

CENTRAL SCOTLAND VALUATION JOINT BOARD
ASSESSOR AND ELECTORAL REGISTRATION OFFICER
SERVICE PLAN 2013-2016
KEY ACTIVITIES AND OUTCOMES

CORPORATE GOVERNANCE

Joint Board Meetings (2.4.1)

Item	Description	Ownership	Date/Recurrence
(a)	Agree timetable for Valuation Joint Board Meetings	Clerk to VJB	Annually
(b)	Nominate Report authors for VJB Meetings	Assessor	As required
(c)	Prepare Board Reports for VJB Meeting	Assessor/Clerk	For June, September, November, January/February; Annually
(d)	Attend Agenda Meetings of VJB	Assessor	1 or 2 meetings Friday prior to VJB meeting and where necessary the previous Friday
(e)	Attend meetings of VJB	Assessor and other members of the Management Team	June, September, November, January; Annually

Probity and Propriety (2.4.2)

Item	Description	Ownership	Date/Recurrence
(a)	Liaise with Treasurer to the Valuation Joint Board to review Financial Regulations and present to Board for approval	Assessor	3-yearly, from November 2013
(b)	Liaise with Treasurer to the Valuation Joint Board to review Standing Orders and present to Board for approval	Assessor	3-yearly, from November 2013
(c)	Liaise with Clerk to the Valuation Joint Board review Schemes of Delegation and present to Board for approval	Assessor	3-yearly, from November 2013
(d)	Review Codes of Conduct for officers of the Valuation Joint Board	Assessor	3-yearly, from November 2013

(e)	Prepare and review internal procedural guides to ensure adherence to Schemes of Delegation, Financial regulations, standing Orders and codes of Conduct	Assessor	Following approval of above.
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Service Plans (2.4.3)

Item	Description	Ownership	Date/Recurrence
(a)	Prepare and Review 3-year strategic Service Plan	Assessor in conjunction with the Management Team	April 2013. Review annually in March
(b)	Prepare and Review Annual Service Plan Calendar	Assessor in conjunction with the Management Team	April 2013 and annually in March

Strategic Management (2.4.5)

Item	Description	Ownership	Date/Recurrence
(a)	Strategy to be developed, implemented and reviewed by Management Team at regular, minuted meetings	Management Team	Average 6 weekly
(b)	Review strategic objectives	Management Team	3-yearly from 2013
(c)	Communicate strategic objectives to all staff by means of publishing the management team meetings' minutes on the office Intranet and by staff briefings.	Management Team	After management team meetings
(d)	Assess progress in relation to objectives	Management Team	Average 6 weekly
(e)	Provide direction and remit, receive reports and consider outcomes of working groups	Management Team	At management team meetings
(f)	IT Strategy develop and review	Assessor/Depute Assessor	June 2013 for 3 years with annual review from June 2014

Performance Management, Planning & Reporting (2.4.6)

Item	Description	Ownership	Date/Recurrence
(a)	Consider and agree Performance Management Targets, Planning and Reporting in line with Best Value principles and SAA/Electoral Commission considerations	Management Team	Prior to June CVSJB meeting following discussion at April Management team meeting
(b)	Establish annual KPI targets for VJB	Management Team	Annually, for June VJB meeting
(c)	Plan performance to ensure compliance with Best Value and achievement of targets	All Managers	Continually

(d)	Develop, implement and review a Reporting Framework to include a suite of performance reports relevant to key activities	Assessor	April annually
(e)	Produce VJB performance reports for consideration by Management Team	Various	Monthly (and for Management team meeting)
(f)	Produce and publish Public Performance Reports	Depute Assessor	Annually in June
(g)	Report performance to Scottish Government through SAA Governance Committee	Depute Assessor	Annually in June
(h)	Report revaluation appeal performance to Scottish Executive via RVAPP	Depute Assessor	Quarterly

Internal Working Groups (2.4.7)

