

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, STIRLING on FRIDAY 20 SEPTEMBER 2013 at
10.00 a.m.**

COUNCILLORS: Depute Provost Irene Hamilton
John Hendry (substituting for Margaret Brisley)
Gordon Hughes
Charles MacDonald (Convener)
Corrie McChord
Adrian Mahoney
Cecil Meiklejohn
Alan Nimmo
Steven Paterson
Les Sharp (substituting for Donald Balsillie)
Sandy Turner

OFFICERS: Shona Barton, Assistant to Clerk
Brian Byrne, Assessor and Electoral Registration
Officer
Liz Shaw, Assistant to Treasurer
Peter Wildman, Depute Assessor

ALSO ATTENDING: Lindsay Robertson, External Audit Manager,
Deloitte

VJB19. APOLOGIES

Apologies for absence were intimated on behalf of Depute Provost Donald Balsillie; Councillors Margaret Brisley and Rosie Murray.

VJB20. DECLARATIONS OF INTEREST

There were no declarations made.

VJB21. MINUTES

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 21 June 2013.

VJB22. POST OF ASSESSOR

The Board considered a report by the Clerk which (a) advised that Brian Byrne, Assessor and Electoral Registration Officer had intimated his wish to retire from the post with effect from 31 December 2013; (b) sought authority to instigate a recruitment and selection process to fill the vacant post; (c) proposed the establishment of an Appointments Committee, and (d) sought the appointment of members to the Committee.

Having heard from the Convener, the Board, **AGREED**:-

- (1) to continue consideration of the item to a future meeting of the Joint Board, to allow for discussions to take place between the 3 partner authority Chief Executives in respect of the appointment of the ERO, and
- (2) in the interim to proceed with arrangements to set up the Appointments Committee as outlined in the report.

VJB23. INDIVIDUAL ELECTORAL REGISTRATION REPORT

The Board considered a report by the Depute Assessor which provided an update on the current progress towards the introduction of Individual Electoral Registration (IER).

The UK Parliament passed the Electoral Registration and Administration Act 2013 in January 2013, which set out the framework for the introduction of IER in Great Britain in 2014. The Report set out the ongoing and future work being undertaken to facilitate the introduction of IER.

Discussion took place on the arrangements for identifying 16 and 17 year olds who are entitled to vote in the 2014 referendum.

The Board noted the ongoing work to facilitate the introduction of Individual Electoral Registration.

Depute Provost Hamilton and Councillor Hughes entered the meeting during discussion of the foregoing item of business.

VJB24. FINAL ACCOUNTS AS AT 31 MARCH 2013

The Board considered a report by the Treasurer which presented a copy of the 2012/13 Statement of Accounts and also presented the Final Report on the 2012/13 Audit completed by the external Auditors.

Lindsay Robertson, External Audit Manager, Deloitte was in attendance and provided the Board with an overview of the Audit Report.

The Board noted the 2012/13 Statement of Accounts and agreed to their submission to the Controller of Audit.

VJB25. REVENUE BUDGET 2013/14 – REVIEW AS AT 31.07.13

The Board considered a report by the Treasurer which advised of the forecast outturn for the financial year ending 31 March 2014.

The report outlined the current budget for the financial year and showed that there was a projected outturn against the budget of £112K.

The Board noted the contents of the report.



AGENDA ITEM 4

VALUATION JOINT BOARD FOR CENTRAL SCOTLAND

Subject: Assessor Post - Interim Arrangements
Meeting: Central Scotland Valuation Joint Board
Date: 8th November, 2013
Author: Brian Byrne, Assessor/Electoral Registration Officer

1.0 Introduction

The current Assessor and ERO retires on 31st December 2013. As Valuation Authority for the area of the three Councils in Central Scotland the Joint Board must appoint an Assessor.

2.0 Electoral Registration Officer

Although appointment of the Assessor is entirely within the remit of the Board, the ERO is a Council appointment and cannot be made without Councils' approval. The three Councils have been asked to consider continuing the current situation of the Assessor acting as joint ERO for all three Councils. Following a meeting with the Chief Executives I am currently preparing an options report on this matter as requested.

3.0 Interim Appointment

- 3.1 Until the ERO position is clarified it makes sense for the Board to delay the permanent appointment of a new Assessor
- 3.2 It is proposed that in the interim the Board appoints the current Deputy Assessor, Peter Wildman, as acting Assessor and acting ERO with effect from 1st January 2014

4.0 Recommendations

- 4.1 It is recommended that the Valuation Joint Board approve the interim appointment of Peter Wildman as "Acting Assessor" and, subject to Council approval, as "Acting ERO", both from 1st January 2014.

.....
Brian Byrne
31st October, 2013

AGENDA ITEM 5

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2013/14 – REVIEW AS AT 30.09.13
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 8 November 2013
Author: TREASURER

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Joint Board of the forecast outturn for the financial year ending 31 March 2014.

2. BACKGROUND

- 2.1 The budget for the financial year 2013/14 is £2.549 million. The projected outturn against the budget shows an underspend of £133K (see Appendix A).
- 2.2 The main reason for the reported figure relates to a reduction in salary costs due to the ongoing restructuring and proactive vacancy management and the reduced property rental charges.

3. RECOMMENDATIONS

- 3.1 The Joint Board is asked to note the contents of this report.

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Treasurer

LIST OF BACKGROUND PAPERS

1. Various working papers associated with the production of the outturns.

Any person wishing to inspect the above background papers should contact Clackmannanshire Council, Finance Services, on Alloa (01259) 452072.

Useable Reserves at 1st April 2013

Earmarked

Useable Reserves

September 2013 outturns

Analysis of Outturn Variation to Budget

Employee

On going restructuring together with vacancy management underspend £(86,000)

Assessor Retires 31st December.

Increased canvessors in line with last year £5,000 overspend

Increased expenditure on staff training associated with restructuring £4,000

Reduced superannuation annual charges and other small variances

Underspend

Property costs

Rental Underspend achieved by the re-negotiation of the Lease Rental for Hillside House (£32K)

However additional one-off stamp duty costs and cost of new car parking barrier from property review (Ear marked Reserves set aside for this)

Underspend

Transport Costs

Minor variances

Underspend

Supplies and Services

Additional costs of IER off-set by additional income

Overspend

Administration

Costs outturning in line with last years spend. Budget saving.

