

CENTRAL SCOTLAND VALUATION JOINT BOARD
ASSESSOR AND ELECTORAL REGISTRATION OFFICER
SERVICE PLAN 2010-2013
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; 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 2006
(b)	Liaise with Treasurer to the Valuation Joint Board to review Standing Orders and present to Board for approval	Assessor	3-yearly, from November 2006
(c)	Liaise with Clerk to the Valuation Joint Board review Schemes of Delegation and present to Board for approval	Assessor	3-yearly, from November 2006
(d)	Review Codes of Conduct for officers of the Valuation Joint Board	Assessor	3-yearly, from November 2006
(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.

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 2010. Review annually in March
(b)	Prepare and Review Annual Service Plan	Assessor in conjunction with the Management Team	April 2010 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 2010
(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/IT manager	June 2011 and 3 yearly

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	Annually in April
(b)	Establish annual KPI targets for VJB	Management Team	Annually in April
(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 Best Value Committee	Assistant Assessor (West)	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	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 Assessors and Assistant Assessors	Monthly
(e)	Develop, implement and review all processes and procedures in relation to Electoral Registration	Assessor and Depute ERO	Monthly
(f)	Develop and review Assessors I.T. system and related procedures	CSR Group	Monthly
(h)	Document management implementation	Assistant Assessor (East) (with DMS group)	From April 2009

Policies and Procedures (2.4.8)

Item	Description	Ownership	Date/Recurrence
(a)	Review and adapt Clackmannanshire Policies to meet VJB requirements	Management Team	September annually
(b)	Consider new/revised Clackmannanshire Policies 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 (West)	August 2010
(e)	Develop and Review Freedom of Information procedures	Depute Assessor	September annually
(f)	Budget monitoring	Assessor/Accountant	Monthly from June to March

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	Management Team	2010 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	Monthly
(e)	Liaise with Clackmannanshire to review all insurances	Assessor	Mid year Annually

STAFFING AND PERSONNEL MATTERS

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

Item	Description	Ownership	Date/Recurrence
(a)	Agree competences & training and development needs of all staff at Training review meeting	Managers, all staff	Biennially, in August/September
(b)	Provide training as identified above, in accordance with the VJB objectives and within budget	Assistant Assessors	Continually
(c)	Maintain record of training	Assistant Assessors	Continually
(d)	Ensure training event appraisals are completed and collated	Assistant Assessors	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	Divisional Valuers	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	Assistant Assessor (West)	As required

(n)	Provide Induction training	Office Manager & line managers	As required
(o)	Provide Health and Safety training	Office Manager & line managers	As required

Staffing Review

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

Co-operation with Councils

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)	Meetings with Councils to review access to corporate databases for electoral purposes	Depute ERO and Assessor	Annually July/August
(f)	Regular meetings with 3 councils about the joint electoral registration/ electoral management system (Halarose)	Depute ERO	As required
(g)	Halarose Scottish user group with CSVJB, Clacks, DAB-VJB, Falkirk, Lanarkshire VJB, Stirling, South Lanarkshire Argyll & Bute, West Dunbartonshire, and East Dunbartonshire	Depute ERO, Assessor	Quarterly

FREEDOM OF INFORMATION

Freedom of Information Policy

Item	Description	Ownership	Date/Recurrence
(a)	Review Freedom of Information Policy	Depute Assessor	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	Annually June

		Depute ERO	
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Freedom of Information Procedures

Item	Description	Ownership	Date/Recurrence
(a)	Review Records Audit	Assistant Assessor (West)	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

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

Item	Description	Ownership	Date/Recurrence
(a)	Liaise with representatives from Personnel Department	Office Manager	Ad hoc basis
(b)	Ad-hoc meetings with representatives from Personnel Department	Assessor	Ad Hoc
(c)	Meetings and liaison with Clacks Internal Audit section	Assessor	As agreed
(d)	Liaison with Clacks Accountant	Assessor, Office Manager	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	Depute ERO, Assistant Assessors	As timetabled
(i)	Attend FVGIS liaison meetings (GIS)	Management Team	As timetabled
(j)	Attend FVGIS liaison meetings (GAG)	CAG Liaison group	As timetabled
(k)	Meet with Cleaning Service Managers	Office Manager	As required