Item	Description	Ownership	Date/Recurrence
(a)	Meet to ensure compliance with Health and Safety Law and the Health and Safety Policy	Depute Assessor, Office Manager	Quarterly
(b)	Report all Health and Safety matters to Management Team	Health and Safety Committee.	Quarterly
(c)	Communicate all Health and Safety issues and actions to staff	Office Manager	As required
(d)	Develop, implement and review all processes and procedures in relation to Council Tax and Non-Domestic Rating Valuation	Depute Assessor and Assistant Assessor	Monthly
(e)	Develop, implement and review all processes and procedures in relation to Electoral Registration	ERO and Depute ERO	Every 6 weeks on average
(f)	Develop and review Assessors I.T. system and related procedures	CSR Group	Weekly on average
(h)	Document management implementation	Depute/Assistant Assessor	From September 2013

Policies and Procedures (2.4.8)

Item	Description	Ownership	Date/Recurrence
(a)	Review and adapt Clackmannanshire HR Policies to meet VJB requirements	Management Team	September annually
(b)	Consider new/revised Clackmannanshire HR Polices and procedures for adoption/adaptation by VJB	Management Team	As required
(c)	Communicate all approved VJB Policies and procedures to staff by email and via staff briefings and publication on intranet where appropriate.	Management Team	Immediately following approval
(d)	Review Document retention/disposal policy and implement revised policy	Assistant Assessor	3 yearly from August 2013
(e)	Develop and Review Freedom of Information procedures	Depute Assessor	September annually
(f)	Budget monitoring	Assessor/Accountant	On average every

			6 weeks at Management Team meeting, but with specific budget monitoring meetings between Accountant and Assessor/Depute monthly from June to March.
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Internal and External Audit (2.4.9)

Item	Description	Ownership	Date/Recurrence
(a)	Present Annual Accounts for external audit	Treasurer to VJB	Annually in June
(b)	Agree audit plan with External Auditors	Assessor	Annually
(c)	Agree audit plan with Internal Auditors	Assessor	Annually
(d)	Co-operate with internal and external auditors in completion of audit plans	Managers	As audit plan
(e)	Co-ordinate actions arising from audit recommendations	Management team	As required

Risk Management (2.4.10)

Item	Description	Ownership	Date/Recurrence
(a)	Review Risk Management Policy	Assessor, Management Team	September 2013 and 3-yearly
(b)	Implement and review Risk Register in accordance with the methodology contained in Policy	Assessor	Prior to Management team meetings.
(c)	Implement Risk Action Plan	Assessor	annually
(d)	Monitor progress against Action Plan	Management Team	On average every 6 weeks
(e)	Liaise with Clackmannanshire Council to review all insurances	Assessor	Mid year Annually

ACCOUNTABILITY

Annual Accounts (2.5)

Item	Description	Ownership	Date/Recurrence
(a)	Process, authorise and pass all Invoices to Clackmannanshire Finance	Office Manager (with management team)	Daily
(b)	Pass Internal Charges to Clacks Finance	Office Manager	As required

(c)	Pass Accruals Forms to Clacks Finance	Office Manager	Annually
(e)	All Revenue Accounts to be finalised	Treasurer/ Clacks Finance	Annually, June
(f)	Consolidation of Abstract Accounts and completion of Financial Statements for Annual Report	Treasurer/ Clacks Finance	Annually, June
(g)	Annual Report Produced	Treasurer/ Clacks Finance/Assessor	Annually in June
(h)	First Public Inspection	Treasurer/ Clacks Finance	Annually, July/August
(i)	Final Audit Reports and Audit Certificates to be received	Treasurer/ Clacks Finance	Annually, September
(j)	Submission of Annual Report and Accounts	Assessor and ERO	Annually
(k)	Final Public Inspection (including advertisement in appropriate local newspapers)	Treasurer/ Clacks Finance	Annually

External Audit

The timetabling of, and resource allocation to, External Audits are outwith the direct control of the Assessor and are subject to annual agreement.

