



## **Management Team Minutes** **Friday 20 November 2020 at 11.30am**

**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 Inductions – Property Assistants (Item 3.5)**

The Property Assistant inductions have been finalised.

#### **3.2 Policy and Procedure Review (Item 5.6)**

The Covid-19 Guidance documents were added to the Policy and Procedure Index.

#### **3.3 Personnel - General (Item 4.1)**

The HOVS, PAO and DA's met to discuss the Divisional Valuer role.

#### **3.4 Reports - Non-Domestic (Item 5.1)**

The Assessor reported that the Property Assistants have not been trained on the survey card process.

#### **3.5 Reports - Council Tax (Item 5.2)**

The DA (ST) reported that the Committee was cancelled and therefore no action on productions was required.

Properties in a poor state of repair were discussed by the HOVS and the DA's.

#### **3.6 ICT - EMS (Item 7.1)**

The PAO, RIDO and AO (ER) met to discuss Elector8 capacity and staffing if Scottish Government announced a further lockdown.

#### **3.7 ICT - Other (Item 7.4)**

The headphones were delivered.

- 3.8 Budget Update (Item 9.4)  
The DA (RT) progressed with the training for the new Trainee Valuers.
- 3.9 Audit – Internal/External (Item 9.5)  
The Assessor and OM met to update the Audit Control document. Further amendments were made after the Corporate Governance Meeting.
- 3.10 Records Management and Retention (Item 9.11)  
The HOVS and the PAO are progressing with the review of the Business Classification Scheme and Information Asset Register.
- 3.11 Health and Safety (Item 9.14)  
HOVS will arrange for the Health and Safety Forum to meet. **HOVS**
- 3.12 Property matters (Item 9.18)  
Bulbs were purchases for front office lights.

#### **4.0 PERSONNEL**

- 4.1 General  
The closing date for the Divisional Valuer Posts is 22 November 2020.
- The new Divisional Valuer commenced on 16 November 2020. She will be involved in user acceptance testing for the new system.
- Congratulations were given to the Valuer (ST) on passing the IRRV Rating Diploma.
- A member of staff currently absent due to bereavement will return to work on 23 November 2020.
- An OCH report was received for a member of the team. A further OCH referral may be required for another member of the team.
- A member of staff has returned from sickness absence.
- A member of staff is currently self-isolating due to a positive Covid-19 test and hopes to return from sickness absence on 23 November 2020.
- Overtime for some staff will commence on Monday 16 November 2020 with a trial period of relaxation of the conditions for overtime.
- All staff who were not working prior to 31 May 2020 require to take 75% of the leave entitlement before 31 January 2021.
- Information on Mental Health Awareness will be reported within the next Assessors' Update.
- The working hours of one of the team has been altered due to personal issues. Discussions will take place on Monday 23 November for a further update on their personal circumstances.

Two of the new Trainee Valuers have now enrolled for their APC.

Applications have been sent to Napier University for two of the Trainee Valuers and a response is awaited regarding the course start date. The DA (RT) will make further enquiries if a response is not received soon.

Discussion took place on the Employee Opinion Survey. A further email will be issued extending the return date to 4 December 2020 and giving a further option of returning the completed form by post.

It was noted that P60's are available online.

Enhanced leave applications have recently been received from five members of staff.

4.2 Mileage and Expenses

Nothing to report.

4.3 Absence Statistics

The absence statistics during October and November 2020 for short and long term absence remain low.

4.4 Training and PDR's

The new PDRs and guidance documents are on SharePoint. These should be undertaken before 31 March 2020 and recorded within the PDR recording document located within the Training Button on SharePoint.

## 5.0 REPORTS

5.1 Non Domestic

Nothing to report.

Performance was discussed at the Valuation Forum.

5.2 Council Tax

Discussion took place on Self Catering Units. The DV will take on the roll within the Special Projects Team and the Assessor will step back.

The DV has reported to the DA's on ideas for training. The DV will take on the remit of assisting the Trainee Valuers and will become a member of the Training Group.

The DA(ST) reported that the Secretary to the Valuation Appeal Panel had provided a list of all cases dismissed and those being continued. He has also emailed the Valuation Appeal Committee members.

It was noted that the Secretary to the VAC had indicated that he would like to be involved in Written Representation discussions. It was agreed that the HOVS would decide on the process.

**HOVS**

It was noted that there is a possibility no courts may take place until September 2021. Contingency plans will require to be put in place for this possibility.

Performance was discussed at the Valuation Forum.

## **6.0 SCOTTISH ASSESSORS' ASSOCIATION**

The SAA are compiling guidance on Assessors Information Notices and Civil Penalties. The Assessor is looking at introducing in-house complimentary guidance.

The Assessor reported on the Basic Principle's Committee Business Growth Accelerator Guidance which will be available in due course.

The Assessor is producing Self Catering Units Guidance.

The SAA Half Yearly will take place on 3/4 December 2020.

The next meeting of the Utilities Committee will take place on 8 December 2020.

The Scottish Government letter is due for issue on 23 November 2020. The HOVS has emailed the letter to all staff and Board members.

The SAA are attempting to deal with Covid-19 appeals centrally. Further information can be found in the Valuation Forum minutes dated 18 November 2020.