On Budget

Computer Equipment

Anticipated overspend on the purchase of computer software partially off-set by hardware costs

Goods ordered last financial year not received until this financial year plus costs of IER

Overspend

Third Party Payments

Expenditure forecast in line with last years actual on Other Council Accounts

Underspend

Support Services

On Budget

Income

Additional income from IER used to off-set costs above

On Budget

Estimated outturn position at 31st March 2014

Underspend

Estimated Useable Reserves at 31st March 2014

Minimum level of General Reserves

	Annual Budget 2013/14	Budget to 30/09/13	Actual 30/09/13	Projected Outturn to 31/03/2014	Variance Outturn v Budget
Employee Related Expenditure					
APT & C General - Salaries	#REF!	#REF!	#REF!	#REF!	#REF!
APT & C General - Employers Supn	#REF!	#REF!	#REF!	#REF!	#REF!
APT & C General - Employers NIC	#REF!	#REF!	#REF!	#REF!	#REF!
APT & C General - Overtime	#REF!	#REF!	#REF!	#REF!	#REF!
Management of Vacancies	#REF!	#REF!	#REF!	#REF!	#REF!
Canvessors	#REF!	#REF!	#REF!	#REF!	#REF!
Long Service Award	#REF!	#REF!	#REF!	#REF!	#REF!
Superannuation Annual Charges	#REF!	#REF!	#REF!	#REF!	#REF!
Advertising Expenses - Recruitment	#REF!	#REF!	#REF!	#REF!	#REF!
Staff Training	#REF!	#REF!	#REF!	#REF!	#REF!
Conference Expenses - Officials	#REF!	#REF!	#REF!	#REF!	#REF!
Other Staff Costs	#REF!	#REF!	#REF!	#REF!	#REF!
Employee Related Expenditure	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Premises Related					
Repairs and Maintenance	#REF!	#REF!	#REF!	#REF!	#REF!
Energy Costs- Gas	#REF!	#REF!	#REF!	#REF!	#REF!
Energy Costs - Electricity	#REF!	#REF!	#REF!	#REF!	#REF!
Rents	#REF!	#REF!	#REF!	#REF!	#REF!
Service Charge	#REF!	#REF!	#REF!	#REF!	#REF!
Rates	#REF!	#REF!	#REF!	#REF!	#REF!
Water Meter Charges	#REF!	#REF!	#REF!	#REF!	#REF!
Cleaning & Hygiene Materials	#REF!	#REF!	#REF!	#REF!	#REF!
Cleaning Services DSO	#REF!	#REF!	#REF!	#REF!	#REF!
Window Cleaning	#REF!	#REF!	#REF!	#REF!	#REF!
Property Insurance	#REF!	#REF!	#REF!	#REF!	#REF!
Premises Related	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Transport Related Expenditure					
Staff Travelling Expenses	#REF!	#REF!	#REF!	#REF!	#REF!
Car Allowance	#REF!	#REF!	#REF!	#REF!	#REF!
Transport Related Expenditure	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Supplies and Services					
Furniture - Purchase	#REF!	#REF!	#REF!	#REF!	#REF!
Equipment Maintenance	#REF!	#REF!	#REF!	#REF!	#REF!
Equipment Insurance	#REF!	#REF!	#REF!	#REF!	#REF!
Bottled Water	#REF!	#REF!	#REF!	#REF!	#REF!
Hospitality	#REF!	#REF!	#REF!	#REF!	#REF!
Clothing and Uniforms	#REF!	#REF!	#REF!	#REF!	#REF!
Supplies & Services	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Administration Costs					
Office Equipment - Rental	#REF!	#REF!	#REF!	#REF!	#REF!
Office Equipment - Maintenance	#REF!	#REF!	#REF!	#REF!	#REF!
Printing - Outside Contractors	#REF!	#REF!	#REF!	#REF!	#REF!
Photocopying	#REF!	#REF!	#REF!	#REF!	#REF!
Stationery	#REF!	#REF!	#REF!	#REF!	#REF!
Publications	#REF!	#REF!	#REF!	#REF!	#REF!
Advertising - Publicity	#REF!	#REF!	#REF!	#REF!	#REF!
Insurance	#REF!	#REF!	#REF!	#REF!	#REF!
Postages	#REF!	#REF!	#REF!	#REF!	#REF!
Telecommunications	#REF!	#REF!	#REF!	#REF!	#REF!
Legal Expenses	#REF!	#REF!	#REF!	#REF!	#REF!
Miscellaneous Expenses	#REF!	#REF!	#REF!	#REF!	#REF!
Administration Costs	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!

Centralised IT					
Computer Hardware Purchase	#REF!	#REF!	#REF!	#REF!	#REF!
Disaster Recovery	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Hardware Maintenance & Support	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Software Purchase	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Software Maintenance & Support	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Peripherals	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Consumables	#REF!	#REF!	#REF!	#REF!	#REF!
Computer Services	#REF!	#REF!	#REF!	#REF!	#REF!
Centralised IT	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Total Supplies & Services	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Third Party Payments					
Payments to Other Local Authorities	#REF!	#REF!	#REF!	#REF!	#REF!
Payments to Contractors	#REF!	#REF!	#REF!	#REF!	#REF!
Audit Scotland	#REF!	#REF!	#REF!	#REF!	#REF!
Third Party Payments	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
					#REF!
Support Services					
Legal Services	#REF!	#REF!	#REF!	#REF!	#REF!
Human Resources	#REF!	#REF!	#REF!	#REF!	#REF!
Finance Service	#REF!	#REF!	#REF!	#REF!	#REF!
Corporate and Democratic Core	#REF!	#REF!	#REF!	#REF!	#REF!
Support Services	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
					#REF!
TOTAL GROSS EXPENDITURE	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
Income					
Sales - Electoral Roll	#REF!	#REF!	#REF!	#REF!	#REF!
Sales	#REF!	#REF!	#REF!	#REF!	#REF!
Other Income	#REF!	#REF!	#REF!	#REF!	#REF!
Powercards Income	#REF!	#REF!	#REF!	#REF!	#REF!
Income	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!
NET EXPENDITURE	#REF!	#REF!	#REF!	#REF!	#REF!
					#REF!



AGENDA ITEM

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Property Report
Meeting: Central Scotland Valuation Joint Board
Date: 8th November, 2013
Author: Peter Wildman, Depute Assessor

1.0 Introduction

The Board approved a review of its property needs as its current lease on Hillside House was due to expire. The outcome of that review was reported to the Board at its meeting in April 2013. The recommended proposal that a new 10 year lease be negotiated to remain at Hillside House was approved. This report is to advise that the new lease has now been agreed

2.0 Background

The old lease on Hillside House expired on 31 October 2013, it was agreed by the Board that the new lease terms proposed by the landlord of Hillside House offered the best option for the Board. Approval was therefore given for the conclusion of the lease on the new terms

3.0 New Lease

The new lease has been successfully agreed on the terms put forward to the Board in April 2013. This has resulted in a rent reduction. Missives have now been concluded and the landlord has also agreed to contribute towards the construction of a car park barrier. Consultation is ongoing with contractors over the exact configuration of the barrier.