Operational Outputs

Item	Description	Ownership	Date/Recurrence
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(a)	Liaison with Finance (Billing) Departments of Clacks, Falkirk, and Stirling Councils	Depute ERO	At updates and as required
(b)	Liaison with Finance (Billing) Departments of Clacks, Falkirk, and Stirling Councils for the purposes of data reconciliation	Assistant Assessors, 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	Depute ERO/Assessor	As required
(e)	Attend Clacks, Falkirk, and Stirling Councils Election Management meetings	Depute ERO/Assistant Assessor (West)	Prior to Elections
(f)	Attend Halarose User Group meetings	Depute ERO	As required
(g)	Attend Halarose Scottish Group meetings	Assessor and Depute ERO	Quarterly

Scottish Assessors' Association

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

Scottish Assessors' Association Partners

Item	Description	Ownership	Date/Recurrence
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(a)	Harmonisation Meetings with VOA, NI Valuation and Land Agency and Eire Valuation Office	SAA, Depute Assessor	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	Monthly
(d)	Formal Meetings with Scottish Executive Departments	SAA	As required
(e)	General liaison with Scottish Executive Departments	SAA	As required
(f)	Provision of statistical returns to Scottish Executive	Assistant Assessor, IT manager	Quarterly
(g)	Completion of statistical exercises for Scottish Executive 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

Item	Description	Ownership	Date/Recurrence
(a)	AEA AGM and Conference	Depute ERO, Assistant Assessors, ERO	Occasionally
(b)	Plenary Meetings of AEA	ERO, Depute ERO, Assistant Assessors	Quarterly
(c)	Other meetings of AEA	Depute ERO, ERO, Assistant Assessors	As required
(d)	AEA Council Meetings	Assessor	As required

The Electoral Commission

Item	Description	Ownership	Date/Recurrence
(a)	Receipt of Electoral Commission Circulars	Depute ERO, ERO, Assistant Assessors	Regularly
(b)	Receipt of Electoral Commission Alerts	Depute ERO, ERO, Assistant Assessors	Regularly
(c)	Meetings, Working Groups, and focus groups	Depute ERO, ERO, Assistant Assessors	As required

VJB Staff

Item	Description	Ownership	Date/Recurrence
(a)	Training and Development Interviews	Line Managers	Annually, in

			August
(b)	Staff Consultation Questionnaires	Assessor in conjunction with Management Team	Biennially, in August
(c)	Senior Managers Interviews/Discussions with staff	Management Team	Regularly/Ad Hoc
(e)	Meetings of Health and Safety Committees	Depute Assessor	Quarterly
(f)	Liaison with staff	All Managers	Ad-hoc, on daily basis
(g)	Management Team Meetings	Assessor	Monthly (with exceptions); 10 per year
(h)	Post-Management Team Meetings, Team Briefings	Assistant Assessors, Depute ERO	After Management team meetings
(i)	Staff Training and Briefings relating to new Policies etc	Management Team	As required

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	Office manager	As required
(d)	Meetings/Liaison with suppliers of services, fixtures and fittings, including photocopier, water supplies etc	Office Manager	As required

INFORMATION TECHNOLOGY

Business Systems Support

Item	Description	Ownership	Date/Recurrence
(a)	Attend liaison meetings with Onyx (Campbell Lee)	Assistant Assessors, IT Manager	As required
(b)	Attend liaison meetings with Corona	Assistant Assessors IT Manager	As required
(d)	Attend CSR meetings	IT Manager, Assistant Assessors, Depute ERO	Monthly
(e)	Liaise with Office Manager regarding IS inventory	IT manager	Annually and on hardware renewal
(f)	Analyse current IT related business processes to inform future development	Assistant Assessor (East) & Project team	From mid 2009

