

# Central Scotland Valuation Joint Board

*Assessor*  
for Central Scotland

Financial Statements  
**2018-2019**

**CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS 2018/19**

<u>Contents</u>	<u>Page</u>
Members and Officials	3
Management Commentary	4
Statement of Responsibilities	14
Annual Governance Statement	16
Remuneration Report	19
Independent Auditor's Report	22
Comprehensive Income and Expenditure Statement	26
Movement in Reserves Statement	27
Balance Sheet	28
Cash Flow Statement	29
Notes to the Financial Statements	30

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## MEMBERS AND OFFICIALS

### CONVENOR

Councillor D Balfour, Falkirk Council

### DEPUTE CONVENOR

Councillor C Holden, Clackmannanshire Council

### FALKIRK COUNCIL

#### Appointed Members:-

Councillor D Alexander

Councillor L Binnie

Councillor J Coombes

Councillor D Grant

Councillor A Nimmo

Councillor J Patrick

Councillor R Spears

### STIRLING COUNCIL

#### Appointed Members:-

Councillor D Dodds

Councillor D Gibson

Councillor J MacDonald

Councillor J Thomson

### CLACKMANNANSHIRE COUNCIL

#### Appointed Members:-

Councillor K Earl

Councillor B Mason

### OFFICIALS

Assessor	-	Pete Wildman
Clerk	-	Colin Moodie
Treasurer	-	Lindsay Sim

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## MANAGEMENT COMMENTARY 2018/19

### Introduction

This commentary sets the scene and context for the Financial Statements for Central Scotland Valuation Joint Board (the Board) for the year ended 31 March 2019. This commentary provides specific details in relation to the Board's financial position, its priorities and performance and our strategies and plans for achieving these objectives. The Management Commentary is required to present the collective view of those charged with governance and apply relevant sections of the Companies Act 2006 in respect of the preparation of a Strategic Report. The Annual Accounts have been compiled in accordance with the Code requirements which govern the format and content contained within them.

### Strategic context

Central Scotland Valuation Area covers three council areas of Clackmannanshire, Falkirk and Stirling. The Board employ 45.9 FTE staff who are based in Stirling at the administrative headquarters, Hillside House. The Board comprises 15 elected members drawn from the three constituent authorities of Falkirk, Stirling and Clackmannanshire Councils. The Board Convener is Councillor Balfour from Falkirk Council and the Depute Convener, Councillor Holden from Clackmannanshire Council.

The Valuation Joint Board appoints an Assessor for the Valuation Area and bears the costs of the Assessor carrying out his statutory duties. The three Councils have also appointed the Assessor as Electoral Registration Officer (ERO). The Assessor is Pete Wildman.

The Board is supported by its Clerk, Colin Moodie from Falkirk Council and its Treasurer, Lindsay Sim from Clackmannanshire Council. Finance, Legal and HR services are currently provided by Clackmannanshire Council.

The Assessor & ERO has three core statutory duties. These are:

#### 1. Valuation of Lands and Heritages

The Valuation Roll contains every non-domestic property (unless exempted by statute) in the Valuation Area showing the rateable value of the property. Rateable value is effectively the estimated rental value of the property. As at 31 March 2019 there were 12,882 non-domestic properties in Central Scotland with a total rateable value of £354,165,890. The Roll includes commercial properties like shops and offices, industrial properties from small workshops to giants like the petrochemical works and the refinery at Grangemouth, and publicly owned properties such as schools and sport centres. The Assessor maintains survey records of each property and is obliged by law to carry out regular revaluations of non-domestic properties. The most recent revaluation came into effect on 1 April 2017. Between revaluations the Assessor must maintain the Roll to reflect new and altered properties. Following the revaluation we received some 4,500 appeals which is approximately a 17% increase from the 2010 Revaluation. A planned programme of appeal disposal has been agreed with the Secretary to the Central Scotland Valuation Appeal Panel to ensure all appeals are disposed of by the statutory deadline of 31 December 2020. Good progress has already been made in dealing with these appeals and we are on target to dispose of them by 31 December 2020.

### Strategic Context (continued)

The vast majority of valuation appeals from the 2005 Revaluation have been dealt with, ten remain outstanding all of which have been referred to the Lands Tribunal. Of the original 3,532 properties under appeal following the 2010 Revaluation, three properties remain under appeal at the end of May 2019. The appeals on these properties have all been referred to the Lands Tribunal for determination. We have also dealt with the appeals arising from changes to the 2010 Roll since it was first made up, seventeen of which remain outstanding, all of which have been referred to the Lands Tribunal for Scotland.

#### 2. **Compiling the Valuation List**

All domestic properties are shown in the Valuation List. The Assessor places every domestic property in a valuation band based on the capital value that the property would have had at April 1991 and in line with statutory assumptions. The construction of new building continues resulting in new entries being made to the Valuation List. Work also continues to review the bandings of properties which have sold and have been extended since they were last banded. As at 31 March 2019 there were 146,168 domestic properties on the Council Tax Valuation List in Central Scotland.

#### 3. **Compiling the Register of Electors**

The Register of Electors is published annually and is a listing of every declared eligible elector in each local authority area set against the local address that satisfies the residence qualification. The Register is used for all Local Government, United Kingdom, Scottish and European Parliamentary Elections. It is also used for Community Councils' elections and for referendums. In combination with data from other Electoral Registration Officers it is used to compile a register as required for National Park Elections. The Electoral Registration Officer is also required to publish an Open Register and to maintain Absent Voter Lists.

The new Register of Electors was published on 1 December 2018 with the number of Local Government electors decreasing slightly to 229,590. Details of registered 15 and 14 year olds are not shown in published copies of the Register.

A full canvass was carried out during 2018/19. We sent Household Enquiry Forms to every residential property in our area. The canvass process is now a two stage process with a Household Enquiry Form forming the first phase. This is used to identify any electors who have moved in or out of the property. The form is only an enquiry form and changes cannot be made to the Register as a result of this form being returned. For any new names on the form we must issue a personal Invitation to register which is accompanied by a personalised registration form. For any name scored off on the Household form we must either identify a second source of information to confirm this or carry out a statutory review of registration. Every Invitation to Register and every Household Enquiry Form must be followed up with two reminders and a personal visit. We are not required to personally visit under 16 year olds. The household enquiry phase was completed as required by the 1<sup>st</sup> December 2018 deadline.

### Strategic Context (continued)

The Invitation to Register phase follows on from this. The process is heavily prescribed and the follow up requirements are resource intensive, this has significantly increased the administrative and postage costs of electoral registration.

In common with other public sector organisations, the Board also has to ensure that it complies fully with Health & Safety, Data Protection, Freedom of Information and Equalities Duties. These duties represent a sizeable workload for the organisation. Looking forward the Scottish Government has accepted the recommendation of the Barclay Review in respect of three yearly revaluations. The next scheduled revaluation is in 2022 and the first one on the three yearly cycle is due to take place in 2025. The move to three yearly revaluations and the associated revisions to the appeal procedures will negatively impact on the workload of the organisation and extra resource will be needed to ensure that the Assessor can fulfil his revised duties.

### Strategic Financial Planning

In the approved Budget for 2019/20, set in February 2019, the medium term forecast suggests an anticipated funding gap of £620k by 2021/22. The Board agreed to utilise £201k of reserves in setting its 2019/20 budget and although the financial position continues to be difficult, the Board remains confident that it is a going concern.

The Assessor/ERO is taking steps to ensure that the Board's cost base is sustainable for the medium to long term, though this remains challenging given the limited areas for review. A full review of the staffing has been completed. During 2017/18 the scanning of domestic property records commenced with a view to reducing storage and providing quicker access to information, this project was completed by May 2019. The focus for the coming years will be on optimising records management and reviewing internal business processes to ensure that the efficiency of service delivery is maximised. These priorities and actions are all reflected in the Management Team's three year service plan.

The financial position presented in the financial statements provides the basis from which the Board and the Assessor will address the challenging times ahead and support the necessary transition to new, more efficient models of service delivery for the future.

The balance sheet shows a net liability position for 2018/19 due to a deficit in the pension scheme. The liability has increased due to the impact of changes in the discount rate applied in the year. The level of contributions has been agreed for the next 2 years which will see employers' contributions increase by 0.5% each year to 23% in 2019/20 and 23.5% 2020/21. The pension position is not expected to have a short term impact on the financial viability of the Board. The Assessor and Treasurer will review the long term sustainability to meet the pension contributions as part of the budget process considering the actuarial advice.

### Business Performance

The Board receives and monitors performance reports on a regular basis. The current arrangements have been in place since the core indicators were agreed with the then Scottish Executive and Accounts Commission in October 2000. Reports also include trend information covering the previous three years' performance. Key performance indicators measuring performance against targets for the last three years are set out in Exhibit 1 below. This summary indicates an improvement in performance over the last 12 months. Where targets have not been met, this reflects the continuing impact of the 2017 Revaluation and the re-introduction of Shooting Rights and Deer Forests into the Valuation Roll. More details are set out in the Best Value Report reported to the Board on 28 June 2019. The Annual Public Performance Report is also published on the Assessors' Portal at [www.saa.gov.uk](http://www.saa.gov.uk).

The ERO also met the performance standards set by the Electoral Commission.

