



Management Team Minutes **Tuesday 9 March 2021 at 9.30am**

Present: Assessor & ERO, Head of Valuation Services, Divisional Assessor (Revaluation Team), Principal Admin. Officer and Office Manager.

**Action
Req'd
by:**

1.0 APOLOGIES

Divisional Assessor (Survey Team).

2.0 PREVIOUS MINUTES

The previous minute was approved subject to minor amendments.

3.0 MATTERS ARISING

3.1 Property Matters (Item 3.7)

The HOVS circulated the information on the SAC Climate Change Policy.

3.2 Personnel - General (Item 4.1)

The DA's will consider team and work allocation with a "buddy" system after the 6 May 2021 election.

DA's

The HOVS will review how we advertise and fill vacant posts for Divisional Valuer/Principal Valuer/Valuer position after the 6 May 2021 election.

HOVS

3.3 ER Update - General (Item 8.1)

The OM confirmed that the weekly ER/TSU meetings had been arranged.

3.4 Suggestions Box (Item 9.1)

The suggestion regarding the Portal Private Area being added to the AVJB Intranet Home page was implemented.

4.0 PERSONNEL

4.1 General

The new temporary administrative support team are now in place and commenced on 1 March 2021. Training was given on 1 March 2021.

The administrative teams have been split into two groups. One group will be working in the office while the other will be working remotely. If any concerns arise then these groups can be swapped. Some members of the team are permanently placed within the office.

It was reported that the new Principal Valuer commenced on the 1 March 2021.

Discussion took place on certain members of staff who are currently struggling with mental health issues. Two have been referred to Occupational Health and therapy has been recommended.

These members of staff have been offered the opportunity to come in to the office to work in order to help with their issues.

Two members of staff are currently on bereavement leave.

It was reported that staff who have been called for vaccination can go to the appointment on Board time and return to work afterwards.

New ID badges are now available to those members of staff whose badges expired.

The Groups and Committees document has now been updated and circulated to the Management Team for comment. This will be circulated to staff next week and placed on SP.

AVJB may be eligible for an Apprentice Employer Grant for two of the Trainee Valuers. The completed documents will be returned on 10 March 2021 and a decision on the grant will be received in due course.

4.2 Mileage and Expenses

Nothing to report.

4.3 Absence Statistics

The absence statistics remain low.

4.4 Training and PDR's

The new PDRs and guidance documents are on SharePoint. These should be rolled out at the beginning of April 2021 or before and recorded within the PDR recording document located within the training button on SharePoint.

5.0 REPORTS

5.1 Non Domestic

Nothing to report not covered at the Valuation Forum. Work is being prioritised.

As at 4 March 2021 the outstanding priority cards were reported as follows:

North - 27
South - 80
East - 19

Non-Priority cards were reported as follows:

North - 10
South - 57
East - 5

It was reported that the new Core System will be live in April/May 2021. The system, when live, will include the Business Growth Accelerator. If there is a delay in the system going live and we have to do an update to finance we will require manually to include the Business Growth Accelerator marker.

It was requested that everything be ready for May/June 2021. No running roll changes to be made in April 2021 until the new system is live in May 2021.

Discussion took place on citations and when to cite. During the last two weeks of March-April work should be undertaken on CT Proposals as no work will be undertaken on running roll.

Performance

Performance is poor as expected under current survey conditions.

5.2

Council Tax

Discussion took place on the teams and the requirement to boost the Revaluation Team.

Performance

Performance is good given the pandemic.

6.0 SCOTTISH ASSESSORS' ASSOCIATION

The Assessor reported that high volumes of email correspondence is being received in connection with AIN's and Civil Penalty Notices.

The BGA Marker Guidance has still to be finalised. Training on this will commence in due course.

As previously reported staff have been allocated to working groups and committees. This will be rolled out in due course. Committee and Working Group Chairs will require to be notified of the changes.

The DA (RT) attended the Commercial Committee meeting for the DA (ST) on 10 March 2021.

Cost analysis training will be arranged for 26 March 2021 by [REDACTED] and will be attended by some of the new cost group members.

Approval will be sought by the Miscellaneous Committee in connection with the AIN forms at a meeting will take place next week.

7.0 ICT

7.1 Electoral Management System

The latest EMS update has been installed. This update has resolved the issue with the election only absent votes.

The PAO reported on the new 2-year contract with EMS which will be ready to be signed in due course.

7.2 Core System

Migration tables continue to be worked on. "Go Live" will take place around April/May 2021.

7.3 AVJB website

The website continues to be updated. The front page was updated and the Accessibility Statement added.

The Accessibility check will require to be undertaken on all documents that we have uploaded to the website.

7.4 Other

The IT Strategy requires to be updated after the new core system is in place by the PAO and is also currently showing as draft on SharePoint.

