12 March 2019 in Edinburgh.

The PA and the OM received Oracle HR training on 26 February 2019.

Certain members of staff have been requested to carry out Risk Assessment Training on COAST.

Mock Election training has been received by some Electoral Registration staff.

5.0 REPORTS

5.1 Non Domestic

Discussion took place on the May VAC. The Assessor is currently working on Public Toilets and Grave Yard/Cemeteries and has processed a number of withdrawals.

The Assessor has made further changes to the Internal/External Groups and Committees document. It was agreed that Valuer [REDACTED] should be attending Internal/External Groups.

An update was given on the Commercial Committee and what subjects can be cited.

It was noted that the NDR cut off will be 20 March 2019.

It was also noted that NDR Performance, although currently on track, may change before the end of the financial year.

5.2 Council Tax

Overtime will continue after the cut off. The 9 hour limit will be extended to 12 hours but council tax work must be undertaken in the additional 3 hours. The overtime will stop at the end of March 2019.

It was noted that the Council Tax performance statistics were very good.

The performance statistics will require to be set for the next financial year.

6.0 SAA

The last Assessors' Committee meeting took place on 14 March 2019. Bullet and Actions points will be uploaded to SharePoint in due course.

The DA (AN&A) attended the Industrial Committee meeting on 26 February 2019.

It was noted that the DA (AN&A) attended the new Utilities Working Group on 7 March 2019 and has been tasked with the ingathering of information for various subjects.

**DA
(AN&A)**

The next meeting of the Public Buildings Committee will take place on 23 March 2019 and will be attended by the Assessor.

7.0 ICT

7.1 Electoral Management System (EMS)

The PAO reported that the mock election setup and output files went well. The mock election postal vote verification will be held on 10 April 2019 for Returning Officer staff and will be attended by the PAO, Admin Officer and OM.

7.2 Core System Review

The Assessor will attend a further meeting with the [REDACTED] [REDACTED] to discuss the new Core System on 22 March 2019.

7.3 AVJB Website

The AVJB website was updated after the Board Meeting. At the meeting it was agreed that Draft Minutes would be placed on the AVJB website within 5 working days.

The HOVS reported on an animation creator who has offered their services to the Board. The HOVS felt that this may be beneficial to AVJB in connection with clarification to the public on appeals.

7.4 Other

The PAO reported on his concerns regarding the East Ayrshire Council CAG being out of date. Discussion took place on costs regarding change of house name and number.

8.0 ER UPDATE

8.1 General

The PAO reported that the Absent Vote Refresh is now complete and updates are continuing.

[REDACTED] VJB will attend the office on the 19th March to get an overview of the [REDACTED] system.

8.2 Elections

The possibility of a European Election taking place on 23 May 2019 was highlighted and the restriction of leave around this date. It was noted that all documents should be up to date for any European Election.

It was agreed that the PAO would make contact with the three Unitary Authorities regarding polling scheme changes. **PAO**

A seminar on Canvass Reform will take place in Birmingham on 9 September 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 and a possible report on Workforce Planning.

- 9.4 Budget Update
The Assessor reported that the Barclay additional funding has been supplied to councils. The Treasurer to the Board will collect the funds from the 3 authorities.
- 9.5 Audit Internal/External
The External Audit report was presented at the 8 January 2019 Board meeting.

Internal Audit is currently auditing electoral registration functions and the audit report is awaited.
- 9.6 Corporate Plan
Currently there are no planned changes.
- 9.7 Service Plan
The Service Plan will require to be updated in light of the Barclay Review.
- 9.8 Risk Register
The Risk Register was reported to the March Board Meeting. The approved document will be placed on SharePoint.
- 9.9 Business Continuity
The Business Continuity Plan will require to be reviewed with regard to Brexit. It was agreed that any further amendments should be notified to the HOVS. **MT**
- 9.10 Complaints & Letters of Appreciation
One complaint was received since last reported.

Six 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 be attending a Public Records Surgery in Paisley on 22 March 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 had attended Domestic Violence Training on 22 February 2019.

The HOVS further reported he had hosted and chaired the Ayrshire Equality Partnership meeting held on 13 March 2019. One of the topics discussed was the NHS Transformation Strategy.

9.14 Health & Safety

It was noted that Risk Assessments are currently being produced for activities inside and outside the office.

A fire drill will be held in due course.

Work is currently being undertaken on the Lone Workers Policy.

The next meeting of the Health and Safety Forum will take place on 30 April 2019.

Staff were emailed to complete DSE Assessments due to changes with work stations. Once new PC's have been purchased all staff will be emailed to complete new DSE Assessments.

The Sustainable Development Group met on 19 February 2019. At the meeting it had been agreed that no further plastic cups would be purchased for the water coolers.

A check was undertaken of monitors left on standby over certain periods of time.

Photocopier cartridges continue to be recycled.

Food waste recycling was also discussed at the meeting. No feedback was received from staff.

9.15 Elected Member Enquiries

Five elected member enquiries have been received since last reported.

Two press enquiries have been received since last reported.

9.16 Policies & Procedures

It was agreed that the changes to Travelling and Subsistence would be adopted.

The new Special Investigation Procedure was approved.

Several policies and procedures and the terms and conditions of service are currently being reviewed.

9.17 Customer Questionnaire

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

HOVS

9.18 Property Matters

The Assessor reported that various contractors have visited the office.

Contact has now been made with SAC Procurement regarding the proposed alterations.

Updated plans from the Architect and costs are awaited.

10.0 AOCB

There was no other competent business.

11.0 DATE OF NEXT MEETING

The next meeting will take place on 14 April 2019.