#### Exhibit 1: Performance against key targets 2016/17 to 2018/19

Indicator – Valuation Roll	2016/17 Target %	2016/17 Actual %	2017/18 Target %	2017/18 Actual %	2018/19 Target%	2018/19 Actual %
Changes made in less than 3 months	75	56	75	67	<b>75</b>	<b>77</b>
Changes made in less than 6 months	90	78	90	86	<b>90</b>	<b>93</b>
Changes made in more than 6 months	10	22	10	14	<b>10</b>	<b>7</b>
Indicator – Valuation List	2016/17 Target	2016/17 Actual	2017/18 Target %	2017/18 Actual %	2018/19 Target%	2018/19 Actual %
In less than 3 months	97	89	97	94	<b>97</b>	<b>96</b>
In less than 6 months	99	99	99	99.5	<b>99</b>	<b>99</b>
In more than 6 months	1	1	1	0.5	<b>1</b>	<b>1</b>

Targets for 2019/20 have also been proposed based on returning to the historic trend of high performance. However, one area the Board may look at in the future is the cost of maintaining these levels of performance and whether there is the potential to reduce costs by taking explicit decisions to reduce service standards. Should such proposals be considered, these would involve consultation with our key partners and stakeholders. It should be noted that all the functions of the Assessor and ERO are statutory and prescribed.

### Financial Performance 2018/19

The Financial Statements have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and they present a true and fair view of the financial position of the Board and its income and expenditure for the year ended 31 March 2019. A brief explanation of each statement and its purpose is provided on pages 26-29. An Annual Governance Statement is also provided at page 16 and a Remuneration Report is included at page 19.

The final Outturn position in the management accounts reports an underspend of £49k. This is made up of total overspends of £36k:

- £18k in legal expenses as a result of appeal hearings
- £16k in Premises Related costs is attributable to external building and car park works, emergency lighting and the set up of a new door entry/security system
- £2k in Third Party Payments relates to waste collection and recharges from Other Local Authorities

Which are offset by the total underspends of £85k:

- £53k relates to employee related expenditure
- £27k of Supplies and Services expenditure which includes efficiencies in printing (moved to electronic forms), purchase of mobiles phones and computer hardware being delayed
- £5k in additional income for Individual Electoral Registration (IER)

The deficit on the provision of services for the financial year reported in the Comprehensive Income and Expenditure Statement is (£562k) (page 26). However this includes £492k of accounting adjustments which require to be reversed out in the Movement in Reserves Statement which results in a net decrease in reserves of £70k.

The usable reserves surplus brought forward from previous years is £541k. The usable reserves deficit in the year, per above, is £70k therefore the surplus carried forward to future years is £471k. This balance of £471k has been retained as a surplus attributable to the constituent authorities in usable reserves.

A comprehensive analysis of the Board's reserves is provided in the Movements in Reserves Statement on page 27 and supporting notes.

Of the £471k balance at 31 March 2019, £334k is earmarked for specific purposes as approved by the Board in February 2019 when setting the budget. The committed balance can be summarised as follows:

**Exhibit 2: Committed reserves 2018/19**

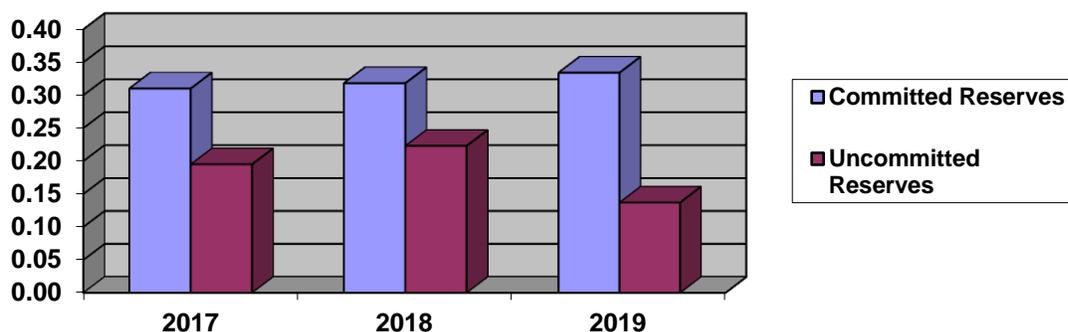
	<b>Total</b>
	<b>£000</b>
19/20 Budget Funding	201
Spend to Save Fund	11
Property Maintenance Fund	122
<b>Net Committed Reserves</b>	<b>334</b>

When the Board approved the 2019/20 Budget on 1st February 2019, approval was given to change the minimum reserve balance to a range of 3% to 6% to allow for year on year flexibility.

The current reserves represent a level of 5%. The level of reserves held is kept under review by the Board's Treasurer to ensure that they are not excessive but prudent to ensure the financial sustainability of the Board.

The movement in the Board's reserve position over the last three years (trend) is shown below:

**Exhibit 3: Trend in reserves position 2016/17-2018/19**  
million



### Financial Ratios

The Chartered Institute of Public Finance and Accountancy (CIPFA) Directors of Finance Section recommends that certain financial ratios are included in the Management Commentary to assist the reader to assess the performance of the Board over the financial year and of the affordability of its ongoing commitments. The following table provides the indicators with an explanation of each, grouped into CIPFA categories for the various areas of financial activity.

Financial Indicator	Commentary	2017/18	2018/19
<b>Reserves</b>			
Uncommitted General Fund Reserve as a proportion of Annual Budgeted Net Expenditure	Reflects the level of funding available to manage financial risk/unplanned expenditure. The Board's Policy is between 3% and 6% of annual budgeted net expenditure which is considered appropriate in the context of the Board's financial and ongoing risk profile.	8.6%	5.0%
Movement in the Uncommitted General Fund Balance	Reflects the extent to which the Board is using its Uncommitted General Fund Reserve.	14.3%	(38.5%)
<b>Financial Management</b>			
Actual Outturn compared to Budgeted Expenditure	How closely expenditure compares to the budget is a reflection of the effectiveness of financial management. This indicator is based on the format of budget monitoring as reported throughout the year. The final outturn position was £49k underspend.	94.0%	98.1%

**CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**MANAGEMENT COMMENTARY 2018/19 (continued)**

### **Capital Expenditure**

The Prudential Code for Capital Finance in Local Authorities governs the level of capital expenditure taking into account affordability, sustainability, the management of assets and the achievement of strategic objectives. It is the duty of the Board to determine and keep under review the maximum amount that it can afford to allocate to capital expenditure together with the associated revenue implications. In 2018/19, the Board invested £17k on assets including security door software and a computer server which meet the definition of capital expenditure. The costs of this investment were met by Capital Funded from Current Revenue contributions (CFRCR), i.e. from usable reserves. The new assets are reflected in the Board's Balance sheet as an addition under Property, Plant and Equipment.

### **Net Pension Liability**

Pension Fund reporting regulations require an annual valuation by fund actuaries. The calculation at March 2019 disclosed a deficit of £6.894m. The calculation is prepared for the purposes of International Accounting Standard 19 (IAS 19) reporting requirements and is not relevant for funding purposes. This is simply a snapshot of the position at that time. The latest long-term triennial funding valuation of the Fund for the purpose of setting employers' actual contributions was at 31 March 2017. The employers' pension contributions were set for 3 years in line with the actuarial advice and will increase by 0.5% each year to 2020/21.

The pension deficit records an increase in liability of £1.153m which is an adverse movement in the year. This is mainly due to a reduction in the discount rate which is determined on a prescribed basis. The liability is also affected by changes in general inflation and salary inflation.

### **Business Environment and Risks**

A key economic variable during 2018/19 and going forward into 2019/20 continues to be the impact of Brexit on the UK economy.

On the 2<sup>nd</sup> May the BoE released its latest quarterly report on inflation. Interest rates were expected to rise to 1% by March 2019 in line with expected growth in the economy, however, growth rates have remained low with interest rates only increasing once in 2018/19 to 0.75% on the 2<sup>nd</sup> August 2018. The Monetary Policy Committee (MPC) have maintained rates at 0.75% to date with the next forecasted rate rise early in 2020.

The target for inflation remains at 2%, with the economic outlook continuing to depend on the nature and timing of the UK withdrawal from the EU and if a trade deal is secured, how this will impact on households, businesses and financial markets. The MPC's central projection for growth is that it will stabilise around the current rate and begin to pick up after Brexit uncertainties subside, expecting to rise to over 2% over the next two years. GDP is also expected to continue to build (albeit slowly) on growth already seen in first quarter of 2019 as a result of stockbuilding ahead of Brexit decisions.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### MANAGEMENT COMMENTARY 2018/19 (continued)

#### Business Environment and Risks (continued)

As well as the potential impact on the prices of procured and commissioned goods and services, further increases in inflation also has implications for future wages. After a period of low wage increases for a number of years, particularly in the public sector, pay negotiations have resulted in the public sector pay restraint being lifted, with a 3 year deal agreed for 2018-19 to 20-21. This has put additional pressure on pay budgets over the course of this three year period and assumptions are that further increases are likely going forward.

A report issued by the Scottish Fiscal Commission (SFC) on the 30<sup>th</sup> May 2019 stated that despite the exceptional political uncertainty, the growth rate of the Scottish economy increased over 2017 and 2018. At around 1.3% over the last year, economic growth is higher than the average 1% growth experienced since 2010. Despite this level of sustained growth, the Scottish outlook for 2019 and 2020 also reflects the uncertainties around Brexit with limited growth forecast. Business investment fell during 2018 which is expected to continue for the next two years. Based on this along with low levels anticipated in consumer spending, growth is estimated to be 0.8% in 2019 and 0.9% in 2020, increasing back to average levels of 1.2% from 2021.

The table below sets out the latest headline economic forecasts by the Scottish Fiscal Commission (SFC).

