

# **Agenda Item 4**

## **Divisional Assessor**



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### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject:** Divisional Assessor  
**Meeting:** Central Scotland Valuation Joint Board  
**Date:** 4<sup>th</sup> March 2022  
**Author:** Pete Wildman, Assessor & Electoral Registration Officer

#### **1.0 INTRODUCTION**

- 1.1 The purpose of this report is to:
  - 1.1.1 advise members of the outcome of the Appointments Committee's meeting of 28 January 2022 in respect of recruiting a new Divisional Assessor and
  - 1.1.2 advise members that a further Divisional Assessor, has intimated their intention to resign with effect from 15 May 2022, and
  - 1.1.3 seek authority for the Assessor & ERO to initiate a recruitment and selection process, up to, but not including, final interview, to fill the vacant post as soon as practicable and
  - 1.1.4 seek approval to revise the pay grade of the Divisional Assessor post to facilitate recruitment and retention.

#### **2.0 CONSIDERATIONS**

- 2.1 A revised management structure was approved by the Board at the meeting on 20 November 2020. This established a Management Team of Assessor, two Divisional Assessors and a Principal Administration Officer.
- 2.2 Appointments to the posts of Assessor and Divisional Assessor are dealt with by an Appointments Committee of the Board
- 2.3 At its meeting on 19 November 2021 the Board appointed members to an Appointments Committee to appoint a new Divisional Assessor. The Committee met on 28 January 2022 and following a recruitment



and selection process appointed Mr Mark Docherty to the post of Divisional Assessor with effect from 4 April 2022.

- 2.4 If the Board is in agreement to approve the recruitment of a Divisional Assessor an Appointments Committee will require to be established.
- 2.5 In line with Standing Orders Section 44.1 the Board is required to appoint members to the Appointments Committee and to appoint a Convener.
- 2.6 The membership of the Appointments Committee is set out in the Board's Standing Orders Section 44.1 as follows:  
  
Falkirk Council – Three Members  
Stirling Council – One Member  
Clackmannanshire Council – One Member.
- 2.6 A number of Advisors (non-voting) would normally support the Committee during the recruitment process.
- 2.7 The members of the Committee are normally required to participate in both the short leeting and final interview stage of the recruitment process.
- 2.8 The Assessor in conjunction with the Treasurer and supported by HR Services at Clackmannanshire Council has conducted a review of second tier salaries across similar sized Valuation Joint Boards. The current Divisional Assessor salary was the lowest across those authorities. It is therefore recommended that it be increased to align more closely with the other Valuation Joint Boards to mitigate the risk of not being able to recruit and retain suitably qualified employees at a time when all Assessors are finding recruitment and retention an issue.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The current salary for a Divisional Assessor is £67,759, it is proposed that this be increased to £74,235 with effect from 1 April 2022. This creates a budgetary increase of £18,270 for 2022/23. This increase has been reflected in the proposed budget for 2022/23.

### **4.0 RECOMMENDATIONS**

- 4.1 It is recommended that the Board:



- 4.1.1 Notes the appointment of Mr Mark Docherty as Divisional Assessor from 4 April 2022
- 4.1.2 Notes the resignation of Mr Darryl Rae as Divisional Assessor from 15 May 2022
- 4.1.3 Approves that the resultant vacancy be recruited to.
- 4.1.4 Approves the revision in pay grading for the post of Divisional Assessor.
- 4.1.5 Nominates members to the Appointments Committee in line with the Board's Standing Orders.
- 4.1.6 Appoint a Convener for the Committee.
- 4.1.7 Approves that the recruitment advisors to the Board will be the Clerk to the Board, the Human Resources adviser to the Board and the Assessor and Electoral Registration Officer.
- 4.1.8 In order to expedite recruitment, notwithstanding Standing Orders which provide that recruitment of the Divisional Assessor is delegated to the Appointments Committee, that recruitment, not including final interview, is delegated to the Assessor and Electoral Registration Officer, Clerk and HR Advisor.
- 4.1.9 Notes that the outcome of the recruitment process will be reported to the Board by the Clerk.
- 4.1.10 Approves the following recruitment timetable

Closing Date for Applications	20 March 2022
Interviews	29 March 2022.

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**Pete Wildman**  
**Assessor & Electoral Registration Officer**  
**Date: 4<sup>th</sup> March 2022**