4.0 Recommendation

I ask that the Board note the conclusion of the new lease

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Peter Wildman

AGENDA ITEM 7

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Interim Valuation Performance Report
Meeting: Central Scotland Valuation Joint Board
Date: 8th November, 2013
Author: Peter Wildman, Depute Assessor

1.0 Introduction

The Assessor submits a full annual Public Performance Report to the Board and publishes this on the Scottish Assessors' website (saa.gov.uk). This Report covers the first six months of the financial year. It is intended to show how these elements of the Assessor's workload are progressing. You should note that the progress is monitored more frequently by the Management Team – at approximately six weekly intervals.

2.0 Performance Indicators for Valuation Roll work

These indicators measure how quickly we make changes to the Valuation Roll i.e. the period between the effective date of the change and the date the change was processed. This is important for ratepayers who will be keen to avoid a large backdated rates bill. It also assists local authorities who avoid having to issue backdated bills and helps with cash flow management.

Total No. of Entries 11,233 at 25 October 2013

Amended Entries between 1 April 2013 and 30 September 2013 is 298

Period	Target 2013/14	Achieved April-September
Within 3 months	82%	82%
Within 6 months	93%	99%
Over 6 months	7%	1%

3.0 Performance Indicators for Valuation List work

These indicators measure how quickly we add new houses i.e. the period between the new house coming in to existence and it being added to the Valuation List. Taxpayers do not wish to have to pay backdated bills and local authorities are keen to collect Council Tax quickly. It is also important that the Council Tax List is as up to date as possible as this helps us to ensure that new properties are included in the Electoral database thus helping to keep the Electoral Register is up to date.

Total No. of Entries 136,134 at 25 October 2013

No of New Entries between 1 April 2013 and 30 September 2013 is 477

Period	Target 2013/14	Achieved April-September
Within 3 months	97%	97%
Within 6 months	99%	100%
Over 6 months	1%	0%

4.0 Comments on Performance April-September

At this stage in the financial year we are meeting or exceeding our targets in both Valuation Roll and Valuation List. This is against the continuing high level of appeal work already mentioned to the Board. We are also operating with a higher number of trainees than we had anticipated. They are performing well but there is a resource implication in terms of study leave and senior staff time spent on training.

It is expected in Valuation Roll work that performance figures at the start of the financial year will meet or exceed our target figures. This is due to the fact that new entries or changes can only be backdated to the start of the financial year.

The Council Tax figures are more than satisfactory and it is anticipated that the target figures will be met. The three month target figure was increased from 96% to 97% for this financial year.

Nevertheless we will continue to focus on meeting the target figures during the course of the year. The final figures will be presented to the Board in summer 2014.

5.0 Recommendation

I ask that the Board note the performance achieved at this part year stage.

.....
Peter Wildman



AGENDA ITEM 8

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Recruitment Procedures and Disclosure Policy
Meeting: Central Scotland Valuation Joint Board
Date: 8th November, 2013
Author: Peter Wildman, Depute Assessor

1.0 Introduction

As advised at the last Board meeting the Board is required to meet the Cabinet Office's Terms of Use for connecting the Board's Electoral Management System to the Government Digital Service (GDS). As part of the Terms of Use the Board's recruitment procedures need to meet HM Government's Baseline Personnel Security Standard (BPSS) and any staff handling electoral data need to have undergone a Basic Disclosure Check

2.0 Recruitment Procedures

The procedures put forward for approval are closely based on the current Clackmannanshire Council procedures and comply with (BPSS). The procedures have been circulated to staff and the recognised Trade Union and there has been no changes proposed as part of that consultation.

3.0 Disclosure Policy

The Board already has a Disclosure Policy which was approved in 2007. The current policy covers the Valuation Team and senior Electoral staff. It is proposed that the current policy is extended to cover all staff as the staff currently not covered by the policy will all handle electoral data. The proposed change has been communicated to both the recognised union and all staff and no issues have been raised.

5.0 Recommendation

I ask that the Board approve the Recruitment Procedures and the changes to the Disclosure Policy

.....
Peter Wildman

Appendix 1 – Draft Recruitment Procedures

Appendix 2 – Revised Disclosure Policy

Appendix 3 – Equality Impact Assessments

Central Scotland Valuation Joint Board Recruitment and Selection Procedure

Policy Statement

The Board recognises that effective selection, recruitment and retention of skilled staff is essential for service delivery and as such it will take every possible step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All decision related to recruitment, selection and promotion are based solely on job related objective criteria.

Legislative Requirements

The Board will adopt and maintain recruitment and selection procedures, which reflect:

- Legislative requirements and associated Codes of Practice, with which the Board must comply;
- The COSLA Code of Practice on Recruitment and Selection, which sets out principles of good practice for Recruitment and Selection processes;
- The Board's, Standing Orders and Scheme of Delegation, and Equal Opportunities Policy; and
- HMG Baseline Personnel Security Standard (BPSS)

Commitment

The Board is committed to ensuring that employees are selected in the most appropriate and objective way by:

- Selecting candidates upon merit related to skills, qualifications, demonstrable competencies, and relevant experience.
- Applying the principles of the guaranteed interview scheme to ensure all candidates with a disability who meet the essential criteria for a vacancy are offered an interview.
- Ensuring that all members of recruitment and selection panels have had appropriate training.

Review

The Board shall monitor and review this Policy as required and shall consult with employee and trade union representatives when changes to the Policy are being considered.

Approved by Central Scotland Valuation Joint Board November 2013

Contents

A Member of Staff Leaves

Defining Jobs

Preparing to Fill a Vacancy

Proceeding to Advertise

Responses

Short Listing and Preparation for Selection

Interview and Selection

Disclosure Scotland Check

Appointment of Successful Candidate

Monitoring and Review of Process

Management Information

Summary of Action to be Taken by Manager

Recruitment and Selection Introduction

These procedures clarify and make Recruitment and Selection as simple and effective as possible. Advice is available at all stages from the Board's Human Resources Advisor at Clackmannanshire Council.