#### Headline economy forecasts, May 2019 and December 2018, per cent growth rates unless otherwise stated

GDP	2018	2019	2020	2021	2022	2023	2024
December 2018	1.4	1.2	1.0	1.0	1.1	1.2	
May 2019	1.3	0.8	0.9	1.1	1.2	1.3	1.3
Average nominal earnings							
December 2018	2.0	2.3	2.5	2.8	3.0	3.1	
May 2019	2.6	2.6	2.7	2.9	3.1	3.3	3.2
Employment (millions)							
December 2018	2.64	2.65	2.65	2.66	2.66	2.66	
May 2019	2.67	2.68	2.68	2.69	2.69	2.69	2.70

The SFC's latest forecasts continue to suggest that economic growth will be lower in Scotland than the UK as a whole over the next five years.

The next Scottish Budget is expected to be a 3 year settlement which should help to inform medium term financial planning and get a clearer sense of the Scottish Government's spending priorities. This is dependent on the UK Government's ability to publish a three year settlement and may need to be updated for any post Brexit impacts. As previously highlighted, it is also anticipated that the greatest pressure over the current Spending Review Period will continue to fall on day to day revenue expenditure.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### MANAGEMENT COMMENTARY 2018/19 (continued)

As in recent years, this operating environment presents the key challenge of developing and sustaining medium to longer term financial planning. As for the wider public sector, a key area of uncertainty for the Board remains the future levels of funding it will receive. Its constituent authorities, on which the Board relies for a significant proportion of its funding, continue to anticipate cash reduction in funding levels, placing additional pressure on the Board to reduce its operating costs further, thereby providing a reduction in the level of council contributions required in future years. Additionally the Cabinet Office has indicated that the transitional funding for Individual Electoral Registration will potentially cease at the end of 2019/20. This would mean that the Board would once again be wholly reliant on funding from its Constituent authorities. The UK and Scottish Governments are jointly working to deliver reform and streamline the current canvass requirements which should help towards offsetting the loss of funding from Cabinet Office.

Given this operating context, the preparation of medium to long term financial plans are subject to a number of key risks and uncertainties which will have an impact on budget assumptions. With funding at best, static and the prospect of cash reductions in the next few years, managing the effects of inflation will be a challenge for the public sector. This alongside the prospect of raised expectations in respect of continuing wage inflation, following pay restraint in recent years, there are increasingly frequent reports of above inflation pay increases in the private sector.

The Board has to manage the financial and service delivery risks associated with the impact of real and potential cash term reductions in public sector funding, balanced against increasing demands for services and new responsibilities.

#### **Business Environment and Risks**

The Annual Governance Statement (AGS) details the Board's corporate governance arrangements and its arrangements for the management of risk have also been reviewed and reported to the Board at its meeting on the 28th June 2019. The AGS explains the system of internal control and highlights the key areas for improvement actions arising from the ongoing review of these arrangements, alongside the Management Team's regular review of the Board's Risk Register.

The Board recognises the need to ensure there are reasonable levels of data security for all functions. The Assessors is currently reviewing the business continuity arrangements for the Valuation Joint Board.

#### **Plans for the Future**

The combination of anticipated cost pressures, coupled with reduced income, presents significant challenges and financial risks to the Board over the medium term. It is recognised that the scale of the financial challenge will require a fundamental review of aspects of service delivery if the Board is to maintain its financial stability moving forward. This is more challenging given the high proportion of total expenditure which is concentrated in a few areas, the most significant of which is the Board's costs of employment, coupled with the statutory nature of the Assessor and ERO duties. This situation accentuates the need for a continued focus on financial sustainability. On this basis, the Assessor and Treasurer will engage with the Chief Financial Officers of each of the constituent authorities and the Pension Fund Manager to review sustainability issues, against the background of the statutory requirement for the constituent authorities to defray the Board's expenses, ahead of budget setting for 2020/21. In the meantime, the ongoing funding pressures highlight the need for the Board to maintain stringent financial control and to continue to drive out efficiencies through the budget process.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### MANAGEMENT COMMENTARY 2018/19 (continued)

Looking ahead, key priorities for the Assessor and ERO include the successful disposal of the appeals arising from the 2017 Non Domestic Revaluation. The focus will also be on increasing the efficiency of both the Valuation and Individual Electoral Registration Services within the confines of a prescriptive statutory framework. The Barclay Review's recommendations, following its review of the non-domestic rates system in July 2017, have in part been accepted by the Scottish Government. In particular the Scottish Government has indicated that it will implement three yearly non domestic revaluations from 2022.

This will have a significant impact on the resources and working practices of the Assessor function. The UK and Scottish Governments have signalled their intentions to review the way that the annual canvass operates in time for the 2020 Canvass. The Scottish Government have also recently completed a consultation on Electoral Reform and it is not known at this point in time what reforms will be implemented.

A review of the Records Management provisions within the Board has been completed to ensure that it is operating efficiently, effectively and meets the requirements of the Public Records (Scotland) Act 2011.

Work is also planned to review the Board's key financial policies including, Financial Regulations, and Contract Standing Orders during 2019/20 along with an ongoing rolling programme of employment and health & safety policy review. A review of the Board's Standing Orders has been completed. Work is also ongoing to finalise a Service Level Agreement between the Board and Clackmannanshire Council for the provision of support services. Work will commence to agree a Service Level Agreement with Falkirk Council in respect of clerking services to the Board.

#### Where to Find More Information

An explanation of the financial statements which follow and their purpose are shown at the top of each page. Further information about the Central Scotland Valuation Joint Board can be found at [www.saa.gov.uk/central](http://www.saa.gov.uk/central)

#### Acknowledgements

We would like to take this opportunity to acknowledge the significant effort in producing the Annual Report and Financial Statements and to record our thanks to our colleagues for their continued hard work and support. We greatly appreciate the significant efforts of all who were involved.

**Councillor Balfour**  
**Convenor of the Board**  
**27<sup>th</sup> September 2019**

**Pete Wildman**  
**Assessor**  
**27<sup>th</sup> September 2019**

**Lindsay Sim**  
**Treasurer**  
**27<sup>th</sup> September 2019**

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### STATEMENT OF RESPONSIBILITIES

#### The Valuation Joint Board's responsibilities

The Joint Board is required:-

- (1) to make arrangements for the proper administration of its financial affairs, and to ensure that one of its officers has responsibility for the administration of those affairs. In respect of the Valuation Joint Board that officer is the Treasurer;
- (2) to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- (3) Ensure the Annual Accounts are prepared in accordance with relevant legislation, and in accordance with proper accounting practices; and
- (4) Approve the Annual Accounts for signature.

I confirm that the Annual Accounts were approved for signature by the Board at its meeting on 27th September 2019.

**Councillor Balfour  
Convenor of the Board  
27<sup>th</sup> September 2019**

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### STATEMENT OF RESPONSIBILITIES (continued)

#### The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Valuation Joint Board's Financial Statements which, in terms of the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, is required to present a true and fair view of the financial position of the Valuation Joint Board at the accounting date and its income and expenditure for the year then ended.

In preparing the Annual Report and Financial Statements, the Treasurer has:

- (1) selected suitable accounting policies and then applied them consistently;
- (2) made judgements and estimates that were reasonable and prudent;
- (3) complied with legislation; and
- (4) complied with the Code of Practice.

The Treasurer has also:

- (1) kept proper accounting records which were up to date; and
- (2) taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the Financial Statements present a true and fair view of the financial position of the Board at the reporting date and the transactions of the Board for the year ended 31 March 2019.

**Lindsay Sim**  
**Treasurer**  
**27<sup>th</sup> September 2019**

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## ANNUAL GOVERNANCE STATEMENT

### Scope of Responsibility

The Valuation Joint Board and the Assessor & ERO are responsible for ensuring that business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board and the Assessor & ERO have a responsibility to make arrangements to secure continuous improvement in the way in which the organisation's functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board and Assessor & ERO are responsible for putting in place proper arrangements for the governance of the organisation's affairs, and facilitating the effective exercise of their functions, which includes arrangements for the management of risk.

The Board and the Assessor & ERO have in place governance arrangements which are consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) Framework 'Delivering Good Governance in Local Government'. The Board has noted revisions to this guidance published in 2016 and the Scottish country guidance that was also published has incorporate changes to its governance framework. These arrangements are defined within the Valuation Joint Board's Code of Corporate Governance. This statement explains how the Board and the Assessor has complied with the Framework.

### The Purpose of the Governance Framework

The governance framework comprises the systems and processes and culture and values, by which the organisation is directed and controlled and its activities through which it accounts to, and engages with, the community. It enables the Board and the Assessor & ERO to monitor the achievement of their strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is an ongoing process designed to identify and prioritise the risks to the achievement of the Board's and Assessor & ERO's policies, aims and objectives and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### The Governance Framework

The responsibilities of the Valuation Joint Board and the Assessor & ERO are laid out in statute. These responsibilities, together with the corporate governance framework, are contained within the Code of Corporate Governance. The Code is further supported by the Standing Orders, Scheme of Delegation, Financial Regulations and Contract Standing Orders. During 2018-19 professional support was provided by Clackmannanshire Council on financial, legal and Human Resources matters whilst Falkirk Council provided advice on clerk matters.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### ANNUAL GOVERNANCE STATEMENT (continued)

#### The Governance Framework (continued)

The Assessor & ERO is supported in meeting his statutory responsibilities by his Management Team, which has responsibility for all aspects of planning, managing, monitoring and reporting of statutory functions, service delivery and performance improvement.

