

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

<b>Name</b>	David Thomson	<b>Designation</b>	Assessor & Electoral Registration Officer
<b>Date</b>	9 November 2020	<b>Year</b>	2020/21
<b>Date</b>	9 November 2020	<b>Version</b>	V1.0 MT approved

The Action list contains:-

1. Actions relating to improvement actions identified during the 2020 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	Consider specific induction training for VJB members	Joint Board	June 2022* *Date may be subject to change.	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.
1.4	Consider Confidential (Whistleblowing) Reporting Policy for review	Assessor	March 2021	
1.4	Complaints Policy and Procedure to be updated to reflect Ombudsman's updated MCHP	Depute	March 2021	
3.3	Implement Civil Penalties procedures as provided for in Non-Domestic Rating (Scotland) Act 2020	Assessor	December 2020	Early planning has commenced in partnership with WDC. CP planning ongoing March 2020 – DT has jointly approved the specification for Agresso system development and development is nearing completion. Delivery delayed by COVID. Secondary legislation re appeals process for CPs has been delayed, thus preventing the implementation of the new regime, as planned, in April.
Principle 2: Ensuring openness and comprehensive stakeholder engagement				
1.1	Implement enhanced stats for SAA Annual Report	Assessor & Depute	April 2021	Specification defined by SAA Governance Committee. RN aware of changes that require to be reported at end of 2020/21 financial year.
1.2	Expansion of the number of Valuations that are available at SAA Web portal to include Public	Depute Assessor/	April 2021	Revised internal valuation system for bulk categories at testing Nov 2019 – basis for roll-out to new categories

	Buildings, Shootings, Self-Catering and Advertising subjects	NDR Reform Project Team		Population of Contractors basis valuations - Complete August 2020. Note slippage in SAA portal project and delays with DTF. DTF now approved/finalised. Specification has been provided to Connect and development has commenced with a further revised go-live date of December 2020
3.6	Review of archiving arrangements for Board papers/minutes	Depute Assessor	TBC	Dependency on WDC Archivist resource/priorities
<b>Principle 3: Defining outcomes in terms of sustainable economic, social, and environmental benefits</b>				
2.2	Ensure annual review of Long-term (10-year) Financial Strategy considers effects of COVID	Treasurer/Assessor	March 2021	
2.2 (See also Principle 4, 2.7)	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.	Assessor  Management Team	Varying timetables  Ongoing	<u>NDR Reform</u> SAA Project Manager in place and Project Plan developed. Internal Project Team established. High level Project Plan and Risk Register in place. Recruitment for Trainee Valuers nearing completion. Work has commenced on expansion of Valuations available at SAA portal. Funds allocated to data migration for extended portal valuations. Agreed on proposed general approach to civil penalties. All ongoing October 2020 <u>General</u> Revise and update Service Calendar as required with regard to ER Reform, NDR Reform and any changed timescales arising from pandemic.
<b>Principle 4: Determining the interventions necessary to optimise the achievement of the intended outcomes</b>				
1.1	Present funding scenarios/options to Finance Working Group prior to drafting 2021/22 and subsequent Budget estimates	Assessor & ERO	December 2020	It is not clear if the Working Group will convene ahead of the budget setting meeting this year but the working presumption is that some liaison with finance officers of the constituent councils will be required as a minimum.
2.4	Retain flexible approach to:- (a) 2020 door-to-door canvass (b) Planning for SPE, and (c) 2022/23 Reval and NDR Reform	ERO ERO Assessor	October 2020 To May 2021 Various dates	This requirement for flexibility will be about a state of mind and preparedness to change tack, rather than any specific actions.
2.5	Implement requirements of new EC Performance Framework/ Standards	ERO/PAO	From October 2020	Already under consideration
2.6	Provide training in the use of Progress Results	Management Team	December 2020	Likely to be delivered through in-house skills transfer. Date amended due to COVID office closures and may be further delayed by ongoing outbreak and related restrictions

2.7	Finalise plans and secure funding for 2021 SPE	ERO	TBC	Plans will be under constant review and will be dependent on the statutory timetable, funding from SG and other external factors.
3.1	Review resource requirement and funding position if postponement of 2022 Revaluation is confirmed	Assessor	December 2020	The timing of the Revaluation, once confirmed, and any funding available from SG will have significant effects on various planned actions.
3.2	Consider direct and indirect financial effects of Covid outbreak during 2021/22 budget setting process (including Long Term Financial Strategy)	Assessor	December 2020 - March 2021	
Principle 5: Developing the entity's capacity, including the capability of its leadership and the individuals within it				
1.4	Revise Workforce Plan – to include review of NDR Reform and Revaluation timetables, if required	Assessor & ERO	Prior to March 2021	To take account of internal changes (known and unknown), Reval timetable, external funding etc.
2.7	Implement new Performance and Development Process (though this may be affected by home working)	Management Team	TBC	To be considered at October 2020 Management Team meeting
Principle 6: Managing risks and performance through robust internal control and strong public financial management				
2.1	Implement any requirements of new EC Performance Standards and update Reporting Framework	ERO/PAO	Variable	
2.3	Ensure good attendance of Members at Joint Board meetings in line with External Audit recommendation	Assessor & ERO/ Clerk	Ongoing	A letter urging improved attendance has been sent to each Council by the Clerk to the VJB
3.3	Ensure that newly recruited staff complete sign-up to Code of Conduct	All Line managers	Ongoing	
4.1	Ensure that ongoing requirements of the GDPR are met, including rolling requirement for training	Assessor & ERO/ Depute Assessor & ERO	Ongoing	Compliance requires constant awareness and review. See Audit Action List for update to Data Asset Register and Retention of Documents. Revised version of Business Classification & RoD approved at MTM May 2019 and revised version of DAR presented to MTM in October 2019 for noting.
	Implement Data Sharing/Processor Agreements where necessary	Assessor & ERO	Ongoing	Several DSAs already exist for various areas of function Ongoing with a list of existing and required DSAs drafted. Draft revised DSAs sent to all 3 Education Depts, June 2019. Positive responses from ABC in Nov Dec 2019. EDC made contact in July 2020 and are currently reviewing revised version of DSA – no further progress by October 2020. New DSAs sent to CT departments in summer 2019. Agreement reached with WDC for CT. Revised DPA in place with print & mail contractor April 2020. DSA with Scottish Prison Service in place May 2020

	Implement Records Management Plans Improvement Actions	Depute Assessor & ERO	Ongoing	See separate Action Plan. Progress Update Review Report received and progress noted. Actions retained as elements of the plan remain outstanding. Migration of various drives to new structured/shared drive ongoing at October 2019 with shut-down of some drives planned at point of server migration.
5.1	Ensure that 2021/22 and subsequent budgets take account of both the current budget gap and the future requirements of NDR reform	Assessor & ERO/ Finance Working Group/ Treasurer	March 2021	
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.	Assessor	Ongoing	See separate Scottish Assessors Association 'Barclay Review' Action Plan, Issues Log and revised Consultation Framework. In-house work on expansion of Valuations available at SAA portal has made good progress. Specification of 'Rental Base Indicator' tool reverted to Portal Management Committee September 2020. BGA marker required for April 2021.