

CENTRAL SCOTLAND VALUATION JOINT BOARD

AGENDA ITEM 2

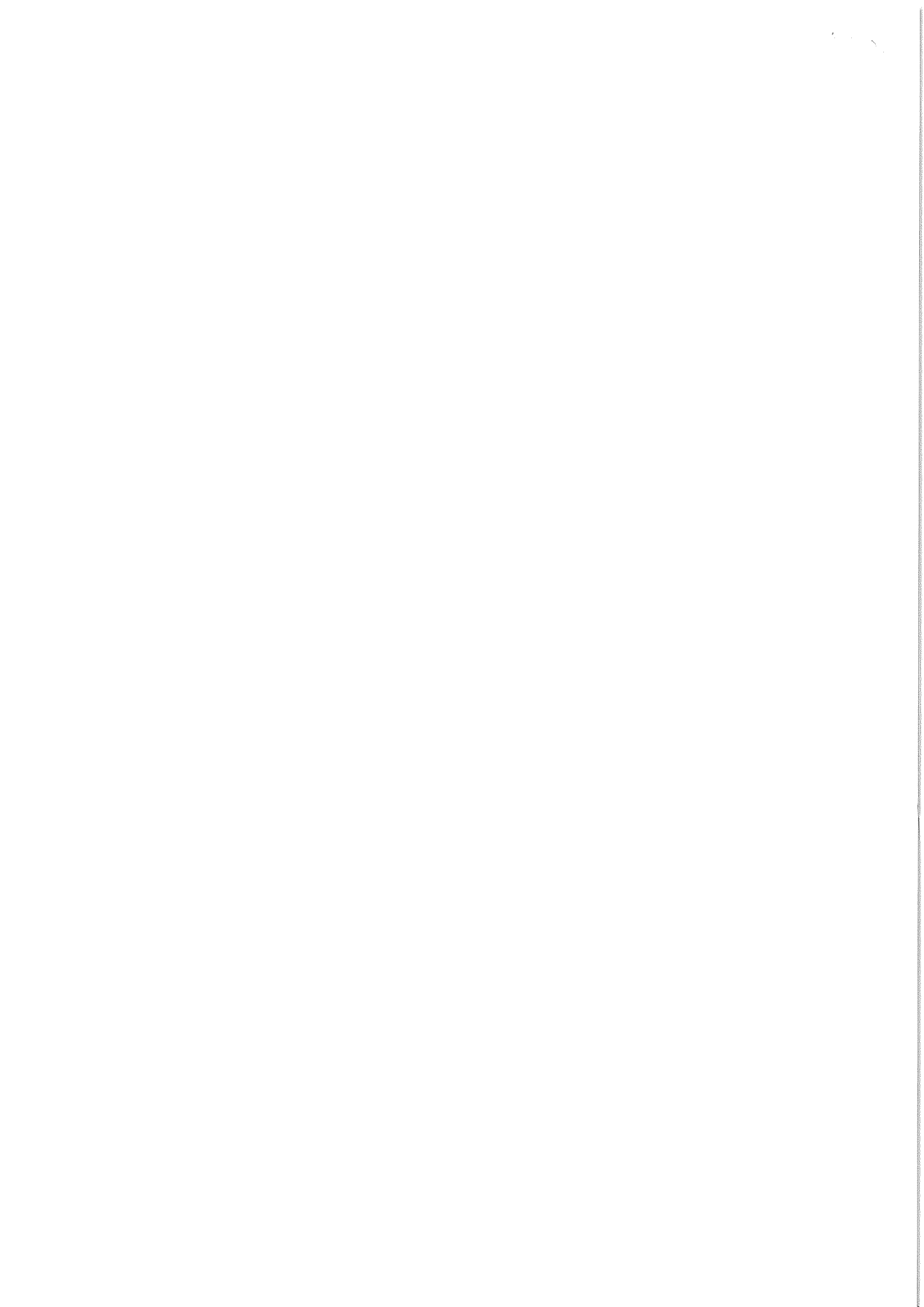
Subject: Scheme of Delegation (amendment)
Appeals by employees : Interim procedure
Meeting: Central Scotland Valuation Joint Board
Date: 6th October, 2000
Author: KD Scott, Assessor

1. INTRODUCTION

- 1.1 This report deals with Personnel Policies and Procedures for employees of the Valuation Joint Board.
- 1.2 A review of Personnel Policies and Procedures is in progress. Until this is completed, an interim procedure for dealing with grading appeals arising in the Service is required.

2. DELEGATION

- 2.1 The Scheme of Delegation to Officers was approved by the Valuation Joint Board on 15th February 1996. This scheme delegates to officers the appointment of employees up to the level of Head of Service.
- 2.2 The scheme delegates to the Assessor the authority to determine gradings or re-gradings of posts and to review or amend staffing structures within the limits of existing employee budgets and total establishment.
- 2.3 Any officer to whom delegated powers have been granted may authorise other officers to exercise such powers in their absence.



3. GRADING MATTERS

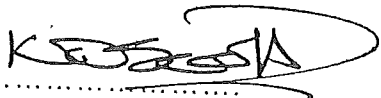
- 3.1 The delegated power to deal with grading and re-grading of staff is exercised within the Service. Disputes about gradings or re-gradings should, therefore also be contained within the Service.
- 3.2 Where gradings or re-gradings have been determined by officers within the service, appeals and disputes about grading will be heard by the Assessor.
- 3.3 There may be occasions where the Assessor has been involved in determining or approving grading or re-grading of staff. The Assessor cannot hear grading appeals in this instance.

4. CONSIDERATION OF CERTAIN APPEALS

- 4.1 Where the Assessor is unable to hear grading appeals, disputes or grievances relating to grading the Clerk and/or the Treasurer will be the appropriate officers to hear the appeals or deal with the disputes. Advice will be provided by Personnel & Training Services, Clackmannanshire Council.

5. RECOMMENDATION

It is recommended that the Valuation Joint Board approves the report submitted by the Assessor and amends the Scheme of Delegation to the extent that the Clerk and/or Treasurer of the Valuation Joint Board be delegated to deal with any outstanding appeals of gradings or re-gradings where the Assessor is unable to act.



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Assessor/Electoral Registration Officer

Date : 19th September 2000

LIST OF BACKGROUND PAPERS

1. Scheme of Delegation (Officers) approved by Valuation Joint Board 15th February, 1996