The Three Year Service Plan is the key corporate tool for making best use of financial, technological, human and other resources available. From the Three Year Service Plan, the annual operational and services plans are prepared with progress monitored by the Management Team. A performance framework is in place with standards and targets agreed. Ongoing monitoring against targets is undertaken by the Management Team and Valuation Joint Board.

The Board's financial management arrangements conform to the standards of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the role of Treasurer and Section 95 Officer in 2018-19 was fulfilled by the Section 95 Officer from Clackmannanshire Council. The Board approve a financial budget annually, prior to the start of the financial year, and performance against budget is monitored regularly by both Senior Managers and the Board, on a regular basis.

The Board has an approved Risk Management Strategy, which ensures that key strategic, business and operational risks are defined, monitored and mitigated against. Key business risks are regularly considered and reviewed by both the Management Team and the Board. In relation to the day to day operations, a framework of internal controls is in operation, which further mitigates against risks.

The governance framework has been in place at the Valuation Joint Board for the year ended 31 March 2019 and up to the date of approval of the Annual Report and Financial Statements.

#### Review of Effectiveness

The Board and the Assessor & ERO have responsibility for conducting, at least annually, a review of the effectiveness of the governance framework including the system of internal control.

The process that has been applied in maintaining and reviewing the effectiveness of the governance framework includes the following:

- the internal management processes, including performance, risk and financial management and monitoring;
- an annual self assessment of the adequacy of the governance arrangements;
- work undertaken by Internal Audit during the year, including a review of the processes for the business continuity and a review of freedom of information provisions; and
- external audit review of the work of internal audit and comment on the corporate governance and financial sustainability, risk management and performance management arrangements.

A plan to address weaknesses and ensure continuous improvement of the system is in place.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### ANNUAL GOVERNANCE STATEMENT (continued)

#### Significant Governance Issues

I have been advised of the outcome of the review of the effectiveness of the governance arrangements and am satisfied that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. There have been no governance issues identified to date during the year that are considered significant in relation to the overall governance framework. Specific opportunities for improvements in governance and internal control identified as part of the assurance processes detailed above have been addressed or are included in improvement plans allocated to the relevant member of the Management Team.

The key areas for improvement identified during the annual review include:

- Introduction of a Fraud Policy;
- Planned ongoing review of Employment Policies;
- Updating Health & Safety Procedures;
- Agreement of an SLA for the provision of clerking services by Falkirk Council;
- Agreement of the SLA covering the services provided by Clackmannanshire;
- Update of Scheme of Delegation, Financial Regulations and Contract Standing Orders.

Work completed during the year included

- Records Management Plan. The Assessor and Board submitted an updated plan to National Records of Scotland for approval. The updated plan was approved by National Records of Scotland
- Standing Orders – The Board's Standing Orders were reviewed and updated. The revised Standing Orders were approved by the Board at its meeting on 1 February 2019.
- Contracts over 5 years old – The Board's contracts which are within six months of expiry are reviewed on a monthly basis by the Senior Management Team, new contracts are for periods less than five years.

Signed on behalf of the Valuation Joint Board

**Pete Wildman**  
**Assessor**  
**27<sup>th</sup> September 2019**

**Councillor Balfour**  
**Convener of the Board**  
**27<sup>th</sup> September 2019**

**REMUNERATION REPORT**

All information disclosed in the tables within the remuneration report will be audited by Audit Scotland and all other sections will be reviewed to ensure that the information is consistent with the financial statements.

The remuneration of Senior Officers of the Board is regulated by The Local Government (Scotland) Act. Section 27/5 states that the Assessor be appointed on reasonable terms by the Valuation Authority. The Local Valuation Joint Board (Scotland) Order 1995 Regulations 2 (2), Section 27 transferred the authority to the Board. Appointments of Senior Officers are approved by the Board.

The following tables provide details of the remuneration paid to the Board's Senior Employees.

Remuneration of Senior Employees of the Board

<b>Name and Post Title</b>	<b>Salary, fees and allowances £</b>	<b>Total Remuneration 2017/18 £</b>	<b>Total Remuneration 2018/19 £</b>
Pete Wildman Assessor	97,628	96,028	97,628
Jane Wandless Assistant Assessor	73,092	70,620	73,092

**Note to Table above:**

1. No taxable expenses, compensation for loss of employment or benefits other than in cash were paid to senior employees during 2017/18 or 2018/19.

The Senior Employees included in the table include any Joint Board employee:

- who has responsibility for management of the Board to the extent that the person has power to direct or control the major activities (including activities involving the expenditure of money) during the year to which the Report relates whether solely or collectively with other persons;
- who holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of the Local Government and Housing Act 1989; or
- whose annual remuneration is £150,000 or more.

The Treasurer is Lindsay Sim, who is the Chief Finance Officer, at Clackmannanshire Council. Her remuneration is paid by Clackmannanshire Council.

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## REMUNERATION REPORT (continued)

### Pension Benefits

#### Senior Employees

The pension entitlements of Senior Employees for the year to 31 March 2019 are shown in the table below, together with the contribution made by the Board to each Senior Employees' pension during the year.

Name and Post Title	In-Year Pension Contributions			Accrued Pension Benefits		
	For Year to 31 March 2018 £	For Year to 31 March 2019 £		As at 31 March 2018 £	As at 31 March 2019 £	Difference From 31 March 2018 £
Pete Wildman Assessor	21,126	21,966	Pension Lump Sum	39,000 69,000	41,000 70,000	2,000 1,000
Jane Wandless Assistant Assessor	15,536	16,446	Pension Lump Sum	20,000 27,000	23,000 28,000	3,000 1,000

All senior employees shown in the tables above are members of the Local Government Pension Scheme (LGPS). The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government service and not just their current appointment.

Where staff are no longer in employment at 31 March 2019 there is no increase in accrued pension benefit attributable.

#### Officers' Remuneration

The number of employees whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

Remuneration band	Number of Employees	
	2018/19	2017/18
£50,000 - £54,999	-	-
£55,000 - £59,999	-	-
£60,000 - £64,999	-	-
£65,000 - £69,999	-	-
£70,000 - £74,999	1	1
£75,000 - £79,999	-	-
£80,000 - £84,999	-	-
£85,000 - £89,999	-	-
£90,000 - £94,999	-	-
£95,000 - £99,999	<u>1</u>	<u>1</u>
	<u>2</u>	<u>2</u>

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### REMUNERATION REPORT (continued)

#### Termination Benefits and Exit Packages

Termination benefits are amounts payable as a result of a decision by the Board to terminate an officer's employment before the normal retirement date, or where officer's commit to the termination of employment of an officer or group of officers, or where an offer is made to encourage voluntary redundancy.

There were no termination benefits or exit packages paid in either 2018/19 or 2017/18.

#### Senior Councillors

The remuneration of councillors is regulated by the 2007 regulations and these set out the remuneration payable to councillors with a responsibility of Convenor or Depute-Convenor of the Joint Board. The council of which the Convenor or Depute-Convenor is a member is required to pay their total remuneration and is then reimbursed for the element of the payment made on behalf of the joint board.

Name	Council	Position	2017/18 Reimbursement £	2018/19 Reimbursement £
Councillor D Balfour	Falkirk Council	Convenor	4,373	5,794
Councillor C Holden	Clackmannan shire Council	Depute Convenor	2,426	1,589

Signed on behalf of the Valuation Joint Board

**Pete Wildman**  
**Assessor**  
**27<sup>th</sup> September 2019**

**Councillor Balfour**  
**Convenor of the Board**  
**27<sup>th</sup> September 2019**

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## INDEPENDENT AUDITOR'S REPORT

### Independent auditor's report to the members of Central Scotland Valuation Joint Board and the Accounts Commission

#### Report on the audit of the financial statements

##### Opinion on financial statements

I certify that I have audited the financial statements in the annual accounts of Central Scotland Valuation Joint Board (the board) for the year ended 31 March 2019 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet and Cash Flow Statement and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the 2018/19 Code).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2018/19 Code of the state of affairs of the board as at 31 March 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2018/19 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

##### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed under arrangements approved by the Accounts Commission on 10 April 2017. The period of total uninterrupted appointment is two years. I am independent of the board in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the board. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

INDEPENDENT AUDITOR'S REPORT ( continued)

**Conclusions relating to going concern basis of accounting**

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Treasurer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the board's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Risks of material misstatement**

I have reported in a separate Annual Audit Report, which is available from the [Audit Scotland website](#), the most significant assessed risks of material misstatement that I identified and my conclusions thereon.

**Responsibilities of the Treasurer and the board for the financial statements**

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Treasurer is responsible for assessing the board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

The board is responsible for overseeing the financial reporting process.

**Auditor's responsibilities for the audit of the financial statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## INDEPENDENT AUDITOR'S REPORT ( continued)

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved. I therefore design and perform audit procedures which respond to the assessed risks of material misstatement due to fraud.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

### Other information in the annual accounts

The Treasurer is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

### Report on other requirements

#### Opinions on matters prescribed by the Accounts Commission

In my opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In my opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### INDEPENDENT AUDITOR'S REPORT ( continued)

- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

#### Matters on which I am required to report by exception

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

#### Conclusions on wider scope responsibilities

In addition to my responsibilities for the annual accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in my Annual Audit Report.