PAO

8.0 ER UPDATE

8.1 General

The Assessor reported that Election Team meetings held by North and South Ayrshire are now attended by AVJB.

Statistics are being supplied to the Pan Ayrshire Groups.

Weekly absent vote statistics are being provided to the Scottish Government via the Electoral Registration Committee.

The Assessor and PAO will meet with the Electoral Commission on 16 March 2021 to discuss performance standards and election contingencies.

8.2 Elections

Overtime has already begun.

If administrative staff are inundated with telephone calls on the day of the election then technical staff may be required to participate in answering calls. Simple training and FAQ's will be provided. If technical staff are unable to help they will take a note of contact details and pass to ER staff.

A list of those staff willing to work overtime has been prepared.

The Assessor will inform technical staff if they are required to deal with the increased calls at peak times traditionally around 8.00– 10.00 am, 12.00-2.00pm and 4.00–6.00pm.

It was reported that the postal votes have increased from 48,000 to approximately 64,000.

The Assessor reported that she will circulate an Assessors' Update in due course.

9.0 GOVERNANCE

9.1 Suggestions Box

There were no new suggestions.

9.2 Correspondence

There was no correspondence to report.

9.3 Board Meetings/Reports

The last Board Meeting took place on 2 March 2021.

The next meeting is scheduled to take place on 1 June 2021.

9.4 Budget Update

The budget has been set for 2021-2022.

A grant has been received for the Scottish Parliamentary Election of approximately £200,000 and this is likely to be exhausted for the election. We may require to submit a Justification Led Bid for the election.

9.5 Audit – Internal/External

An Internal Audit Report was presented to the Board in March 2021 with no issues.

9.6 Corporate Plan

The Assessor stated that an updated three year Corporate Plan requires to be put in place. The Assessor and OM are currently working on this and will be ready for the 1st June Board Meeting.

9.7 Service Plan

The Service Plan was approved at the January 2021 Board Meeting. The next review will take place in January 2022 if required.

9.8 Risk Register

The Risk Management Strategy is due for review and has been circulated to the Senior Management Team for comment.

The Strategic Risk Register will be reviewed for the June 2021 Board Meeting.

9.9 Business Continuity

The Business Continuity policies require review.

9.10 Complaints and Letters of Appreciation

There was one complaint received since last reported.

Three notes of appreciation have been received since last reported.

9.11 Records Management and Retention

The Information Asset Register and the Business Classification Scheme require to be checked by the HOVS.

Training is being supplied by the Keeper of the Records Scotland.

9.12 FOI

Two FOI requests have been received since last reported.

Two data protection enquiries have been received since last reported.

9.13 Equalities

The HOVS is currently working on the Equalities Mainstreaming Report which will require to be published by 30 April 2021. This will be published in Draft subject to Board approval.

9.14 Health and Safety

The Assessor and the HOVS will visit all rooms to ascertain the requirements for further Perspex screens to protect staff.

Some discussions have taken place with Returning Officers regarding Asymptomatic testing of staff.

The next meeting of the Health and Safety Group will take place on 25 March 2021.

9.15 Elected Member Enquires

Seven elected member enquiries have been received since last reported.

Staff are reminded that if they receive an elected member enquiry it should be logged with the PA.

9.16 Policies and Procedures – new/reviews/updates

The Assessor reported on the following reviews:-

Communication Strategy – circulated for approval

Workforce Plan – will be circulated for comment; sent to CEO's for information; presented to the Board in June or September

Training and Development Policy – minor changes – DA (RT) to review

Standing Orders Relating to Contracts – passed to PAO

Public Procurement Register – update by HOVS/PAO

Disaster Recovery Risk Register – update by PAO

Corporate Governance Framework – update by the Assessor with no significant changes.

The OM reported that she had recently updated 17 policies and procedures of which the majority were Health and Safety policies or guidance. A number of policies etc continue to be reviewed.

The Complaints Handling Procedure was approved at the last Board meeting. This will require to be uploaded to the website. The HOVS will contact the BSDO and the PA.

HOVS

9.17 Customer Questionnaire

Progress will be made on this by the RIDO after the May 2021 election.

9.18 Property Matters

The Assessor reported on an issue with water on her room ceiling. This led to discussion on the front building gutters being blocked again and the downpipe still full of water. The OM will make contact with SAC Property Maintenance regarding these issues.

OM

Discussion took place on office cleaning. It was agreed that cleaning service should be returned to normal. The OM will contact SAC Janitorial Services Team Leader in this connection.

OM

10.0 AOCB

10.1 Internal/External Survey Work

Discussion took place on survey work. It was agreed that external inspections may be carried out if full PPE is utilised and the guidance followed.

No internal inspections will be carried out at present.

11.0 DATE OF NEXT MEETING

To be arranged.