Audit Plan

Item	Description	Ownership	Date/Recurrence
(a)	Identify priorities for audit including areas of VJB management concern and internal audit priorities.	Assessor/Depute Assessor	By agreement with Auditors
(b)	Develop and implement an Audit Plan taking account of both internal and external auditors	Assessor/Depute Assessor	By agreement with Auditors
(c)	Co-operate with internal and external auditors in completion of audit plans	Managers	As audit plan
(d)	Co-ordinate actions arising from audit recommendations	Management team	As required

Performance Monitoring and Reporting (2.6)

Item	Description	Ownership	Date/Recurrence
(a)	Develop, implement and review a Reporting Framework to include a suite of performance reports relevant to key activities	Assistant Assessor	April annually
(b)	Collate established suite of Key Performance Indicators	Assistant Assessor	Annually
(c)	Report KPIs to Scottish Government (via Scottish Assessors Association)	Depute Assessor	Annually as requested by SAA.
(d)	Produce and publish Public Performance Reports	Depute Assessor	Annually in June
(e)	Collate and submit Electoral Registration statistics (Form RPF 29) to ONS, GRoS	Depute ERO	Annually, in December (or on

			other publication of Register)
(f)	Collate evidence for and report on Electoral Registration Performance	Depute ERO, ERO	Annually or as required
(g)	Calculate Financial performance report for Electoral Commission Performance Standards	ERO, Office Manager, Clacks Finance	Annually July
(h)	Collate and submit suite of KPIs and in-house performance statistics to Management Team	Assistant Assessor	schedule of MT meetings
(i)	Customer Satisfaction survey	Depute Assessor	Biennially from July 2013
(j)	Ad hoc reports	Various	As requested.

Management Team Meetings

Item	Description	Ownership	Date/Recurrence
(a)	Produce draft minutes for consideration by Management Team (and post on intranet as draft after initial scrutiny)	Depute ERO (Assessor)	ASAP following monthly meetings
(b)	Approve minutes of previous Management Team meetings	Management Team	At following Meeting
(c)	Post approved minutes to Intranet	Assessor and Depute Assessor	ASAP following meetings

EQUAL OPPORTUNITIES (2.7)

Encouraging Equal Opportunities and Ensuring Compliance (2.7)

Item	Description	Ownership	Date/Recurrence
(a)	Implement Equality Policies which incorporate Action Plans	Depute Assessor	Continuously
(b)	Provide multi-language assistance on regularly used documents	Depute ERO	As required
(c)	Provide regularly used documents in variable formats	Depute ERO	As required
(d)	Subscribe to Language line facilities	Depute ERO	Annually
(e)	Ensure compliance with accessibility requirements	Office Manager, Management Team	Continuously

Policy Review

Item	Description	Ownership	Date/Recurrence
(a)	Review Equality Policies	Depute Assessor, Assessor	Annually, in August
(b)	Review Equal Opportunities Policy	Depute Assessor/ Assessor	Annually

(c)	Review Recruitment and Selection Policies	Assistant Assessor, Depute ERO, Office Manager	Annually
(d)	Ensure that all Policies are compliant with age, race, gender, disability etc principles	Management Team	As implemented or revised

Promotion of Equal Opportunities and Training

Item	Description	Ownership	Date/Recurrence
(a)	Train/Brief staff in all new and amended Policies	Depute Assessor, Assistant Assessor, Depute ERO, Line Managers	As required
(b)	Include aspects of equality in all Induction Procedures	Depute Assessor, Line Managers	As required
(c)	Provide "Language Line" training, including refresher training	Depute ERO	As required

STAFFING AND PERSONNEL MATTERS (2.8)

Development and Review of Personnel Policies

Item	Description	Ownership	Date/Recurrence
(a)	Review existing Personnel Policies for adoption and adaptation to VJB specific requirements.	Assessor & Management Team	June
(b)	Present suite of Policies to Joint Board for approval	Assessor	As required
(c)	Review all policies	Management team	Annually
(d)	Update staff manual	Management team	As necessary