#### Use of my report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

**Tom Reid**  
**Senior Manager**  
**Audit Scotland**  
4<sup>th</sup> Floor  
Nelson Mandela Place  
Glasgow  
G2 1BT

27<sup>th</sup> September 2019

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2019

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Gross Expenditure	2017/18		Gross Expenditure	2018/19		Net (Income)/ Expenditure
£000	Gross £000	Net £000	£000	Gross £000	Gross £000	£000
2,843	(2,686)	157	<b>Cost of Services (A) (note 6)</b>	3,097	(2,692)	<b>405</b>
		<u>226</u>	Financing Expenditure (note 8)			<u>157</u>
		<b>383</b>	<b>(Surplus)/Deficit on Provision of Services (note 6)</b>			<b>562</b>
		<u>(3,371)</u>	Actuarial (gains)/losses on pension assets/liabilities			<u>669</u>
		<b>(2,988)</b>	<b>Total Comprehensive (Income) and Expenditure</b>			<b>1,231</b>

#### **Cost of Services (A)**

All costs flow through the Central Services line at financial statement level, and therefore there is no further breakdown of Service costs.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Board, analysed into 'usable reserves' (those that can be applied to fund expenditure) and 'unusable reserves'. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the Reserves Balance. The Net Increase/(Decrease) shows the statutory Reserves Balance.

	Usable Reserves £000	Unusable Reserves £000	Total Reserves £000
<b>Balance at 31 March 2017</b>	<b>505</b>	<b>(8,669)</b>	<b>(8,164)</b>
<b><u>Movement in Reserves during 2017/18</u></b>			
Total Comprehensive Income and Expenditure	(383)	3,371	2,988
Adjustments between Accounting basis and funding Basis under regulations (note 7)	419	(419)	-
<b>Increase/(Decrease) in Year</b>	<b>36</b>	<b>2,952</b>	<b>2,988</b>
<hr/>			
<b>Balance at 31 March 2018 carried forward</b>	<b>541</b>	<b>(5,717)</b>	<b>(5,176)</b>
<hr/>			
<b>Balance at 1 April 2018</b>	<b>541</b>	<b>(5,717)</b>	<b>(5,176)</b>
<b><u>Movement in Reserves during 2018/19</u></b>			
Total Comprehensive Income and Expenditure	(562)	(669)	(1,231)
Adjustments between Accounting basis & funding Basis under regulations (note 7)	492	(492)	-
<b>Increase/(Decrease) in Year</b>	<b>(70)</b>	<b>(1,161)</b>	<b>(1,231)</b>
<hr/>			
<b>Balance at 31 March 2019 carried forward</b>	<b>471</b>	<b>(6,878)</b>	<b>(6,407)</b>

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### BALANCE SHEET AS AT 31 MARCH 2019

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board. The net liabilities (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category of reserves are usable reserves, those reserves that the Board may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves is those that the Board is not able to use to provide services. This category of reserves includes reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2018 £000		Note	31 March 2019 £000
45	Property, Plant & Equipment	9	29
<u>0</u>	Intangible Assets	10	<u>7</u>
<b>45</b>	<b>Non-Current Assets</b>		<b>36</b>
84	Debtors	11	49
<u>609</u>	Cash and Cash Equivalents – bank current accounts		<u>689</u>
<b>693</b>	<b>Current Assets</b>		<b>738</b>
(173)	Creditors	12	(287)
<u>(173)</u>	<b>Current Liabilities</b>		<u>(287)</u>
<u>(5,741)</u>	Deficit in pension scheme	17	<u>(6,894)</u>
<b>(5,741)</b>	<b>Long Term Liabilities</b>		<b>(6,894)</b>
<u>(5,176)</u>	<b>Net Liabilities</b>		<u>(6,407)</u>
541	Usable reserves – General Fund		471
<u>(5,717)</u>	Unusable Reserves	13	<u>(6,878)</u>
<b>(5,176)</b>	<b>Total Reserves</b>		<b>(6,407)</b>

The unaudited Financial Statements were issued on 28<sup>th</sup> June 2019 and the audited Financial Statements were authorised for issue by Lindsay Sim on 27<sup>th</sup> September 2019.

**Lindsay Sim**  
Treasurer  
27<sup>th</sup> September 2019

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## CASH FLOW STATEMENT

### FOR THE YEAR ENDED 31 MARCH 2019

The Cash Flow Statement shows the changes in cash and cash equivalents during the reporting period. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of grant income or from the recipients of services provided by the Board. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (borrowing) to the Board.

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
(383)	Net Surplus/(Deficit) on the Provision of Services	(562)
357	Adjust net Surplus/(Deficit) on the Provision of Services for Non Cash Movements (note 14)	659
(3)	Adjustments for Items in the Net Surplus/(Deficit) on the Provision of Services that are Investing and Financing Activities - Interest Received	(3)
(29)	Net Cash Flows from Operating Activities	94
(12)	Investing Activities – Purchase of Equipment	(17)
3	Financing Activities – Interest Received – Short/Long-term Borrowing	3
(38)	Net increase/(decrease) in Cash and Cash equivalents	80
647	Cash and Cash equivalents at the beginning of the reporting period	609
<b>609</b>	<b>Cash and Cash equivalents at the end of the reporting period</b>	<b>689</b>

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

	<u>Notes</u>	<u>Page</u>
1.	Accounting Policies	31
2.	Changes to Accounting Standards	38
3.	Critical Judgements in Applying Accounting Policies	38
4.	Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty	39
5.	Events After the Reporting Period	40
6.	Expenditure and Funding Analysis	40
7.	Adjustments between Accounting Basis and Funding Basis under Regulations	44
8.	Financing and Investment Income and Expenditure	46
9.	Property, Plant and Equipment	46
10.	Intangible Assets	47
11.	Debtors	48
12.	Creditors	48
13.	Unusable Reserves	48
14.	Non Cash Movements	51
15.	Material Items of Income and Expense	51
16.	External Audit Costs	51
17.	Defined Benefit Pension Schemes	52
18.	Nature and Extent of Risks Arising From Financial Instruments	60
19.	Related Parties	60

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 1) Accounting Policies

#### a) General Principles

The Statement of Accounts summarises the Board's transactions for the 2018/19 financial year and its position at the year end of 31 March 2019. The Board is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014, section 12 of the Local Government in Scotland Act 2003 requires they be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The accounting policies have been applied consistently in the current and prior years.

#### b) Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from contracts with service recipients, whether for the provision of services or the sale of goods, is recognised when the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Revenue is measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions and there can be no difference between the delivery and payment dates.
- expenses in relation to services received (including those rendered by employees) are recorded as expenditure when the services are received, rather than when payments are made; and
- where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet.

#### c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Board's cash management.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 1) Accounting Policies (continued)

##### d) Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Board's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior year as if the new policy had always been applied.

Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change.

Material errors discovered in prior year figures are corrected retrospectively by amending opening balances and comparative amounts for the prior year.

##### e) Charges to Revenue for Non-Current Assets

The following amounts are debited to record the cost of holding non-current assets during the year:

- depreciation attributable to the assets; and
- amortisation of intangible assets.

The Board is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement depreciation, revaluation and impairment losses and amortisations are therefore replaced by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

##### f) Employee Benefits

###### Benefits Payable During Employment

Short-term employee benefits (those that fall due wholly within 12 months of the year end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, are recognised as an expense in the year in which employees render service to the Board. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year. Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

1) Accounting Policies (continued)

f) Employee Benefits (continued)

Post Employment Benefits

Employees of the Authority are members of The Local Government Pension Scheme administered by Falkirk Council.

This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Board.

The Local Government Pension Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Falkirk Pension Fund attributable to the Board are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees;
- Liabilities are discounted to their value at current prices, using a discount rate based on the gross redemption yield on the iBoxx Sterling Corporate Index, AA cover 15 years;
- The assets of the Falkirk pension fund attributable to the Board are included in the Balance Sheet at their fair value:
  - quoted securities – current bid price;
  - unquoted securities – professional estimate;
  - unlisted securities – current bid price; and
  - property – market value.
- The change in the net pensions liability is analysed into seven components:
  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
  - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement;
  - interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
  - expected return on assets – the annual investment return on the fund assets attributable to the Board, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;

NOTES TO THE FINANCIAL STATEMENTS (continued)

1) Accounting Policies (continued)

f) Employee Benefits (continued)

Post Employment Benefits (continued)

- gains/losses on settlements and curtailments – the result of actions to relieve the Board of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited/credited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement;
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Comprehensive Income and Expenditure Statement; and
- contributions paid to the Falkirk Pension Fund – cash paid as employer's contributions to the Pension Fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Board to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Discretionary Benefits

The Board also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

The Valuation Joint Board is a recognised 'employing authority' within the meaning of the Local Government Superannuation (Scotland) Regulations.

g) Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Board as a result of past events (eg software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Board.

Intangible assets are measured at cost less amortisation and any provisions for impairment.

Amounts are only revalued where the fair value of the assets are held by the Board can be determined by reference to an active market.

NOTES TO THE FINANCIAL STATEMENTS (continued)

1) Accounting Policies (continued)

g) Intangible Assets (continued)

The depreciable amount of an intangible asset is amortised over its useful life in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account. The Board's policy is to write off intangible assets over five years.

h) Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e., repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

Assets are then carried in the Balance Sheet using fair value, the amount determined by that which would be paid for the asset in its existing use (existing use value - EUV) or where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost is used as an estimate of fair value. The assets within these financial statements are carried at depreciated replacement cost.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 1) Accounting Policies (continued)

##### h) Property, Plant and Equipment (continued)

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year end, but as a minimum every five years.