## **7.0 ICT**

### **7.1 Electoral Management System**

The Scottish Users' Group met and have produced a list of all known faults. The [REDACTED] Assessor who is the Chair of the group is consolidating a list of all known issues for Democracy Counts.

The latest update was installed on all devices including remote devices.

AVJB have engaged with the EMS supplier regarding accepting Postal Votes electronically from the Government Digital Service.

Additional costs for the SPE will be met from the Scottish Government Grant.

### **7.2 Core System**

The Assessor reported that she attended a meeting eValu8 Governance Meeting today. It was noted that system providers for the Finance Departments may look for funds in order to make their systems compatible with the new Core System.

Discussion took place on year end procedures and timelines.

The Assessor has compiled a list of valuation sheets that are available on the new valuation system. Each Assessors office have an allocation. Ayrshire will user test ATM's, Car Parks, Miscellaneous Subjects and Offices.

It was noted that although Ayrshire have allocated subjects we will test other subjects periodically to ensure all subjects have been adequately tested.

The User Testing Group will be expanded as progress is made.

### 7.3 AVJB Website

Various updates have been made to the website.

Council Tax Committee Hearing dates have been updated on the website.

Accessibility Procedures for the website will be undertaken by the PA and BSDO.

**PA/  
BSDO**

### 7.4 Other

Two additional scanners have been purchased to help with the projected increase in business for the Scottish Parliamentary Election. Costs are being met from the Scottish Government Grant.

## **8.0 ER UPDATE**

### 8.1 General

The ER/TSU Forum met on 4 November 2020 and the Draft Minutes have been placed on SharePoint.

The SAA Electoral Registration Committee met on 12 November 2020. Bullet and Actions Points have been placed on SharePoint.

The PAO attended a Pan Ayrshire Election Meeting today.

### 8.2 Elections

The next election will be the Scottish Parliamentary Election on 6 May 2021.

## **9.0 GOVERNANCE**

### 9.1 Suggestions Box

There were no new suggestions.

### 9.2 Correspondence

Correspondence was received concerning a civil matter.

The Scottish Government letter on changes to NDR will be issued week commencing 23 November 2020. This has been circulated to Board Members, the Clerk to the Board and Finance Department.

It was reported that there has been a significant increase in the volume of valuation emails being received within the AVJB and Assessor mailboxes since the onset of Covid-19.

9.3 Board Meetings/Reports

The next Board Meeting will take place on 13 January 2021.

The Draft Service Plan has been reviewed by the HOVS and PAO. The Assessor will undertake a final review and then pass to the OM/PA for final formatting.

The PAO will submit a report on Electoral Registration which includes Maximising Registration and the Scottish Government Grant Information.

The HOVS will produce a Performance Report.

9.4 Budget Update

There are no current issues with the budget

As previously reported AVJB have been allocated £125,000 grant from the Scottish Government to assist with the Scottish Parliamentary election in May 2021 to cover additional expenditure.

9.5 Audit – Internal/External

Nothing to report.

9.6 Corporate Plan

Nothing to report.

9.7 Service Plan

The Service Plan will be presented to the January 2021 Board Meeting. The DA's will look over the plan and report back to the OM with any updates.

**DA's**

9.8 Risk Register

The Corporate Risk Register will require to be updated for the Board Meeting in January 2021.

9.9 Business Continuity

The HOVS updated the Business Continuity Plan and circulated to the Management Team for safe storage at home.

9.10 Complaints and Letters of Appreciation

There were no complaints received since last reported.

One note of appreciation has been received since last reported.

9.11 Records Management and Retention

The Assessor is currently reviewing the Information Asset Register. The HOVS and PAO require to look at the Business Classification Scheme and Information Asset Register.

**HOVS/  
PAO**

9.12 FOI

Four FOI requests have been received since last reported.

9.13 Equalities

The HOVS currently working on the Equalities Mainstreaming Report.

Staff will be issued with an Equality Monitoring form in due course.

9.14 Health and Safety

The HOVS will arrange for the Health and Safety Forum to meet.

**HOVS**

Risk Assessments for Survey has been uploaded to SharePoint.

A Canvass Risk Assessment will be done in due course

9.15 Elected Member Enquires

Three elected member enquiries have been received since last reported.

9.16 Policies and Procedures – new/reviews/updates

New guidance will be produced on Self Catering Units, Assessor Information Notices and Civil Penalties.

The new PPE Guidance was approved and will be placed on SharePoint. PPE will now become the remit of the HOVS/OM and PA.

Since the last meeting the Display Screen Equipment Guidance, New and Expectant Mothers at Work Guidance, Health and Safety Policy and the new PPE Guidance have been updated.

9.17 Customer Questionnaire

The RIDO has taken over responsibility of the Customer Questionnaire Group. The Customer Questionnaire issue is on hold at present.

9.18 Property Matters

The HOVS will circulate information on the SAC Climate Change Policy.

**HOVS**

The PAO reported that he changed the heating settings.

**10.0 AOCB**

10.1 MacMillan Coffee Morning

The HOVS reported on the MacMillan Coffee Morning success and thanked the AO (ER) and all those who supported and participated in the event.

10.2 Video Camera Communication

It was agreed that all staff, when attending meetings, should enable their video cameras on their PC or laptop equipment with effect from 23 November 2020.

**10.0 DATE OF NEXT MEETING**

The next meeting will take place on 20 January 2021.