

AGENDA ITEM 7

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Management Team Restructuring
Meeting: Central Scotland Valuation Joint Board
Date: 10th September, 2010
Author: Brian Byrne, Assessor

1.0 Introduction

I propose to establish a new management structure to balance the workload and to assist in a review of the future resources provided to the Assessor by the Valuation Joint Board.

2.0 Background

I am very aware of the financial pressures on the Councils who provide my budget. Although the budget has not risen in real terms over the last five years I am taking this opportunity to review the organisation with the aim of setting the scene for decreasing my overall budget in the next three years (from 2011-12 to 2013/14). Bearing in mind that staff costs amount to almost 80% of my budget a revision of the staffing structure is the main method of decreasing the cost of the organisation.

3.0 Proposals

Appendix 1 shows the proposed changes to the management team structure. There are currently six members of the management team; comprising Assessor and two Deputies, plus two Assistant Assessors and one Deputy Electoral Registration Officer. The proposed structure is a management team of four; comprising Assessor and one Deputy with the addition of one Assistant Assessor and Deputy Electoral Registration Officer. A further consequence of the revised set up is the loss of the vacant Assistant Secretary post.

5.0 Responsibilities

The main change in responsibilities under the revised structure is that all the valuation functions (non domestic rating and council tax) come under one Depute and one Assistant Assessor instead of being split into two divisions

6.0 Restructure Savings

These are savings of £180K as a direct result of removing the three posts of Depute Assessor, Assistant Assessor and Assistant Secretary from the existing structure. If approved these budgets would be removed from the establishment with effect from the 11/12 financial year.

7.0 Other/Future Savings

Although this current review is dealing purely with management team restructuring, future savings in other areas will be investigated. A further staffing review in the future is likely following staff consultation.

8.0 Costs of Removal of Depute Post

There are no direct costs as the post is currently vacant since the retiral of the Depute Assessor in May 2010. Removing this post will have an effect on the workloads and responsibilities of others in the Management Team, most notably, the Assessor and remaining Depute Assessor.

This is a significant change to the workload and responsibilities of the remaining Depute Assessor. A number of Assessors' offices have realigned their remaining Depute's salary when such posts have been removed. In line with that practice and to reflect the likely effects of the change it is proposed that the Depute's salary is increased from the current relationship of 75% of the Assessor's salary to 80% of the Assessor's salary; from CO 29 to CO31 with an annual cost of £5K, with effect from 1st September 2010. This salary has been established following an appreciation of the increased duties and a comparison of comparable Assessor/single Depute salary relationships throughout Scotland, but still results in significant year-on-year savings from the current position of having two Depute Assessors.

9.0 Costs of removal of an Assistant Assessor post

There are one off costs of £57,531 to allow the early retirement of the current post holder and an ongoing annual cost of £663. If approved the lump sum cost would be charged in this financial year. These costs would be off-set against the £180K of restructuring savings.

10.0 Recommendation

I would seek the Board's approval for these initial changes to the management structure.

Brian Byrne
31st August, 2010

Appendix

1.0 Proposed Management Structure Changes