Training and Development Policy (2.7.3, 2.8.3)

Item	Description	Ownership	Date/Recurrence
(a)	Agree training and development needs of all staff at appraisal meetings	Line managers, all staff	From 2013 Annually by June
(b)	Set training strategy in conjunction with Management Team, in accordance with the VJB objectives, staff training needs as identified above and within budget	Depute Assessor	Continually
(c)	Maintain record of training	Depute Assessor	Continually
(d)	Ensure training event appraisals are completed and collated	Depute Assessor	Continually
(e)	Revise budget provision for training	Assessor	Annually,

			November
(f)	Review training and development policy	Management team	Annually following meetings
(i)	Valuer/Technician Training	Assistant Assessor/Divisional Valuer	As required
(j)	Provide training in preparation for new tasks, new systems, legislative and operational changes	Various	As required
(k)	Provide "language line" training including refreshers	Depute ERO	As required
(l)	Provide IT training	Various	As required
(m)	Provide Equalities training	Depute Assessor	As required
(n)	Provide Induction training	Office Manager & line managers	As required
(o)	Provide Health and Safety training	Office Manager & line managers	As required
(p)	Provide Training for IER – for both the dry run and full implementation	Cabinet Office	From April 2013

Staffing Review (2.8.3)

Item	Description	Ownership	Date/Recurrence
(a)	Issue, collect and analyse staff questionnaires	Assessor in conjunction with Management Team	Annually by November
(b)	Follow up results/outcomes where appropriate	Assessor	Annually
(c)	Report Outcomes to Management Team and agree actions	Assessor	Annually following above
(d)	Consider budgetary implications of agreed actions	Management Team	Annually by November
(f)	Review staffing at retirements resignations etc	Management Team	Continually as arising

VJB Staff generally

Item	Description	Ownership	Date/Recurrence
(a)	Senior Managers Interviews/Discussions with staff	Management Team	Regularly/Ad Hoc
(b)	Meetings of Health and Safety Committees	Depute Assessor	Quarterly
(c)	Liaison with staff	All Managers	Ad-hoc, on daily basis
(d)	Management Team Meetings	Assessor	Approx every 6 weeks
(h)	Post-Management Team Meetings, Team Briefings	Depute Assessor, Assistant Assessor,	After Management team meetings

		Depute ERO	
(i)	Staff Training and Briefings relating to new Policies etc	Management Team	As required

Finance and Budget (2.9)

(a)	Prepare Year end accounts	Depute Assessor and Accountant	March to June
(b)	Collate details of outstanding Holidays	Office Manager and Accountant	April
(c)	Final outturns for March	Accountant	April
(d)	Presentation to VJB of unaudited accounts	Treasurer	June
(e)	Final audit accounts to VJB	Treasurer	September
(f)	Analyse and prepare budget	Assessor, Depute Assessor, Accountant	From November to January
(g)	Budget presented for approval by VJB	Treasurer and Assessor	January to February

INFORMATION TECHNOLOGY (2.10)

Business Systems Support

Item	Description	Ownership	Date/Recurrence
(a)	Attend liaison meetings with Onyx	Depute Assessor, IT systems administrator	As required
(b)	Attend liaison meetings with Corona	Depute Assessor	As required
(d)	Attend CSR meetings	Depute Assessor, Depute ERO, Assistant Assessor, IT Team	Weekly
(e)	Liaise with Office Manager regarding IS inventory	Depute Assessor	Annually and on hardware renewal
(f)	Analyse current IT related business processes to inform future development	Assessor, Depute Assessor & Project team	From mid 20013
(g)	Review existing IT strategy and approval of new strategy	Depute Assessor & IT Team	By November 2013