1. A Member of Staff Leaves

Manager's Action

- A. Advise the Office Manager who will complete and pass the leaver's form to Human Resources at Clackmannanshire Council
- B. Recover ID Card, Keys, etc and pass them to Operational Services

Forms

Leaver Form

Operational Services Action

- A. Send out Exit Questionnaires to all departing staff. Use results confidentially as part of the input for developing Human Resources policies / initiatives.
- B. Update Human Resources Records.
- C. Advise IT Services to terminate access to systems. E-mail account to disabled immediately and closed within one month

Exit Questionnaire

2. Defining Jobs

Manager's Action

- A. Discuss whether to recruit, reorganise or restructure with Assessor/ERO in all cases.
- B. Review job description in conjunction with Assessor/ERO. Check with Human Resources at Clackmannanshire Council if any changes will affect the Single Status grading of the post. Notify Operational Services of any amended Job Description
- C. Review Person Specification in conjunction with the Assessor/ERO and write competency criteria defining essential / desirable factors for each job. Notify Operational Services of any amended Person Specification

Forms

Job Description

Person Specification

Operational Services Action

A. Maintain an establishment list and a database of current Job Descriptions and Person Specifications

3. Preparing to Fill a Vacancy

Manager's Action (with advice from Human Resources if necessary) Forms

A. Form a recruitment panel for each vacancy.

Key guidelines are:

- The panel chair will normally be the line manager for the post (note: Assessor and Depute Assessor are Board appointments);
 - The panel chair must have authority to make the appointment delegated from the Assessor;
 - The panel must comprise a minimum of 3 people, and be a representative group;

 - Exemptions to a representative group must be discussed with Human Resources at Clackmannanshire Council;
 - Consider relevant specialist and / or other service representation;
 - Panel members including elected members must have undertaken appropriate training;
 - Human Resources will normally be present for posts above Grade 10 and may attend more junior appointments where requested in exceptional circumstances following discussion with the Line Manager.
- B. The recruitment panel must plan the recruitment process, advertising and selection methods.

4. Proceeding to Advertise

Manager's Action (with advice from Human Resources if required)

Forms

A. Decide how widely to advertise. In normal circumstances the practice should be to advertise internally and externally. More limited internal advertising may be relevant where a redeployment, restructuring or establishment reduction exercise is in progress. In circumstances where a post is difficult to fill advice should be sought from Human Resources.

B. Confirm appropriate allowances or conditions with Office Manager

C. Confirm details for advertising by providing Operational Services with, job description, person specification, any additional recruitment pack information (all electronically) and proposed timetable for recruitment process.

Operational Services Action

A. Prepare information pack.

B. Select media and decide timetable for advertising. Normal method of advertising will be the myjobscotland website

C. Decide whether or not to use a named contact.

D. Create a record for monitoring / managing the vacancy.

Recruitment Panel
Planner

E. Review statistical and equal opportunities records.

F. Analyse and act on these records.

G. Monitor implementation of guidelines and good practice.

H. Maintain a record of employees who have been trained in recruitment and highlight to the Assessor/ERO where training is required to ensure an adequate pool of panel members

I. Agree specific Human Resources role.

J. Maintain a database of information pack material.

K. Retain copies of adverts and response statistics by publication.

L. Operate redeployment procedure where appropriate.

5. Responses

Manager's Action

Forms

- A. Where candidates wish to discuss the vacancy, only factual information about the vacancy should be provided. A contact from within the service should be nominated to undertake this role; normally this will be the Line Manager.
- B. Monitor questions to see if FAQ's and information to candidates can be improved in future

Operational Services Action

- A. Provide candidates with application forms and recruitment pack and deal with enquiries.
- B. Keep records to monitor effectiveness of recruitment sources used.
- C. Deal with late responses by speaking to the manager in the first instance.
- D. Provide manager with comprehensive response file.

6. Short Leeting and Preparation for Selection

Manager's Action (together with recruitment panel) Forms

- A. Confirm responsibility for administration of selection process between panel chair and Human Resources (if attending). The norm is for the panel chair to take responsibility.
- B. Arrange short leeting panel meeting. (Ensuring that any **disabled candidates** who meet the full essential criteria are called forward for interview)
- C. Conduct short leeting with recruitment panel. Based on how well the potential candidates meet the Person Specification essential and desirable criteria i.e. Fully Meets, Partially Meets, Does Not Meet the criteria
- D. Record reasons for accepting / rejecting candidates.
- E. Prepare selection process confirming the methods to be used, which may include interview, prepared questions (oral or written) case studies, presentations, skills, aptitude or psychometric testing.

Recruitment Panel
Planner

Leeting Analysis
Summary

Key points to ensure are:

- The purpose and relevance to the post of each measure used;
- Tests are applied by or under the guidance of suitable trained and qualified specialists;
- Interviews are fair and consistent, systematic and structured around common core questions (allowing for supplementary or specific probing of areas given the dynamic nature of interviews); and
- Criteria / guidelines for evaluating responses or results are agreed in advance.

F Arrange venue for interviews in conjunction with Operational Services

Operational Services Action

A. Distribute application forms, timetable, papers etc.

B. Advise unsuccessful candidates of outcome / arrangements for feedback on application.

C. Confirm arrangements with chair of recruitment panel.

D. Arrange selection interview process, timetable candidates and advise.

E. Request references only for shortlisted candidates and present for consideration by the panel at the end of the selection process. A standard letter / form will be used for requesting references. For internal candidates, references should be sought from the current Line Manager. NB ideally references should be sought to verify the last three years of employment or academic history. Verbal contact must be made with referees to confirm they supplied the reference. Contact to be made via the main switchboard of the referee's firm and not by contacting a direct number supplied by applicant

Employment Reference
HMG BPSS

7. Interview and Selection

Manager's Action (together with recruitment panel) Forms

A. Conduct selection process as defined.

B. Compare candidates performance across the range of measures used against criteria.

C. Identify any shortfall in evidence provided.

D. Arrange to obtain any further evidence.

Interview
Assessment Form

- | | |
|--|---------------------------|
| E. Record reasons for accepting / rejecting candidates. | Interview Outcome Form |
| F. Agree salary placing with Assessor/ERO | |
| G. Ensure all satisfactory references, qualifications and Borders Agency required documents have been received before making a conditional offer of appointment. | Borders Agency check list |
| H. Negotiate start date with successful candidate. | |
| I. Pass all paperwork relating to the selection process to Operational Services for retention for six months prior to destruction | |

Operational Services Action

- | | |
|--|---------------------------|
| A. Check and copy all original documents required by Borders Agency to prevent illegal working | Borders Agency check list |
| B. View and confirm original qualification documents and arrange for a copy to be taken. | |
| C. Co-ordinate selection process as defined, including arrangements for administration of testing etc. | |
| D. Advise all unsuccessful candidates of result of interview. | |
| E. Offer and arrange for panel chair to provide feedback to unsuccessful candidates. | |
| F. Securely store all paperwork relating to the recruitment process for six months | |

8. Disclosure Scotland & Pre-Employment Health Checks

Operational Services Action

- | | |
|---|---|
| A. Send Disclosure Scotland Check form to successful candidate if appropriate or advise them of the online process in the case of Basic Disclosure checks | Forms
Disclosure Scotland Check |
| B. Send Pre-Employment Health Questionnaire to successful candidate. | Pre-Employment Health Questionnaire |

9. Appointment of Successful Candidate

Manager's Action

- | | |
|--|--------------|
| A. Prepare specific team induction programme to run in conjunction with departmental induction programme | Forms |
|--|--------------|

Human Resources Action

- A. Check medical clearance with OHS and Disclosure Scotland clearance and advise Operational Services of the outcome
- B. Create Payroll record.

