



## **Management Team Minutes** **Friday 4 October 2019 at 9.30am**

**Present:-** 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**

Assessor and ERO.

### **2.0 PREVIOUS MINUTES**

The previous minute was approved subject to minor amendments.

### **3.0 MATTERS ARISING**

#### **3.1 General (Item 4.1)**

Time off for the Trainee Valuers has now been agreed with the DAs.

#### **3.2 PDR's and Training (Item 4.4)**

Accommodation costs for those attending Napier University will be shared with Renfrewshire Valuation Joint Board.

#### **3.3 AVJB Website (Item 7.3)**

The technical teams descriptions require to be updated. The HOVS will arranged for the website to be updated.

**HOVS**

### **4.0 PERSONNEL**

#### **4.1 General**

It was reported that the checks with Disclosure Scotland are holding up the recruitment process. It was agreed that contracts would be issued to the new Temporary Property Assistants, subject to satisfactory disclosure checks, with a start date of 28 October 2019.

One of the Clerical Assistants will be retiring on 11 October 2019.

A Maximising Attendance meeting has been arranged with a member of administrative staff to be held on 10 October 2019.

A technical member of staff has undergone a Stage 2 Maximising Attendance meeting. An outcome letter and report have been prepared.

4.2 Mileage and Expenses

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

4.3 Absence Statistics

Currently long term sickness absence up to and including September was 4.27% and short term is 0.60%.

4.4 Training and PDR's

The new Trainee Values have commenced their respective courses. The other Trainee Valuers have commenced their 2<sup>nd</sup> and 3<sup>rd</sup> years at Caledonian University.

It was noted that two mock interviews have been undertaken on 1 October 2019 for Glasgow Assessor trainees.

The BSDO and the OM have successfully passed Assignment 3 of the AEA qualification.

The DAs PDRs will be undertaken on 11 October 2019. The DAs will carry out the technical staff PDRs as soon as possible.

## 5.0 REPORTS

5.1 Non Domestic

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

5.2 Council Tax

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

It was noted that AVJB had received a couple of proposals from a company charging for making proposals on behalf of council taxpayers at a cost of £150 per proposal.

Performance

The up to date performance figures have been uploaded to SharePoint.

## 6.0 SAA

The SAA Plenary Bullet and Action Points have been uploaded to SharePoint.

The Internal and External Groups and Committees were discussed. This will be updated in due course due to further amendments.

The HOVS reported that he had issued 30 costs. It was appreciated the excellent work undertaken by the two members of staff involved in the costs. The HOVS will meet with the members of technical concerned to ensure databases are up to date.

## **7.0 ICT**

### 7.1 Electoral Management System (EMS)

Updated software has been added to the canvasser tablets and these have now been collected.

### 7.2 Core System Review

The PAO attended a meeting on 3 October 2019 at Dumfries and Galloway with three other Assessors.

The new Unix UPS was installed on 3 October 2019.

### 7.3 AVJB Website

The website has recently been updated. A further change will be required regarding the naming of the technical sections.

### 7.4 Other

Nothing to report.

## **8.0 ER UPDATE**

### 8.1 General

The three Ayrshire Authorities have recently undertaken Elector8 training for the Returning Officer side of the system. A meeting will be arranged with the three authorities regarding ERO input on 11 October 2019.

Two polling districts within East Ayrshire which were combined at the last review will be separated again.

The canvass second reminders have been issued and it was noted that the response is poor. A trial has been undertaken on the three lowest response rate areas. Where emails are held, contact has been made and responses are being received.

### 8.2 Elections

There are no further planned elections at present.

## **9.0 GOVERNANCE**

### 9.1 Suggestions Box

No suggestions have been received since last reported.

### 9.2 Mail Logging

There was one outstanding mail log items.

### 9.3 Board Meetings/Reports

The last Board Meeting took place on 17 September 2019. All reports and the draft minutes have been uploaded to the website. In the future, the Agenda and Reports will be uploaded to the website in advance of the Board meeting.

- 9.4 Budget Update  
A meeting with the Treasurer to the Boards Representative took place and there are currently no issues.

It has been suggested that the Cabinet Office may fund IER beyond 2020.

- 9.5 Audit Internal/External  
The External Auditor attended the last Board Meeting. The Accounts have been approved and have been uploaded to the website.

Internal Audit have requested a change to the three yearly plan.

- 9.6 Corporate Plan  
The Corporate Plan was approved at the last Board Meeting and has been uploaded to the website.

- 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.

- 9.8 Risk Register  
A Strategic Risk Register will be devised.

- 9.9 Business Continuity  
The Business Continuity Plan will require to be updated in November 2019.

- 9.10 Complaints & Letters of Appreciation  
One complaint has been received since last reported.

One note of appreciation has been received since the last meeting.

- 9.11 Records Management & Retention  
The AVJB PUR for the previous year has been approved and issued to us. This has been uploaded to the AVJB website. It was noted that we will require to introduce a file tracking system.

The HOVS has received and accepted an invite from the Keeper to attend a SharePoint training session at the end of October 2019.

- 9.12 FOI & DP  
It was noted that one FOI request had been received since last reported.

No Data Protection requests have been received.

- 9.13 Equalities  
The HOVS reported that the Ayrshire Equality Partnership are trying to agree a Joint Procurement of Interpretation and Translation Services.

It was noted that Black History Month takes place during October. An event is being hosted by the Ayrshire Equality Partnership on 9 October 2019.

- 9.14 Health & Safety  
The Health and Safety Forum will meet in due course.

9.15 Elected Member Enquiries

Six elected member enquiries have been received since last reported.

9.16 Policies & Procedures

The Process Guidance for Council Tax Filing was approved. The BSDO will make minor changes and place on SharePoint.

The Planning, Building Warrant & Completion Certificate Lists – Non Domestic Guidance Note was approved.

The CCTV Access Request document was approved. The HOVS and the OM will meet to discuss SAC guidance, signage and the location of the monitor.

**HOVS/  
OM**

The Capability and the Grievance Policy and Handbook have been reviewed and there were no changes. The Special Leave Policy and the Employee Retirement Framework have been updated to reflect SAC amendments and will be uploaded to SharePoint in due course.

9.17 Customer Questionnaire

The Customer Questionnaire Group met on 18 July 2019. 116 letters were issued on 26 July 2019 and 3 have been returned. A further issue will be made. A report will be compiled on any recommendations.

9.18 Property Matters

It was noted that a “Fire Exit Only” sign will be placed on the conservatory door.

An issue with the central heating has now been resolved.

After a follow up with SAC a visit to investigate the roof and gutters was arranged but the workman failed to visit the office. This issue will again be highlighted to SAC.

The three Chief Executives requested that the Assessor look again a proposals for the Modernisation and Transformation of the AVB buildings.

**10.0 AOCB**

10.1 McMillan Coffee Morning

Thanks were given to the organiser of the office McMillan Coffee Morning.

**11.0 DATE OF NEXT MEETING**

The next meeting will take place on 12 November 2019.