

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD
CODE OF CORPORATE GOVERNANCE SELF ASSESSMENT ACTION PLAN

Name	David Thomson	Designation	Assessor & Electoral Registration Officer
Action Plan Date	October 2022	Year	2022/23
Update Date	N/A	Version	V1.0 approved at MTM 20.12.2022

The Action list contains:-

1. Actions relating to improvement actions identified during the 2022 self-assessment
2. Actions outstanding from previous Action Plans.
3. Actions with an ongoing relevance (e.g. annual reviews and future commitments)

Framework Reference	Areas requiring Improvement	Responsibility	Target Date for Delivery	Progress/Additional Comments
Principle 1: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law				
1.1 (See also Principle 6, 2.3)	Consider specific induction training for VJB members	Joint Board	March 2023	Members agreed that a briefing session on the functions of the Assessor and ERO should be provided to members at the formation of each new Joint Board. Action retained as reminder for when new Board is formed . At June 2022 Board meeting, the Board agreed to a presentation after September meeting, however weather conditions and Technical issues resulted in the scheduled presentation not being made. Agreed with Convenor that it should proceed after March Board 2023 meeting.
1.4	Created web links to constituent Councils' Registers of Interests for Board Members	Depute Assessor	November 2022	
3.2	Review Scheme of Delegated Powers	Assessor/Board	March 2023	As per regular review cycle
3.3	Ensure Civil Penalties are applied as appropriate	Assessor	Ongoing	SAA Guidance on approach to AINs and CPs to be reviewed.

Principle 2: Ensuring openness and comprehensive stakeholder engagement				
1.1	Prepare to implement Portal Rental Property Lists (PRPLs) for draft and final R2023 values	Depute Assessor/DAs	December 2022 and March 2023	Development of relevant tables, fields and process for valuers has taken place. Portal upload tested gone live September 2022. Valuer populating relevant fields during analysis and valuations.
1.2	Further expansion of the number of Valuations that are available at SAA Web portal to include Public Buildings and other properties as agreed by SAA	Depute Assessor	Ongoing/ Prior to R2023	Additions of Public Buildings planned for 2022. List of subjects agreed by SAA for publication at R2023 noted.
1.3	Ensure proper recording and documentation of all steps in procurement of print & mail services	Assessor/PAO	Oct 2022- May 2023	
1.3	Include reasons for decisions in Proposal Disposal Notices from 1 January 2023	Assessor/DAs	From Jan 2023	
2.2	Review Service Level Agreement with WDC for Support Services	Assessor/Treasurer	March 2023	Particular attention may need to be made to the support model for ICT services
2.3 (See also Principle 3, 2.2 below)	Implement new processes required by Elections Act, including Voter Authentication, AV on-line applications, AV renewals and changes to proxy Voting	ERO/PAO	Various timetables from January 2023	
3.6	Review of archiving arrangements for Board papers/minutes	Assessor/ Depute Assessor	March 2024	Alternative approach is to digitise all VJB papers and maintain the records on the VJB website with copies saved to shared drive for contingency purposes.
Principle 3: Defining outcomes in terms of sustainable economic, social, and environmental benefits				
1.1 (See also Principle 4, 2.5 and Principle 6, 2.3))	Collate and compare Electoral KPIs and implement targets	ERO/PAO	For collation in December 2022 and consideration thereafter	SAA ER Committee has approved a set of KPIs, including guidance on definitions, for collation and benchmarking.
2.2 (See also Principle 2, 2.2, Principle 4, 2.7 and Principle 6, 4.3)	Plan in detail for NDR Reforms, including 3-yearly revaluation cycles, taking account of resources which will be required to comply with new statutory duties and demands of Barclay review. Plan for new appeals process and transfer of VAC duties to Scottish Courts & Tribunals Service. Include reporting requirements.	Assessor Assessor/Depute/ICT Team	Varying timetables Draft Valuation Roll 30 November January 2023	<u>NDR Reform</u> SAA Project Manager in place and Project Plan developed. High level local Project Plan and Risk Register in place. Overtime applied to facilitate valuation progress. Outline process known but final legislation not to be known until 26 October 2022. (As yet unknown) transitional arrangements will be required for appeals already in the system. Portal development for submission of proposals on track.

	Apply new format Valuation Notices for Draft and Revaluation rolls.	Assessor/Depute/ICT Team	November 2022 and March 2023	Local system specification in draft and evolving. System development timetable required.
Principle 4: Determining the interventions necessary to optimise the achievement of the intended outcomes				
1.1	Present funding scenarios/options to Finance Working Group prior to drafting 2023/24 and subsequent Budget estimates (if required by Joint Board)	Assessor & ERO	In lead up to March 2023	If meeting requested by Joint Board or finance officers.
2.6	Consider reporting requirements from new proposals/appeals systems and update Reporting Framework accordingly.	Assessor/Depute/DAs/ICT Team	Up to delivery of complete proposals system – Summer 2023	
2.8 and 3.2	Consider and plan for the cliff-edge effect of 'Barclay' funding ceasing in 2024/25.	Assessor/Treasurer/Joint Board	March 2023	SAA liaising with SG and Ministers re onward funding.
Principle 5: Developing the entity's capacity, including the capability of its leadership and the individuals within it				
1.4	Review Workforce Plan on an ongoing basis – to include review of staffing levels, NDR Reform, Revaluation timetables and Election Act requirements	Assessor	April 2023	Retain as annual re minder
2.4	Ensure robust approach to recruitment of Depute Assessor & ERO	Assessor/Board	Up to January 2023	Board approval of process obtained September 2022 –
	Ensure that induction and training (where required) are provided for new Depute Assessor & ERO	Assessor	From January 2023	Induction training and general introduction to VJB ongoing.
2.8	Aim to fully implement Agile Working Policy	Management Team	December 2022	MT commitment made to reviewing the position following electoral canvass and publication of draft revaluation roll
Principle 6: Managing risks and performance through robust internal control and strong public financial management				
4.1	Provide DPO training for new Depute Assessor.	Assessor	ASAP after commencement	
4.1	Implement Records Management Plans Improvement Actions	Depute Assessor & ERO	Ongoing	See separate Action Plan. Progress Update Review Report received and progress noted, sept 2022. Actions retained as elements of the plan remain outstanding.
4.1 and 4.2	Update Privacy Notices and implement Data Sharing Agreement to reflect provision of NDR and CT appeal data to SCTS	Depute Assessor (PN) Assessor (DSA)	(prior to) January 2022	
4.1 and 4.2	Update Privacy Notices and implement Data Sharing Agreement to reflect new ERO portal for Voter Authentication certificates	Depute Assessor (PN) Assessor/PAO (DSA)	(prior to) January 2022	

5.1	Ensure that 2023/24 and subsequent budgets take account of both the current budget gap and the future requirements of NDR and ER reform	Assessor & ERO/ Finance Working Group/ Treasurer	March 2023	In particular, note cliff-edge of no NDR Reform grant post 2024/25
Principle 7: Implementing good practices in transparency, reporting, and audit to deliver effective accountability				
1.2	Improve transparency of NDR system in line with Barclay Review recommendations. Specifically, display PRPLs and broader range of valuations at SAA portal	Assessor	See above re variable timetables 30 Nov 2022 and April 2023	Planning and development ongoing both locally and at portal.