Asset Refresh

Item	Description	Ownership	Date/Recurrence
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(a)	Review PCs and other hardware which is faulty, obsolete, impeding performance or due (in terms of the IT Strategy) for replacement	Depute Assessor	Annually, June/July
(b)	Investigate options for procurement, costs of replacement etc for example via a joint framework	Depute Assessor	Annually, June/July
(c)	Consider operational requirements, costs etc and prioritise purchase plan for following year	Management Team	Annually, September
(d)	Complete budget bid and submit to Joint Board at budget planning meeting	Assessor	Annually, December
(e)	Procure items and install in accordance with required timetables.	CSR Group	As scheduled

Data Protection

Item	Description	Ownership	Date/Recurrence
(a)	Review Data Protection Notification to Information Commissioner	Depute ERO, Assessor	Annually, before 1 st January
(b)	Review Forms to comply with Data Protection Requirements	Assessor/ERO & Depute ERO	As required

Assessor's Systems (Corona and "in-house")

Item	Description	Ownership	Date/Recurrence
(a)	Review use and functionality of Land Register/Sales databases	CSR	Annually
(b)	Review use and functionality of Rental Questionnaire databases	CSR	Annually
(c)	Review use and functionality of Survey database	CSR	Annually
(d)	Review use and functionality of Time Management System	CSR	Annually
(e)	Review use and functionality of DMS	CSR	Annually
(f)	Review use and functionality of Valuation systems	CSR	continuously
(i)	Amend guidance to staff on use of in house systems	CSR	As required

Assessors Portal Project

Item	Description	Ownership	Date/Recurrence
(a)	Attend Portal Management Committee meetings in accordance with requirements of Project	Assessor	Monthly
(b)	Attend Project Team meetings in accordance with requirements of Project	Depute Assessor	Monthly
(c)	Attend Portal Information Management Working Group Meetings	Depute Assessor	Monthly
(d)	Review whether need for attendance at Portal Design Working Group	Management Team	continuously
(e)	Prepare and implement data standards and conventions	Depute Assessor, Depute ERO	As required
(f)	Links with local gazetteers	Assistant Assessors/Depute	As required

		Assessor, Depute ERO	
(h)	Prepare and implement Business Process Improvements	Assessor	As required
(i)	Provide regular data uploads to Portal	IT Team	Two weekly (or more frequently)
(j)	Refresh Portal local content	Depute Assessor, Assessor	Continually

Web Site

Item	Description	Ownership	Date/Recurrence
(a)	Review general content and appearance of web site	Depute Assessor	Continually
(b)	Refresh to reflect changes to Publication Scheme	Depute Assessor, Assessor	At least annually
(d)	Update Public Performance Report	Depute Assessor/Assistant Assessor	Annually in June

Intranet

Item	Description	Ownership	Date/Recurrence
(a)	Review general content and appearance	Assessor	continuously
(c)	Further develop Intranet to include all policy documents, guidance manuals etc	Management Team	continuously

FREEDOM OF INFORMATION (2.11)

Freedom of Information Policy

Item	Description	Ownership	Date/Recurrence
(a)	Review Freedom of Information Policy	Depute Assessor	By June annually
(b)	Review workloads created by FOI and procedures contained in Policy	Management Team	June annually
(c)	Review Publication Schemes, including various costs	Depute Assessor and Depute ERO	Annually June

Freedom of Information Procedures

Item	Description	Ownership	Date/Recurrence
(a)	Review Records Audit	Assistant Assessor	Annually for June
(b)	Review Guidance to Staff on exempt categories	Depute Assessor	Annually or in light

			of cases.
(c)	Report Fol requests, refusals, referrals etc in accordance with Policy Statement	Depute Assessor	Management Team meetings

Codes of Practice

Item	Description	Ownership	Date/Recurrence
(a)	Review Codes of Practice issued in respect of Fol	Assessor/Depute	On receipt
(b)	Implement requirements of Codes of Practice	Assessor/Depute	As required

KEY PARTNERSHIPS (2.12)

Co-operation with Councils (2.12)

