

Agenda Item 6

Divisional Assessor Posts

AGENDA ITEM 6

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Divisional Assessor Posts
Meeting: Central Scotland Valuation Joint Board
Date: 20th November 2020
Author: Pete Wildman, Assessor & Electoral Registration Officer

1.0 INTRODUCTION

- 1.1 The current management structure was approved by the Board at the meeting on 20 March 2015. The Management Team comprises, Assessor & ERO, Assistant Assessor, two Divisional Valuers and the Principal Administration Officer.
- 1.2 The post of Assistant Assessor has been vacant since March 2020 following the retirement of the previous post holder.
- 1.3 This paper presents an option for the replacement of the Assistant Assessor post.

2.0 BACKGROUND

- 2.1 The Board's Standing Orders specify that the appointment of the Assistant Assessor is undertaken by the Board.
- 2.2 The former post holder retired from the post on 31 March 2020.
- 2.3 As reported to the Board at its meeting of 14 August 2020 the two existing Divisional Valuers were appointed acting Divisional Assessors to cover the vacant Assistant Assessor post and to provide much needed resilience at senior management level during the pandemic. The Principal Administration Officer also took on additional duties relating to Freedom of Information and Records Management. The three Principal Valuers, following appropriate consultation, have now assumed Line Management responsibility for the Valuation Teams.
- 2.4 As stated in the 2019/20 Financial Statement the Board faces a challenging financial position and there is a need to keep under review the operational structure to ensure future financial sustainability. It is

therefore appropriate to ensure a full review is undertaken of any vacant post before determining whether a decision to recruit is made.

- 2.5 The temporary revised management structure has functioned very effectively since it was put in place and provides much greater resilience than the previous structure with additional resource available to cover for the Assessor & ERO in their absence.

3.0 PROPOSAL

- 3.1 It is therefore proposed that the posts of Divisional Assessor be advertised internally on a permanent basis as the first stage to formally revising the structure. Based on advice from Human Resources it is also proposed that an interview process is conducted before any permanent appointments are made.
- 3.2 The Board's Standing Orders currently provides that the Appointments Committee of the Board appoints the Assessor and Assistant Assessor. Given that the new post of Divisional Assessor is not covered by Standing Orders and that this will be a small scale internal recruitment exercise, undertaken virtually, it is proposed that the appointment process is conducted by the Assessor in conjunction with the Treasurer and Human Resources at Clackmannanshire Council.

4.0 RECOMMENDATIONS

- 4.1 It is recommended that the Board;-
- (1) Approves the internal advertising of the Divisional Assessors posts on a permanent basis
 - (2) Approves the proposed interview panel for the appointment of the Divisional Assessors and authorises the panel to make any appointments to the posts.

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Pete Wildman
Assessor & Electoral Registration Officer
Date: 20 November 2020