Operational Services Action

- A. Advise Manager on receipt of late references.
 - B. Issue offer letter, Statement of Particulars etc. to be signed by Assessor/ERO
 - C. Receive confirmation of acceptance.
 - D. Open personal file
 - E. Notify Human Resources of appointment
 - F. Close recruitment files. and destroy securely after six months
- New Start Form

10. Monitoring and Review of Process

Manager's Action

- A. Feedback to Operational Services commenting on operation of process, ideas or suggestions for improvement.

Forms

Operational Services Action

- A. Conduct review / audit of a sample of appointments independent of recruitment team for conformity and consistency with approved procedures.
- B. Seek written / oral feedback from sample of candidates both successful and unsuccessful, internal and external on their perception and experience of the process.
- C. Analyse results and advise the Assessor/ERO of outcomes

11. Information on advertising mediums

The following information can now be supplied by Human Resources at Clackmannanshire Council on request:

- Publications available;
- Comparative costs;
- Target audiences of specific publications;
- Detailed costs on request via the advertising agency.

Summary of Action to be Taken by Manager

1. A Member of Staff Leaves
 - Notify Assessor/ERO and Operational Services
2. Defining Jobs
 - Update Job Description and Person Specification as required in conjunction with Assessor/ERO.
3. Preparing to Fill a Vacancy
 - Obtain Assessor/ERO approval to recruit, re-organise or restructure.
 - Form a recruitment panel and agree an action plan.
4. Publicity
 - Provide Operational Services with job description and person specification.
5. Responses
 - Talk to candidates who want an informal factual discussion.
 - Receive response file from Operational Services
6. Short Listing and Preparation for Selection
 - Shortlist candidates and record reasons.
 - Plan interviews / selection process with Operational Services: timetable for interview appointments.
 - Ensure any disabled candidates who elect to be considered for 'guaranteed interview' meet all essential criteria are selected for interview.
7. Interview and Selection
 - Decide and record reasons for accepting / rejecting candidates.
 - Agree salary placement with Assessor/ERO and negotiate appointment, following receipt of all satisfactory references.
8. Disclosure Scotland Check
 - Confirm with Operational Services where necessary.
9. Appointment of Successful Candidate
 - On receipt of a completed appointment form, Operational Services will ensure that all appropriate administration is completed.

- 10 Monitoring and Review
11. Information on Advertising
- Arrange for induction for new staff.
 - Feedback on process.
 - Participated in sample reviews.
 - Information supplied on request

DRAFT

Central Scotland Valuation Joint Board

Disclosure Scotland Policy

November 2013

1.0 Disclosure Scotland Policy Statement

1.1 Central Scotland Valuation Joint Board's Disclosure Scotland Policy and Procedure is designed to promote good practice in the process of attracting and selecting employees and creates equal access to employment for all, including ex-offenders. It also allows the Valuation Joint Board's services to be delivered to customers in their own home.

2.0 Disclosure Scotland Procedures

2.1 There are three levels of Disclosure Checks (basic, standard and enhanced).

2.2 This policy requires, under the auspices of the Joint Board, a vetting programme for all technical staff whose duties involve inspections of properties where children or vulnerable adults are likely to be present. A person aged 18 or over may be considered to be vulnerable if they:

- are in receipt of personal care, or nursing, or support to live independently in his/her own home or in a care home;
- receive any health or social care services;
- have a substantial learning or physical disability;
- have a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; and
- have a substantial reduction in physical or mental capacity due to advanced age or to illness.

2.3 This policy requires all employees who handle electoral data to have been vetted to a basic level of Disclosure

3.0 Prospective Joint Board Employees/Recruitment and Selection

3.1 All applicants for posts must complete PT25 Rehabilitation of Offenders Act Form.

3.2 Should the position applied for be deemed exempt under the Rehabilitation of Offenders Act, they must declare all convictions, including **any** previous convictions for criminal offences. In other words, they are **not** entitled to withhold information about **any** previous convictions (including 'spent' convictions). They are also required to declare:

any criminal proceedings still pending;

whether they have committed any offences against children or been subject to any civil proceedings where they were alleged to have committed offences against children under the age of 16.

3.3 The fact that a person has a criminal record does not automatically make him/her unsuitable for work with children or vulnerable adults. The following factors would be taken into account in deciding the relevance of convictions:

the nature of the conviction;

the nature of the appointment;

when the offence(s) occurred; and

the frequency of offence.

3.4 It is essential that if the Assessor/ERO wishes to appoint an applicant with a criminal conviction that the appointment is referred to the Team Leader of Human Resources (or his nominated Deputy) of Clackmannanshire Council **before** an offer of appointment be made. This should be recorded in the applicant's personal file.

3.5 Normally, if an applicant does not declare any serious convictions and they are subsequently traced, the Joint Board will **not** appoint unless there is a sound reason for this. For lesser/minor offences consideration should be taken into account regarding timescales and the age of the individual at the time. In all cases discussion should take place with the individual to ascertain whether or not it was a genuine misunderstanding or a deliberate attempt to mislead. If there has been a deliberate attempt to mislead then the Assessor/ERO will write to the individual informing them that the Joint Board will not be taking their application any further.

3.6 Existing employees are required to undergo Disclosure Scotland checks on a regular basis and the Adults Disqualified from Working with Children and Adults at Risk lists can be checked. The Clackmannanshire HR recommendation is that it would be good practice to have Disclosure checks carried out for all every three to five years.

3.7 Existing Joint Board employees who apply for a post are required to complete a Job Application Form, declare any previous convictions and an appointment will not be made until a Disclosure Scotland clearance is received.

3.8 Existing Joint Board employees who have already been checked and apply for another post, which requires a Disclosure Check, will not be re-checked at this stage, unless 3 years have elapsed since their last check.