Item	Description	Ownership	Date/Recurrence
(a)	Liaising with Stirling Council Cleaning Service	Office Manager	As required (annually)
(b)	Ad-hoc meetings with Clacks personnel staff to review current issues and policy development	Assessor & Office Manager	Continual
(c)	Receive, consider, and amend (where appropriate), all Clacks Personnel and Management Bulletins	Management Team	As required
(d)	Implement above through team briefings and training events	Managers	As required
(e)	Correspondence or meetings with Councils to review access to corporate databases for electoral purposes	Depute ERO and ERO	Annually July/August
(f)	Regular meetings with 3 councils about the joint electoral registration/ electoral management system (Halarose)	Depute ERO	Pre and post elections and as required
(g)	Halarose Scottish user group meetings with Scottish authorities.	Depute ERO, ERO	Biannually

Support Services – Clackmannanshire Council, Falkirk Council, Stirling Council, and FVGIS

Item	Description	Ownership	Date/Recurrence
(a)	Liaise with representatives from Clacks HR I Department	Office Manager	Ad hoc basis
(b)	Ad-hoc meetings with representatives from Clacks HR Department	Assessor	Ad Hoc
(c)	Meetings and liaison with Clacks Internal Audit section	Assessor	As agreed
(d)	Liaison with VJB Accountant	Assessor, Depute Assessor	Normally Monthly
(e)	Liaison with Treasurer to the Board	Assessor	As required

(f)	Budget planning meetings with Treasurer/Accountants	Assessor	Annually in November/December
(g)	Liaison with Clerk to the Board	Assessor	As required
(h)	Attend and participate in Corporate Address Gazetteer Project Meetings – This project has become the One Scotland Gazetteer and contact is now through the SAA Portal Project Management Committee	Assessor, Depute Assessor	As required
(i)	Attend FVGIS liaison meetings (GIS)	Management Team	As timetabled

Operational Outputs

Item	Description	Ownership	Date/Recurrence
(a)	Liaison with Finance (Billing) Departments of Clacks, Falkirk, and Stirling Councils	Depute ERO, Assistant Assessor	Monthly and as required
(b)	Liaison with Finance (Billing) Departments of Clacks, Falkirk, and Stirling Councils for the purposes of data reconciliation	Assistant Assessor, Depute ERO	Annually, or Quarterly if required by Council
(c)	Liaison with Finance (Billing) Departments of Clacks, Falkirk, and Stirling Councils	All staff	Throughout year daily basis
(d)	Liaison with Returning Officers of Clacks, Falkirk, and Stirling Councils	ERO & Depute ERO	As required
(e)	Attend Clacks, Falkirk, and Stirling Councils Election Management meetings	ERO & Depute ERO	Prior to Elections and as requested
(f)	Attend Halarose User Group meetings	Depute ERO	As required
(g)	Attend Halarose Scottish Group meetings	ERO & Depute ERO	Biannually

Scottish Assessors' Association (2.12.4, 2.12.5)

Item	Description	Ownership	Date/Recurrence
(a)	Plenary Meetings	All members	Quarterly; Dec, Feb, May, Sept
(b)	Assessors Committee Meetings	Assessor	Approx. monthly
(c)	Category Committee Meetings	Relevant members	In accordance with Committee Timetables
(d)	Other Committee Meetings	Relevant members	In accordance with Committee Timetables
(e)	Working Group Meetings	Relevant members/staff	In accordance with relevant Timetable
(f)	SAA Portal Project Management Committee	Assessor	Monthly
(g)	SAA Portal Project Team Meetings	Depute Assessor	Monthly (usually

			same day as Working Group meetings)
(h)	Portal Working Group Meetings	Depute Assessor	Monthly (see above)
(i)	Ad-hoc Meetings and Representations	Relevant members/staff	As required

Scottish Assessors' Association Partners (2.12.4, 2.12.5)