Asset Refresh

Item	Description	Ownership	Date/Recurrence
(a)	Review PCs and other hardware which is faulty, obsolete, impeding performance or due (in terms of the IT Strategy) for replacement	IT Manager	Annually, June/July
(b)	Investigate options for procurement, costs of replacement etc via joint framework	IT Manager	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 timetables to be agreed with IT Manager.	Assessor, Assistant Assessors	As scheduled

Data Protection

Item	Description	Ownership	Date/Recurrence
(a)	Review Data Protection Notification to Information Commissioner	Depute Assessor	Annually, before 1 st January
(b)	Review Forms to comply with Data Protection Requirements	Depute Assessor	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	Assistant Assessors	Monthly
(c)	Attend Portal Information Management Working Group Meetings	Assistant Assessor (East)	Monthly
(d)	Attend Portal Design Working Group Meetings	Assistant Assessor(West)	Monthly
(e)	Prepare and implement data standards and conventions	Assistant Assessor (west), Depute ERO	As required

(f)	Links with local gazetteers	Assistant Assessors/Depute ERO	As required
(h)	Prepare and implement Business Process Improvements	Assessor	As required
(i)	Provide regular data uploads to Portal	IT Manager	Two weekly (or more frequently)
(j)	Refresh Portal local content	Assistant Assessor (West)	Continually

Web Site

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

Intranet

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

ACCOUNTABILITY

Annual Accounts (2.5)

Item	Description	Ownership	Date/Recurrence
(a)	Process, authorise and pass all Invoices to Clackmannanshire Finance	Office Manager	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	

External Audit

The timetabling of, and resource allocation to, External Audits are out with 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 Assessors	April annually
(b)	Collate established suite of Key Performance Indicators	Depute 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 following Canvass
(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 Assessors	Monthly, see schedule of MT meetings
(i)	Customer Satisfaction survey	Depute Assessor	Biennially from

			July 2009
(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	ASAP following monthly meetings
(b)	Approve minutes of previous Management Team meetings	Management Team	At following Meeting
(c)	Post draft and approved minutes to Intranet	Assistant Assessor (West)	ASAP following monthly meetings

EQUAL OPPORTUNITIES

Encouraging Equal Opportunities and Ensuring Compliance (2.7)

Item	Description	Ownership	Date/Recurrence
(a)	Implement Equality Policies which incorporate Action Plans	Assistant Assessor (West)	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	Assistant Assessor (West), Assessor	Annually, in August
(b)	Review Equal Opportunities Policy	Assistant Assessor (west) / Assessor	Annually
(c)	Review Recruitment and Selection Policies	Assistant Assessors, 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	Assistant Assessor (West), Line Managers	As required
(b)	Include aspects of equality in all Induction Procedures	Assistant Assessor (West), Line Managers	As required
(c)	Provide Language Line training, including refresher training	Depute ERO	As required

MISCELLANEOUS

Miscellaneous Initiatives

Item	Description	Ownership	Date/Recurrence
(a)	Review Electoral Canvass procedures	Depute ERO	April Annually
(b)	Participate in CORE Project to create national Electoral registration hub In particular, comply with electoral data standards	Depute ERO, ERO, Assistant Assessor (West)	As per CORE project Plan. July 2005 & 2009 MOJ Guidance
(c)	Attend CORE project meetings	Assessor	As required
(d)	Amend Data Transfers, comply with Data Standards and implementation of all aspects of the SAA Portal Project	Assistant Assessors IT Manager	As per the SAA Portal Project Plan

Local Authority and Electoral Boundary Changes

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

Corporate Address Gazetteers

Item	Description	Ownership	Date/Recurrence
(a)	Attend and participate in Corporate Address Gazetteer 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 (West) IT manager	
(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