3.9 If it is not possible to receive a Disclosure Scotland clearance for periods of time when candidates have worked or resided outwith the United Kingdom they must be asked specific questions about this period and in particular whether they had any criminal convictions during this time abroad. In addition if they have not listed a referee from abroad they must supply a character or employer reference to cover this period. No decision should be

taken to appoint until clearance is given by the Team Leader of Human Resources (or his nominated Deputy), in consultation with the Assessor/ERO (or nominated Depute). It is a condition of employment and is incorporated into contracts of employment that employees (who have been employed following a satisfactory Disclosure Scotland Check) **must** notify the Joint Board if they are either convicted of a criminal offence, which may affect their suitability for their current post. ***Failure to disclose a relevant conviction or referral on to such a list will be classed as gross misconduct under the Joint Board's Disciplinary Procedures.***

4.0 Interviewing Prospective Employees

4.1 Managers or chairs of recruitment panels must ensure that the following checks are carried out, before candidates are interviewed:

- a) explanations must be sought for any significant time gaps in employment history;
- b) all candidates must be asked if they have any criminal convictions or any criminal proceedings pending (even if they have made a negative declaration in their application form) or been subject to any civil proceedings where they are alleged to have committed offences against children;
- c) all candidates must be advised that failure to disclose a relevant conviction will be classed as gross misconduct and will lead to dismissal;
- d) all candidates must be asked if they are or have been known by any other name(s);
- e) all candidates must be asked if they are on a Disqualified from Working with Children and Vulnerable Adults list; and
- f) nominated referees must be in accordance with the guidance notes provided to applicants
i.e. one referee must be the present or immediate past employer at a senior level.

4.2 Prospective employees for positions which require a Disclosure Check must not commence duties with the Joint Board until confirmation has been received from Disclosure Scotland regarding whether or not criminal convictions, pending convictions and any other relevant Police information has been traced.

4.3 It is a criminal offence to employ an individual who is on the Disqualified from Working with Children and Adults at Risk lists unless the organisation did not know or could not reasonably be expected to know that the person concerned is listed.

5.0 Casual Employees

5.1 Casual employees will be required to complete a declaration form before accepting any further offer(s) of work. The declaration form is to ensure;

- a) there are no criminal conviction proceedings outstanding;
- b) that the individual has not been referred onto a Disqualified from Working with Children List.

5.2 It is the Assessor/ERO's responsibility for ensuring that the individual declares any relevant information that may affect their ability to continue to undertake casual work. Where there has been a gap in this work of more than 13 weeks (under the current arrangement, Payroll will automatically remove the individual from the payroll, as this is an Inland Revenue requirement).

6.0 Disclosure Scotland Checks

6.1 Human Resources at Clackmannanshire Council will process checks for all prospective employees and re-checks for existing employees. This will involve Operational Services issuing the Disclosure Scotland form to the individual who has been given a provisional offer i.e. subject to a satisfactory Disclosure Check, references and occupational health medical check. Care should be taken to check and ensure that the individual completes the form correctly (i.e. black ink, block capitals, all relevant details provided and writing is contained within the boxes). The individual is also responsible for verifying proof of identity i.e. at least 3 forms of identification should be provided and this must include one item of photographic identity e.g., Passport or Driving Licence. When authorised staff are taking photocopies, the copies should be annotated 'Certified True Photocopies' dated and signed by the authorised person taking the copies, otherwise the photocopies will not be acceptable.

6.2 For more information on how to fill in a Disclosure form applicants should refer to the 'Guidance Notes for Completion of Disclosure Applications Letter'. As forms are scanned it is essential that they are filled in correctly, otherwise the form will be returned by the counter signatory or Disclosure Scotland, which will delay the process, which will include date of appointment.

6.3 The form along with the original documentation or 'certified' copies of proof of identity (signed by an authorised member of staff who saw the original I.D) should then be forwarded by the individual or Service to Human Resources for counter-signing and processing of the Disclosure Form.

6.4 The Joint Board will pay for all Disclosure checks; the cost presently sits at £20.00 for all types of Disclosure checks.

7.0 Level of Checks

7.1 **Basic Disclosure** – this is related to an individual on their request, subject to confirmation of identity. This contains details of "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, (Exclusions and Exceptions) (Scotland) Order 2003 or will state that there are no such convictions.

7.2 Standard Disclosure – contains details of any spent or unspent convictions, warnings or written reprimands for positions exempt under the Rehabilitation of Offenders Act. It will also reveal if no such matters are on record.

7.3 Enhanced Disclosure – this is the highest level of Disclosure available and is reserved for positions involving regular caring for, training, supervising or being in sole charge of those under the age of 16 or “vulnerable adults”. The enhanced Disclosure contains the same details as the standard, however; in addition, it may also contain non-conviction information from local Police records (i.e. Police Intelligence) that a Chief Constable considers relevant in connection with the position being sought. This would include pending cases involving children, or individuals subject to a sex offender or antisocial behaviour disorder. Relevant information held by Government Departments may also be stated in this Disclosure Check e.g. the database will contain information about individuals who are considered unsuitable to work with children or vulnerable adults.

7.4 The Disclosure Checks are used to complement the Joint Board’s existing recruitment procedures and will only be processed following a provisional offer of employment or provisional offer for a voluntary position within the Joint Board.

7.5 Further guidance on Disclosure Checks for employees should be referred to the appropriate HR Adviser at Clackmannanshire Council.

8.0 Handling Procedures and Code of Practice

Disclosure information must only be used to confirm suitability for employment;

Disclosure information must only be passed to those who are authorised to see it in the course of their duties;

Disclosure information must be kept securely by Human Resources at Clackmannanshire Council, in lockable, non-portable storage containers. Access to storage units must be strictly controlled to authorised and named individuals;

Disclosure information must be kept no longer than six months. This is to allow for the resolution of any disputes or complaints. Disclosure information must only be retained for longer than this period in exceptional circumstances, and in consultation with Disclosure Scotland;

Disclosure information must be destroyed in a secure manner i.e. by shredding, pulping or burning. No image or photocopy or any other form of the Disclosure information should be kept; and

A record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken should be recorded by the authorized Joint Board staff.

9.0 Lead Counter Signatory

9.1 Central Scotland Valuation Joint Board with a substantial requirement for Disclosures has nominated a lead counter signatory (Team Leader of Human Resources at Clackmannanshire Council) with whom Disclosure Scotland can communicate. The lead counter signatory is responsible for confirming the identity and status of persons who will act as counter signatories. The lead counter signatory is accountable and responsible for ensuring the proper application of these procedures and compliances with the Code of Practice published by Scottish Ministers.

10.0 Code of Practice

10.1 A *Code of Practice* on the use of Disclosure Certificates has been published by Scottish Ministers. Joint Board employees using Disclosure Certificates should follow the principals in the code. See link below.