##### Disposals

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

The written-off value of disposals is appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

##### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. The Board's policy is to write off the assets over three years.

##### i) Reserves

Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged in that year to score against the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement benefits and that do not represent usable resources.

##### j) Events After the Reporting Period

Events after the reporting period date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 1) Accounting Policies (continued)

##### j) Events After the Reporting Period (continued)

Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period - the Statement of Accounts is adjusted to reflect such events; and
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

##### k) VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

##### l) Government Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Board when there is reasonable assurance that:

- the Board will comply with the conditions attached to the payments; and
- the grants or contributions will be received.

Amounts recognised as due to the Board are not credited to the Comprehensive Income and Expenditure Account until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset in the form of the grant or contribution are required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the Comprehensive Income and Expenditure Statement.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 2) Changes to Accounting Standards

##### Accounting Standards Adopted in the Year

- IFRS 15 Revenue from Contracts with Customers (issued May 2014).
- Amendments to IFRS 15: Clarifications to IFRS 15 Revenue from Contracts with Customers (issued April 2016).
- Amendments to IAS 12 Income Taxes: Recognition of Deferred Tax Assets for Unrealised Losses (issued January 2016).
- Amendments to IAS 7 Statement of Cash Flows: Disclosure Initiative (issued January 2016).

##### Accounting Standards Issued not yet adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2019/20 Code:

- Annual Improvements to IFRS Standards 2014-2016 Cycle;
- IFRIC 22 Foreign Currency Transactions and Advance Consideration;
- IFRIC 23 Uncertainty Over Income Tax Treatments;
- Amendments to IFRS 9 Financial Instruments: Prepayment Features With Negative compensation.

The Code requires implementation from 1 April 2019 and there is therefore no impact on the 2018/19 financial statements

#### 3) Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Board has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgement made in the Financial Statements is:

- There is a high degree of uncertainty about future levels of funding from Local Government. However, the Board has determined that this uncertainty is not yet sufficient to provide an indication that the activities of the Board might be impaired as a result of a need to reduce levels of service provision.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 4) Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made about the future or that which are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Board's Balance Sheet at 31 March 2019 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

<u>Item</u>	<u>Uncertainties</u>	<u>Effect if Actual Results Differ from Assumptions</u>
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Board with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the real discount rate would result in an increase in the pension liability of £2.178m, and a 0.5% increase in the pension increase rate (CPI) would result in an increase in the pension liability of £1.656m.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 5) Events after the Reporting Period

The audited Financial Statements were authorised for issue by the Treasurer on 27<sup>th</sup> September 2019. Events taking place after this date are not reflected in the Financial Statements or Notes.

#### 6) Expenditure and Funding Analysis

This note shows how annual expenditure is used and funded from resources in comparison with those resources consumed or earned in accordance with generally accepted accounting practices. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2017/18				2018/19		
Net Expenditure Chargeable To Reserves	Adjustments between Funding and Accounting Basis	Net Expenditure In the CI&E Statement		Net Expenditure Chargeable to Reserves	Adjustments between Funding and Accounting Basis	Net Expenditure in the CI&E Statement
£000	£000	£000		£000	£000	£000
(33)	190	157	<b>Cost of Services</b>	73	332	405
<u>(3)</u>	<u>229</u>	<u>226</u>	Other Income & Expenditure	<u>(3)</u>	<u>160</u>	<u>157</u>
<u>(36)</u>	<u>419</u>	<u>383</u>	<b>(Surplus)/Deficit on Provision of Services</b>	<u>70</u>	<u>492</u>	<u>562</u>
		505	Opening Balance on Reserves	541		
		<u>36</u>	Plus Surplus/(Deficit) on usable reserves balance in year	<u>(70)</u>		
		<u>541</u>	<b>Closing Balance at 31<sup>st</sup> March 2019</b>	<u>471</u>		

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**6) Expenditure and Funding Analysis (continued)**

The Expenditure and Funding Analysis brings together the net expenditure based on the management reporting structure and compares this against the net expenditure that is reported in the Comprehensive Income and Expenditure Statement in line with the Accounting Framework.

<b>2018/19</b>	<b>Adjustments for Capital Purposes £000</b>	<b>Adjustments for Pensions Adjustments £000</b>	<b>Total Adjustments £000</b>
Net Cost of Services	9	323	<b>332</b>
Other Income and Expenditure From the Funding Analysis	-	160	<b>160</b>
<b>Difference between surplus or Deficit and CI&amp;E Surplus or Deficit</b>	<b>9</b>	<b>483</b>	<b>492</b>
 <b>2017/18</b>	 <b>Adjustments for Capital Purposes £000</b>	 <b>Adjustments for Pensions Adjustments £000</b>	 <b>Total Adjustments £000</b>
Net Cost of Services	23	167	<b>190</b>
Other Income and Expenditure From the Funding Analysis	-	229	<b>229</b>
<b>Difference between surplus or Deficit and CI&amp;E Surplus or Deficit</b>	<b>23</b>	<b>396</b>	<b>419</b>

Within costs of services there are costs included of £25k (2017/18: £30k) that were not reported during the in-year monitoring. These are as a result of Capital Financing Costs, £26k (2017/18: £35k) and Compensating Absences Account Adjustments, £(1)k (2017/18: £(5)k).

Within the accounts are the costs and related income of the Portal. The Portal is a website administered by all Assessors in Scotland that provides information on Valuation Rolls and Council Tax lists. Costs are fully met by income therefore there is no impact on the (Surplus)/Deficit on provision of services.

The following costs incurred by the Portal are included in the table below; Supplies and Services costs of £127k (2017/18: £99k) for Professional Fees. These costs are fully offset by income of £127k (2017/18: £99k) having no impact on the overall Surplus for the Board in the year.

**CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**6) Expenditure and Funding Analysis (continued)**

**Amounts reported for resource allocation**

**Income and Expenditure**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Fees, charges and other income	(224)	(230)
Council Contributions	(2,465)	(2,465)
<b>Total Income</b>	<b>(2,689)</b>	<b>(2,695)</b>
Employee Costs	1,889	1,891
Other operating costs	764	874
<b>Total Operating Expenses</b>	<b>2,653</b>	<b>2,765</b>
<b>Net Cost of Services</b>	<b>(36)</b>	<b>70</b>

**Reconciliation to Net Cost of Services in Comprehensive Income and Expenditure Statement**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Net Cost of Services	(36)	70
Add amounts not reported in service management accounts*	419	492
	<b>383</b>	<b>562</b>

\*This includes depreciation and IAS19 pension adjustments

## NOTES TO THE FINANCIAL STATEMENTS (continued)

## 6) Expenditure and Funding Analysis (continued)

## Reconciliation to Subjective Analysis 2018/19

	Management Accounts £000	Not Reported In Management Accounts £000	Net Cost of Service £000
Fees, charges and other income	(230)	-	(230)
Council Contributions	(2,465)	-	(2,465)
<b>Total Income</b>	<b>(2,695)</b>	<b>-</b>	<b>(2,695)</b>
Employee Costs	1,891	323	2,214
Other operating costs	874	(17)	857
Depreciation	-	26	26
Interest Payments	-	160	160
<b>Total Operating Expenses</b>	<b>2,765</b>	<b>492</b>	<b>3,257</b>
<b>Net Cost of Services</b>	<b>70</b>	<b>492</b>	<b>562</b>

## Reconciliation to Subjective Analysis 2017/18

	Management Accounts £000	Not Reported In Management Accounts £000	Net Cost of Service £000
Fees, charges and other income	(224)	-	(224)
Council Contributions	(2,465)	-	(2,465)
<b>Total Income</b>	<b>(2,689)</b>	<b>-</b>	<b>(2,689)</b>
Employee Costs	1,889	167	2,056
Other operating costs	764	(12)	752
Depreciation	-	35	35
Interest Payments	-	229	229
<b>Total Operating Expenses</b>	<b>2,653</b>	<b>419</b>	<b>3,072</b>
<b>Net Cost of Services</b>	<b>(36)</b>	<b>419</b>	<b>383</b>

## NOTES TO THE FINANCIAL STATEMENTS (continued)

## 7) Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to meet future capital and revenue expenditure.

2018/19	Usable Reserves	
	General Fund Balance £000	Movement in Unusable Reserves £000
<b>Adjustments to Revenue Resources:</b>		
<u>Reversal of items debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:</u>		
Charges for depreciation and impairment of non-current assets	(26)	26
<u>Adjustments involving the Pensions Reserve:</u>		
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 17)	(795)	795
Employer's pensions contributions and direct payments to pensioners payable in the year (see note 17)	311	(311)
<u>Adjustment involving the Accumulating Compensated Absences Adjustment Account:</u>		
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	1	(1)
<b>Adjustments between Revenue and Capital Resources:</b>		
<u>Insertion of items not debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:</u>		
Capital expenditure financed from Revenue Balances	17	(17)
<b>Total Adjustments</b>	<b>(492)</b>	<b>492</b>

## NOTES TO THE FINANCIAL STATEMENTS (continued)

## 7) Adjustments between Accounting Basis and Funding Basis under Regulations (cont'd)

2017/18	Usable Reserves	
	General Fund Balance £000	Movement in Unusable Reserves £000
<b>Adjustments to Revenue Resources:</b>		
<u>Reversal of items debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:</u>		
Charges for depreciation and impairment of non-current assets	(35)	35
<u>Adjustments involving the Pensions Reserve:</u>		
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 17)	(708)	708
Employer's pensions contributions and direct payments to pensioners payable in the year (see note 17)	307	(307)
<u>Adjustment involving the Accumulating Compensated Absences Adjustment Account:</u>		
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5	(5)
<b>Adjustments between Revenue and Capital Resources:</b>		
<u>Insertion of items not debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:</u>		
Capital expenditure financed from Revenue Balances	12	(12)
<b>Total Adjustments</b>	<u>(419)</u>	<u>419</u>

**CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**8) Financing and Investment Income and Expenditure**

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
229	Pensions interest cost and expected return on pension assets	160
(3)	Interest receivable and similar income	(3)
<b>226</b>		<b>157</b>

**9) Property, Plant and Equipment**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Opening Gross Book Value</b>	<b>237</b>	<b>249</b>
Additions	12	10
Disposals	-	(75)
<b>Closing Gross Book Value</b>	<b>249</b>	<b>184</b>
<b>Opening Accumulated Depreciation</b>		
Opening Depreciation	169	204
Depreciation for the year	35	26
Disposals	-	(75)
<b>Closing Accumulated Depreciation</b>	<b>204</b>	<b>155</b>
<b>Net Book Value at 31 March 2019</b>	<b>45</b>	<b>29</b>

**Depreciation**

Within Property Plant and Equipment the Board holds computer equipment, furniture and other equipment. The deemed useful life and depreciation rate for these assets is 3 years.