Item	Description	Ownership	Date/Recurrence
(a)	Harmonisation Meetings with VOA, Northern Ireland Valuation and Land Agency and Ireland Valuation Office	SAA, Assessor (as required)	Twice-yearly
(b)	Liaison with VOA (including Ports)	SAA Harmonisation Spokespersons and Category Committee Chairmen	As required
(c)	Receipt and circulation of Minutes of VOA Rating Group Leaders Meetings	Assessor	As received
(d)	Formal Meetings with Scottish Government Departments	SAA	As required
(e)	General liaison with Scottish Government Departments	SAA	As required
(f)	Provision of statistical returns to Scottish Government	Assistant Assessor/Depute Assessor	Quarterly
(g)	Completion of statistical exercises for Scottish Government and their partners	All staff	As required
(h)	Meetings of Ratepayers Forum	SAA	Approx. quarterly
(i)	Meetings with Ratepayers' Agents' Group	SAA	Approx. quarterly
(j)	Meetings of Portal Users' Groups (Including Police and Fire Services, Registers of Scotland, Ordnance Survey, Scottish Executive, Local Authorities, NHS, Ratepayers Agents etc)	Portal Management Committee	As required

Association of Electoral Administrators (2.12.6)

Item	Description	Ownership	Date/Recurrence
(a)	AEA AGM and Conference	Management Team	Annually if required
(b)	Plenary Meetings of AEA	Management Team	Quarterly
(c)	Other meetings of AEA	Management Team	As required
(d)	Receipt of AEA Council meeting minutes and reports	Management Team	Quarterly

The Electoral Commission and Electoral Management Board (EMB) (2.12.7)

Item	Description	Ownership	Date/Recurrence
(a)	Receipt of Electoral Commission Circulars	Management Team	Regularly

(b)	Receipt of Electoral Commission Alerts	Management Team	Regularly
(c)	Meetings, Working Groups, and focus groups	Management Team	Regularly
(d)	Receipt of EMB circulars	Management Team	As required or as invited
(e)	Attendance at EMB meetings	ERO	As required
(f)	Reports for EMB	ERO	as invited

External Suppliers

Item	Description	Ownership	Date/Recurrence
(a)	Liaison with Phone service suppliers	Office Manager	As required
(b)	Investigate printing of canvass stationery	Depute ERO	Annually, in May
(c)	Meetings/Liaison with Royal Mail and TNT	Office Manager	As required
(d)	Meetings/Liaison with suppliers of services, fixtures and fittings, including photocopier, water supplies etc	Office Manager	As required
(e)	Review building security arrangements	Office Manager	Annually in February
(f)	See 2.12.(k) but review cleaning service annually	Office Manager	Annually in November for budget
(g)	Review office accommodation and arrange new lease/move	Depute Assessor	April to October 2013

MISCELLANEOUS (2.13)

Miscellaneous Initiatives

Item	Description	Ownership	Date/Recurrence
(a)	Review Electoral Canvass procedures	Depute ERO, ERO	March to April Annually
(b)	Although the CORE Project to create national Electoral registration hub has been abandoned in favour of IER we must still comply with electoral data standards (This is unaffected by suspension/abolition of CORE)	ERO	As per CORE project Plan. July 2005 & 2009
(c)	Amend Data Transfers, comply with Data Standards and implementation of all aspects of the SAA Portal Project	Depute Assessor	As per the SAA Portal Project Plan
(d)	Individual Registration Project liaison with Cabinet Office and other EROs	ERO	As required

Local Authority and Electoral Boundary Changes

Item	Description	Ownership	Date/Recurrence
(a)	Effect changes to Ward Boundaries and Polling district Boundaries	Depute ERO	As required
(b)	Input to and respond to future changes, drafts etc	Depute ERO, and ERO	As required

Corporate Address Gazetteers

Item	Description	Ownership	Date/Recurrence
(a)	Attend and participate in Corporate Address Gazetteer (CAG) Project Meetings	CAG liaison group	As timetabled
(b)	Amend System, cleanse and match data, to receive and utilise outputs from Corporate Address Gazetteers	Depute ERO, Assistant Assessor	As required
(c)	Amend Business Processes to facilitate use of CAG data and contribute to the maintenance procedures of CAGs	Management Team	To align with CAG implementation