<http://www.Disclosurescotland.co.uk/PDF/EXPLANATORY%20GUIDE.pdf>

10.2 The Police Act 1997 (Part V) makes improper use of Disclosure information an offence. In general terms Disclosure information may only be distributed to other employees directly involved in making decisions about the recruitment of the individual. **Any other Disclosure of information may be an offence.** The Act does not describe the ways in which improper Disclosure could occur; therefore improper Disclosure would include providing copies of certificates, written notes, verbal descriptions or any other form of communication of information obtained from a Disclosure Certificate. The Act states that conviction for improper Disclosure may lead to a fine or imprisonment for up to 6 months. Further information about Disclosure Scotland can be obtained from Human Resources at Clackmannanshire Council or directly from:

The Disclosure Bureau,
Scottish Criminal Records Office
1 Pacific Quay

Glasgow
G51 1EA

Helpline: 0870 609 6006

Web site: www.Disclosurescotland.co.uk, Police Act 1997 (Part V) from HMSO

Web site: www.hmso.gov.uk

11.0 Future Developments

11.1 Following the Bichard Inquiry (post Soham) there have been further developments and proposed changes, this has resulted in extensive consultation and briefing by the Scottish Executive, and the final submission including proposed changes went to the Scottish Parliament at the end of March 2008.

11.2 The overarching principle of the anticipated changes are:
ensure children and vulnerable adults are afforded the same level of protection across the UK;

avoid development of cross-border loopholes, which dangerous adults might exploit; and

ensure compatibility and seamless interaction whatever systems are developed – whether in each jurisdiction or on a UK basis.

11.3 The major aims of the new anticipated changes will be:

those who are known to be unsuitable do not gain access to children or adults at risk; and

those who become unsuitable are detected at the earliest possible stage and prevented from continuing to work.

11.4 Key new elements of the anticipated and future changes will be:

central decision-making body;

ongoing update and review of status;

access to systems by employers (on-line Checks);

mediated access to systems for personal employers

12.0 Health Warning and Review

12.1 It is recognized that through all the latest developments and ongoing developments that this procedure may need to change from time to time, and as per all existing procedures will be subject to regular review. We would also welcome comment and will formulate a FAQ appendix.

Listed Appendices:

Appendix 1: Protection of Children (Scotland) Act 2003 (POCSA) definition of a child core position covered by this Act.

Appendix 2: List of posts which require Disclosure Scotland Checks

Appendix 3: Employing Ex-offenders

Appendix 1 – Protection of Children (Scotland) Act 2003(POCSA) and Adults at Risk Positions

Child

A “child” is defined as an individual who is under the age of 18 years. The Police Act 1997 also defines a child in this way. This is not the same as the definition of a child under the Children (Scotland) Act 1995 which defines a child as an individual under the age of 16 years (with some exceptions). This does not apply to 16 and 17-year-old young people who are in paid employment (as stated in paragraph 4 of Schedule 2 of the Act).

Adult at Risk

As you may be aware the Scottish Executive is currently working towards introducing new legislation which establishes a Scottish List of adults disqualified from working with Adults. This legislation will be similar to that of the Protection of Children (Scotland) Act 2003. There is no implementation date for this legislation at present. An equivalent list is already established in England and Wales. Disclosure Scotland can confirm that we are now able to access the English and Welsh List when carrying out Enhanced Checks for positions working with Adults at Risk. If the individual is named on the list this will be Disclosed under the heading ‘Other Government Information’ on a Disclosure Certificate.

All registered bodies are advised that the following information outlines the current situation relating to Disclosures for positions involving working with Adults at Risk. Counter signatories should ensure the initials AAR are entered at the beginning of field C2 - "Position Applied For" where the Disclosure is required in relation to such a position. For example a Nurse entry would be:- a **"Adult at Risk"** is defined within the Police Act 1997 (Criminal Records)(Scotland) Regulations 2006.

Simply click on **"Adults at Risk"** and refer to Regulations 10(2) to 10(7).

It must be stressed the onus is on the Counter signatory to highlight the position as having contact with an adult at Risk. Disclosure Scotland will not Check the lists unless that prompt is present.

Disclosure Scotland's experience is that the entries made in field C2 are often ambiguous. Please be aware that the descriptions you enter may be used by Police Forces to determine the relevancy of any non-conviction information they may hold. It is important that the titles entered are clear and actually portray the work to be done by the applicant. This will assist in the decision-making process.

There will be a new Disclosure Scotland Application Form introduced later this year and this will contain a question in the Counter signatory Section relating to whether the Position Applied For is a position in terms of contact with Adults at Risk and if the Counter signatory is requesting a check of the lists.

Appendix 2 – List of posts which require Disclosure Scotland Checks – as at November 2013

Central Scotland Valuation Joint Board

Assessor/ERO
Depute Assessor
Assistant Assessor
Depute ERO
Divisional Valuer
Principal Valuer
Senior Valuer
Valuer
Analyst Programmer
Systems Administrator
Office Manager
Team Leader (Electoral and Admin)
Trainee Valuer
Higher Technician
Technician
Team Leader (Information and Research)
Assistant Team Leader (Electoral and Admin)
Clerical Officer (Operational Services/Electoral and Admin/WPO)
Technical Officer
Trainee Technician

NB - The above list is not necessarily exhaustive and additions maybe added to the above lists, seek guidance from the Assessor/ERO and Human Resources at Clackmannanshire Council. The Disclosure checks for those posts where unaccompanied home visits are a feature will be the Standard check but this may be reviewed in the future. For all other posts a Basic check is required

Appendix 3 – Employment of Ex-Offenders

1. Central Scotland Valuation Joint Board complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

2. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

3. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. Central Scotland Valuation Joint Board actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.

5. We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

6. Where a Disclosure is to form part of the recruitment process, Central Scotland Valuation Joint Board will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person within Central Scotland Valuation Joint Board and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

7. In line with the Rehabilitation of Offenders Act 1974, Central Scotland Valuation Joint Board will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

9. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.

10. We ensure that all those in Central Scotland Valuation Joint Board who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR THE APPLICANT FROM WORKING WITH CENTRAL SCOTLAND VALUATION JOINT BOARD. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF ANY OFFENCES.

A:

Standard Impact Assessment Document (SIA)

Section A

Q1: Name of Document

Recruitment Procedures

Q1 a; Function Guidance Policy Project Protocol Service Other, please detail

Q2: What is the scope of this SIA

CSVJB Service Specific Discipline Specific Other (Please Detail)
Wide

Q3: Is this a new development? (see Q1)

Yes No

Q4: If no to Q3 what is it replacing?

Existing recruitment procedures

Q5: Person responsible for carrying out the Standard Impact Assessment?

P Wildman

Q6: Main SIA person's contact details

Name:	Pete Wildman	Telephone Number:	01786 892204
Department:	Assessors	Email:	Peter.wildman@centralscotl and-vjb.gov.uk

Q7: Describe the main aims, objective and intended outcomes

Aim is to ensure recruitment procedure is fair and non discriminatory and meets HM Baseline Personnel Security Standard

Q8:

(i) Who is intended to benefit from the function/service development/other(Q1) – is it staff, service users or both?

Staff Service Users Other Please identify – Potential Employees

(ii) Have they been involved in the development of the function/service development/other?

Yes

No

(iii) If yes, who was involved and how were they involved? If no, is there a reason for this action?