**Disposals**

A review was undertaken during 2018/19 of assets held and as a result of this review several tangible and intangible assets which are no longer utilised have been written off.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 10) Intangible Assets

The Board accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use. The useful life assigned to the new software purchase in the year is three years and the carrying amount of intangible assets is amortised on a straight-line basis.

A review was undertaken during 2018/19 of assets held and as a result of this review several tangible and intangible assets which are no longer utilised have been written off.

<b>Software</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Opening Gross Book Value</b>	<b>89</b>	<b>89</b>
Additions	-	7
Disposals	-	(89)
<b>Closing gross book value</b>	<b>89</b>	<b>7</b>
<b>Opening Accumulated Amortisation</b>		
Opening amortisation	89	89
Amortisation for the year	-	-
Disposals	-	(89)
<b>Closing Accumulated Amortisation</b>	<b>89</b>	<b>-</b>
<b>Net Book Value at 31 March 2019</b>	<b>-</b>	<b>7</b>

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**11) Debtors**

<b>31 March 2018 £000</b>		<b>31 March 2019 £000</b>
29	Central Government Bodies	-
20	Other Local Authorities	1
-	Public Corp & Trading Funds	1
35	Other Entities and Individuals	47
<hr/> <b>84</b> <hr/>	<b>Total</b>	<hr/> <b>49</b> <hr/>

**12) Creditors**

<b>31 March 2018 £000</b>		<b>31 March 2019 £000</b>
35	Central Government Bodies	56
49	Other Local Authorities	69
3	Public Corp & Trading Funds	7
86	Other Entities and Individuals	155
<hr/> <b>173</b> <hr/>	<b>Total</b>	<hr/> <b>287</b> <hr/>

**13) Unusable Reserves**

<b>31 March 2018 £000</b>		<b>31 March 2019 £000</b>
45	Capital Adjustment Account	36
(5,741)	Pensions Reserve	(6,894)
(21)	Accumulating Compensated Absences Adjustment Account	(20)
<hr/> <b>(5,717)</b> <hr/>	<b>Total Unusable Reserves</b>	<hr/> <b>(6,878)</b> <hr/>

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 13) Unusable Reserves (continued)

##### **Capital Adjustment Account**

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside as finance for the costs of acquisition, construction and enhancement.

Note 6 provides details of the source of all the transactions posted to the account.

2017/18		2018/19
£000		£000
68	<b>Balance at 1 April 18</b>	45
	<b>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement</b>	
(35)	- Charges for depreciation and impairment of non current assets	(26)
12	- Capital Expenditure charged against the General Fund	17
<u>45</u>	<b>Balance at 31 March 19</b>	<u>36</u>

##### **Pensions Reserve**

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investments returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to Pension Funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**13) Unusable Reserves (continued)**

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
<b>(8,711)</b>	<b>Balance at 1 April 18</b>	<b>(5,741)</b>
3,371	Actuarial gains or (losses) on pensions assets and liabilities	(669)
(708)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(795)
307	Employer's pensions contributions and direct payments to pensioners payable in the year	311
<u><b>(5,741)</b></u>	<b>Balance at 31 March 19</b>	<u><b>(6,894)</b></u>

**Accumulating Compensated Absences Adjustment Account**

The Accumulating Compensated Absences Adjustment Account represents holiday entitlement earned but not yet taken and absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

<b>2017/18</b>	<b>2017/18</b>		<b>2018/19</b>	<b>2018/19</b>
<b>£000</b>	<b>£000</b>		<b>£000</b>	<b>£000</b>
	<b>(26)</b>	<b>Balance at 1 April 18</b>		<b>(21)</b>
26		Settlement or cancellation of accrual made at the end of the preceding year	21	
<u>(21)</u>		Amounts accrued at the end of the current year	(20)	
	5	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		1
	<u><b>(21)</b></u>	<b>Balance at 31 March 19</b>		<u><b>(20)</b></u>

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**14) Non Cash Movements**

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
(35)	Depreciation & Amortisation	(26)
44	Increase/(Decrease) in Creditors	(114)
35	(Increase)/Decrease in Debtors	(35)
(401)	Movement in Pension Liability	(484)
<u>(357)</u>	<b>Net cash flows from non cash movements</b>	<u>(659)</u>

**15) Material Items of Income and Expense**

**Council Contributions**

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
(1,215)	Falkirk Council	(1,215)
(869)	Stirling Council	(869)
(381)	Clackmannanshire Council	(381)
<u>(2,465)</u>		<u>(2,465)</u>

**16) External Audit Costs**

<b>2017/18</b>		<b>2018/19</b>
<b>£000</b>		<b>£000</b>
7	Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditor for the year	7
<u>7</u>		<u>7</u>

**17) Defined Benefit Pension Schemes**

**Participation in pension schemes**

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until employees retire, the Board has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Board participates in the Local Government Pension Scheme, administered locally by Falkirk Council – this is a funded defined benefit final salary scheme, meaning that the Board and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

**Transactions relating to post employment benefits**

The Board recognise the cost of retirement benefits are recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Board is required to make is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**17) Defined Benefit Pension Schemes (continued)**

<b>Pension Scheme</b>	<b>Local Government</b>	
	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Comprehensive Income and Expenditure Statement</b>		
<i>Cost of Services</i>		
• current service cost	479	493
• past service costs	-	142
<i>Financing and Investment Income and Expenditure</i>		
• Interest expense - defined benefit obligation	639	584
• Interest income on scheme assets	(410)	(424)
	_____	_____
<i>Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of Services</i>	<b>708</b>	<b>795</b>
<i>Other Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</i>		
Re-measurement of the net defined benefit liability comprising		
• return on pension fund assets (excluding interest income above)	195	(919)
• Actuarial (gains)/losses arising on changes in financial assumptions	(1,254)	1,578
• Actuarial (gains) arising on changes in demographic assumptions	(22)	0
• Other experience (gains)/losses	(2,290)	10
	_____	_____
<i>Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</i>	<b>(2,663)</b>	<b>1,464</b>
	_____	_____
Actuarial (gains)/losses on pension fund assets and liabilities	<b>(3,371)</b>	<b>669</b>
	_____	_____

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**17) Defined Benefit Pension Schemes (continued)**

**Local Government  
Pension Scheme**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b><i>Movement in Reserves Statement</i></b>		
<ul style="list-style-type: none"> <li>• reversal of net charges made to the Total Comprehensive Income and Expenditure Statement for post employment benefits in accordance with the Code</li> </ul>	(708)	(795)
<hr/>		
<b><i>Actual amount charged against the General Fund</i></b>		
<b><i>Balance for pensions in the year:</i></b>		
<ul style="list-style-type: none"> <li>• employers contributions payable to scheme</li> </ul>	307	311
<hr/>		

**Pensions Assets and Liabilities Recognised in the Balance Sheet**

The amount included in the balance sheet arising from the Board's obligation in respect of its defined benefit plan is as follows:

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Present value of the defined benefit obligation*	(21,608)	(23,826)
Fair value of pension fund assets	15,867	16,932
	<hr/>	<hr/>
<b>Net Liability arising from Defined Benefit Obligation</b>	<b>(5,741)</b>	<b>(6,894)</b>

\* unfunded liabilities included in the figure for present value of liabilities

Unfunded liabilities for Pension Fund	375	381
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The liabilities show the underlying commitments that the Board has in the long term to pay post employment (retirement) benefits. The net liability of £6.894m has a substantial impact on the net worth of the Board as recorded in the Balance Sheet, resulting in an overall negative balance of £6.407m. However, statutory arrangements for funding the deficit means that the financial position of the Board remains positive:

- the deficit on the scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary; and
- finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**17) Defined Benefit Pension Schemes (continued)**

**A reconciliation of the Board's share of the present value of Falkirk Pension Fund's defined benefit obligation (liabilities) is as follows:**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Opening balance at 1 April</b>	<b>(24,626)</b>	<b>(21,608)</b>
Current service cost	(479)	(493)
Interest cost	(639)	(584)
Contributions by scheme participants	(87)	(86)
<b>Re-measurement gains and (losses)</b>		
Actuarial gains from change in demographic assumptions	22	0
Actuarial gains/(losses) from change in financial assumptions	1,254	(1,578)
Actuarial gains/(losses) from other experiences	2,290	(10)
Past Service	-	(142)
Benefits paid	657	675
<b>Closing value at 31 March</b>	<b>(21,608)</b>	<b>(23,826)</b>