Comments: Staff and unions at CSVJB have been consulted and procedures closely based on Clackmannanshire Council's current procedures

(iv) Please include any evidence or relevant information that has influenced the decisions contained in this SIA; (this could include demographic profiles; audits; research; published evidence; health needs assessment; work based on national guidance or legislative requirements etc)

Comments: N/A

Q9: When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010 see below:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Has your assessment been able to demonstrate the following: Positive Impact, Negative / Adverse Impact or Neutral Impact?

What impact has your review had on the following 'protected characteristics':				Comments Provide any evidence that supports your answer for positive, negative or neutral incl what is currently in place or is required to ensure equality of access.
	Positive	Adverse/ Negative	Neutral	
Age			X	Age information is not available to leeting panel. Panel to be representative
Disability (incl. physical/sensory problems, learning difficulties, communication needs; cognitive impairment)	X			Guaranteed interview to a person with a disability who meets the essential person specification
Gender Reassignment			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Marriage and Civil partnership			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Pregnancy and Maternity			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status

Race/Ethnicity			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Religion/Faith			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Sex (male/female)			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Sexual orientation			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Staff (This could include details of staff training completed or required in relation to service delivery)	X			Staff have been trained in procedures

Q10: If actions are required to address changes, please attach your action plan to this document. Action plan attached?

Yes No

Q11: Is a detailed EQIA required?

Yes No

Please state your reason for choices made in Question 11. Procedures are designed to be fair and non discriminatory and no negative aspects have been identified

If the screening process has shown potential for a high negative impact you will be required to complete a detailed impact assessment.

Date EQIA Completed	31/10/2013	Print Name	P Wildman
Date of next EQIA Review	31/10/2016		
Signature			
Department or Service	Assessors		

Please keep a completed copy of this template for your own records and attach to any appropriate tools as a record of SIA or EQIA completed.

A:

Standard Impact Assessment Document (SIA)

Q1: Name of Document

Disclosure Policy

Q1 a; Function Guidance Policy Project Protocol Service Other, please detail

Q2: What is the scope of this SIA

CSVJB Service Specific Discipline Specific Other (Please Detail)
Wide

Q3: Is this a new development? (see Q1)

Yes No

Q4: If no to Q3 what is it replacing?

Existing Disclosure Policy

Q5: Person responsible for carrying out the Standard Impact Assessment?

P Wildman

Q6: Main SIA person's contact details

Name:	Peter Wildman	Telephone Number:	01786 892204
Department:	Assessors	Email:	Peter.wildman@centralscotl and-vjb.gov.uk

Q7: Describe the main aims, objective and intended outcomes

Aim is to extend Disclosure checking to all staff, it currently only applies to certain staff

Q8:

(i) Who is intended to benefit from the function/service development/other(Q1) – is it staff, service users or both?

Staff Service Users Other Please identify - Cabinet Office

(ii) Have they been involved in the development of the function/service development/other?

Yes

No

(iii) If yes, who was involved and how were they involved? If no, is there a reason for this action?

Comments: Requirement to have staff involved with Electoral data is due to Government Digital Service requirements, the Board is legally obliged to meet those requirements

(iv) Please include any evidence or relevant information that has influenced the decisions contained in this SIA; (this could include demographic profiles; audits; research; published evidence; health needs assessment; work based on national guidance or legislative requirements etc)

Comments: N/A

Q9: When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010 see below:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Has your assessment been able to demonstrate the following: Positive Impact, Negative / Adverse Impact or Neutral Impact?

What impact has your review had on the following 'protected characteristics':				Comments Provide any evidence that supports your answer for positive, negative or neutral incl what is currently in place or is required to ensure equality of access.
	Positive	Adverse/ Negative	Neutral	
Age			X	The requirement is legal and applies irrespective of characteristic
Disability (incl. physical/sensory problems, learning difficulties, communication needs; cognitive impairment)			X	The requirement is legal and applies irrespective of characteristic
Gender Reassignment			X	The requirement is legal and applies irrespective of characteristic
Marriage and Civil partnership			X	The requirement is legal and applies irrespective of characteristic
Pregnancy and Maternity			X	The requirement is legal and applies irrespective of characteristic
Race/Ethnicity			X	The requirement is legal and applies irrespective of characteristic
Religion/Faith			X	The requirement is legal and applies irrespective of characteristic
Sex (male/female)			X	The requirement is legal and applies

				irrespective of characteristic
Sexual orientation			X	The requirement is legal and applies irrespective of characteristic
Staff (This could include details of staff training completed or required in relation to service delivery)			X	Staff have been briefed and unions consulted

Q10: If actions are required to address changes, please attach your action plan to this document. Action plan attached?

Yes No

Q11: Is a detailed EQIA required?

Yes No

Please state your reason for choices made in Question 11. Policy applies equally to all staff members irrespective of their characteristics. It does not specifically impact in an adverse way on any characteristic

If the screening process has shown potential for a high negative impact you will be required to complete a detailed impact assessment.

Date EQIA Completed	31/10/2013	Print Name	P Wildman
Date of next EQIA Review	31/10/2016		
Signature			
Department or Service	Assessors		

Please keep a completed copy of this template for your own records and attach to any appropriate tools as a record of SIA or EQIA completed.

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: DATES FOR FUTURE MEETINGS 2014
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 8 NOVEMBER 2013
Author: CLERK TO THE BOARD

1. INTRODUCTION

- 1.1 The purpose of this Report is to propose dates for meetings of the Valuation Joint Board for 2014.

2. BACKGROUND

- 2.1 Dates for the Joint Board are agreed on a yearly basis from January to December with there being 4 ordinary meetings held per annum. Proposed dates for 2014 are as follows:-

Friday 21 March at 10am in Hillside House, Stirling
Friday 20 June at 10am in Hillside House, Stirling
Friday 26 September at 10am in Hillside House, Stirling
Friday 21 November at 10am in Hillside House, Stirling

- 2.2 It is proposed to have a Special Meeting of the Board on Friday 24 January 2013, for the purpose of considering the budget. This meeting will be held in Hillside House, Stirling at 10am.
- 2.3 Members are asked to note that Special Meetings of the Board may be convened outwith the proposed timetable.

3. RECOMMENDATIONS

3.1 The Valuation Joint Board is invited to:-

- (i) **approve the dates of Friday 21 March, Friday 20 June, Friday 26 September and Friday 21 November 2014 for ordinary meetings of the Board;**
- (ii) **agree that a Special Meeting of the Joint Board be held on Friday 24 January 2014, and**

- (ii) note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.

.....
Clerk to the Board

Date: 1 November 2013

Contact Officer: Shona Barton (01324) 506116

LIST OF BACKGROUND PAPERS

NIL