**A reconciliation of the Board's share of the fair value of Falkirk Pension Fund's assets are as follows:**

	<b>2017/18</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Opening fair value of pension fund assets</b>	<b>15,915</b>	<b>15,867</b>
Interest Income	410	424
Return on pension assets (excluding amounts included in net interest)	(195)	919
Contributions from employers	307	311
Contributions by employees into the scheme	87	86
Benefits paid	(657)	(675)
<b>Closing fair value of pension fund assets</b>	<b>15,867</b>	<b>16,932</b>

**CENTRAL SCOTLAND VALUATION JOINT BOARD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**17) Defined Benefit Pension Schemes (continued)**

**Analysis of Pension Fund Assets**

<b>The Board's share of the Pension Fund comprised:</b>	<b>31 March 2018 £000</b>	<b>31 March 2019 £000</b>
<b>Equity instruments (by industry type)</b>		
- Consumer	1,491	1,351
- Manufacturing	797	1,025
- Energy & Utilities	546	638
- Financial Institutions	1,224	1,262
- Health & Care	576	561
- Information Technology	1,059	1,499
- Other	238	6
<b>Sub Total Equity</b>	<b>5,931</b>	<b>6,342</b>
<b>Debt Instruments</b>		
- Corporate bonds (investment guide)	-	-
- Other	153	-
<b>Property (by type)</b>		
- UK	962	996
- Overseas	9	148
<b>Sub Total Property</b>	<b>971</b>	<b>1,144</b>
<b>Private Equity</b>		
- UK	441	440
<b>Sub Total Private Equity</b>	<b>441</b>	<b>440</b>
<b>Other Investment Funds</b>		
- Equities	3,413	3,548
- Bonds	1,209	1,263
- Infrastructure	1,181	1,413
- Other	1,658	1,740
<b>Sub Total Other Investment Funds</b>	<b>7,461</b>	<b>7,964</b>
<b>Cash and Cash Equivalents</b>	<b>910</b>	<b>1,042</b>
<b>Total Assets</b>	<b>15,867</b>	<b>16,932</b>

# CENTRAL SCOTLAND VALUATION JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### 17) Defined Benefit Pension Schemes (continued)

#### **Basis for Estimating Assets and Liabilities**

The Board's share of the net obligations of the Falkirk Pension Fund is an estimated figure based on actuarial assumptions about the future and is a snapshot at the end of the financial year. The net obligation has been assessed using the "projected unit method", that estimates that the pensions will be payable in future years dependant upon assumptions about mortality rates, salary levels and employee turnover rates.

The fund's obligation has been assessed by Hymans Robertson, an independent firm of actuaries, and the estimates are based on the latest full valuation of the fund at 31 March 2019. The significant assumptions used by the actuary are shown in the table below. The note includes a sensitivity analysis for the pension obligation based on reasonably possible changes in these assumptions occurring at the reporting date.

The principal assumptions used by the actuary have been:

	<b>Local Government Pension Scheme</b>	
	<b>2017/18</b>	<b>2018/19</b>
<b>Long-term expected rate of return on assets in the scheme:</b>		
Equity investments	2.7%	2.4%
Bonds	2.7%	2.4%
Property	2.7%	2.4%
Cash	2.7%	2.4%
<b>Mortality assumptions:</b>		
Longevity at 65 for current pensions		
- Men	21.2 years	21.2 years
- Women	23.7 years	23.7 years
Longevity at 65 for future pensioners		
- Men	22.7 years	22.7 years
- Women	25.5 years	25.5 years
Rate of inflation	2.4%	2.5%
Rate of increase in salaries	2.9%	3.0%
Rate of increase in pensions	2.4%	2.5%
Rate for discounting fund liabilities	2.7%	2.4%

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### 17) Defined Benefit Pension Schemes (continued)

LGPS liabilities are sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The method and types of assumption used in preparing the sensitivity analysis below did not change from this used in the previous period.

#### Change in Assumptions at 31 March 2019

	Approximate % Increase to Employer	Approximate Monetary Amount (£000)
0.5% decrease in Real Discount Rate	9%	2,178
0.5% increase in the Salary Increase Rate	2%	472
0.5% increase in the Pension Increase Rate	7%	1,656

#### McCloud Ruling

When the LGPS benefit structure was reformed in 2015, transitional protections were applied to certain older members close to normal retirement age. The benefits accrued from 1 April 2015 by these members are subject to an 'underpin' which means that they cannot be lower than what they would have received under the previous benefit structure. The underpin ensures that these members do not lose out from the introduction of the new scheme, by effectively giving them the better of the benefits from the old and new schemes.

In December 2018 the Court of Appeal upheld a ruling ("McCloud/Sargeant") that similar transitional protections in the Judges' and Firefighters' Pension Schemes were unlawful on the grounds of age discrimination. The implications of the ruling were expected to apply to the LGPS (and other public service schemes) as well. The UK Government requested leave to appeal to the Supreme Court, but in June 2019 the Supreme Court ruled that the Government has no grounds for appeal and the earlier ruling by the Court of Appeal was upheld.

The clear expectation from this ruling is that many more members will see enhanced benefit rather than just those currently subject to those protections. In this outcome, there will likely be a retrospective increase in members' benefits, which in turn will give rise to a past service cost for the Fund employers when the outcome is known.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

Quantifying the impact at this stage is very difficult because it will depend on the compensation awarded, members' future salary increases, length of service and retirement age, and whether (and when) members withdraw from active service. Salary increases in particular can vary significantly from year to year and from member to member depending on factors such as budget restraint, job performance and career progression. The Government Actuary's Department (GAD) has estimated that the impact for the LGPS as a whole could be to increase active member liabilities by 3.2%, based on a given set of actuarial assumptions. A full description of the data, methodology and assumptions underlying these estimates is given in GAD's paper, dated 10 June 2019.

The Fund's actuary has adjusted GAD's estimate to better reflect the Falkirk Council Pension Fund's local assumptions, particularly salary increases and withdrawal rates. The revised estimate as it applies to Central Scotland Joint Valuation Board is that total liabilities (i.e. the increase in active members' liabilities expressed in terms of the employer's total membership) could be 0.3% higher as at 31 March 2019, an increase of approximately £78K.

These numbers are high level estimates based on scheme level calculations and depend on several key assumptions.

The impact on employers' funding arrangements will likely be dampened by the funding arrangements they have in place.

#### **Guaranteed Minimum Pension (GMP)**

Guaranteed minimum pension (GMP) was accrued by members of the Local Government Pension Scheme (LGPS) between 6 April 1978 and 5 April 1997. The value of GMP is inherently unequal between males and females for a number of reasons, including a higher retirement age for men and GMP accruing at a faster rate for women. However, overall equality of benefits was achieved for public service schemes through the interaction between scheme pensions and the Second State Pension. The introduction of the new Single State Pension in April 2016 disrupted this arrangement and brought uncertainty over the ongoing indexation of GMPs, which could lead to inequalities between men and women's benefits.

As an interim solution to avoid this problem, GMP rules were changed so that the responsibility for ensuring GMPs kept pace with inflation passed in full to pension schemes themselves for members reaching state pension age between 6 April 2016 and 5 April 2021. This new responsibility leads to increased costs for schemes (including the LGPS) and hence scheme employers.

The Fund's actuary has carried out calculations in order to estimate the impact that the GMP indexation changes will have on the liabilities of Central Scotland Joint Valuation Board for financial reporting purposes. The estimate assumes that the permanent solution eventually agreed will be equivalent in cost to extending the interim solution to all members reaching state pension age from 6 April 2016 onwards.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

The estimate as it applies to Central Scotland Joint Valuation Board is that total liabilities could be 0.28% higher as at 31 March 2019, an increase of approximately £0.064m.

These numbers are approximate estimates based on employer data as at 31 March 2017 and will be revised at the next formal valuation of the Fund.

#### **Impact on the Authority's Cash Flow**

The objective of the Falkirk Pension Fund is to keep employers contributions at as constant a rate as possible. The triennial valuation was completed on 31<sup>st</sup> March 2017 the Employers' contributions have been set at the following proportion of employees' rates for the three years: 2018-19 (22.5%) 2019-20 (23%) and 2020-21 (23.5%). The total contributions expected to be made by the Board to Falkirk Pension Fund in the year to 31 March 2020 is £295k.

#### **18) Nature and Extent of Risks arising from Financial Instruments**

As at 31 March 2019 the Valuation Joint Board has Debtors of £49k, cash and cash equivalents of £689k and Creditors of £287k. There is no provision for bad debts. The transactions entered into do not give rise to any market or liquidity risk and credit risk is considered below.

##### **Credit Risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Board's customers.

The Board's finances are controlled by Clackmannanshire Council. This risk is minimised through the Council's Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poor Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Additional selection criteria are also applied after this initial criteria. Details of the Investment Strategy can be found on Clackmannanshire Council's website.

#### **19) Related Parties**

The Board is required to disclose material transactions with the related parties - bodies or individuals that have potential to control or influence the Board or to be controlled or influenced by the Board. Disclosure of these transactions allows readers to assess the extent to which the Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board. In this context related parties include:

- Other Local Authorities: and
- Elected Members and Chief Officers.

## CENTRAL SCOTLAND VALUATION JOINT BOARD

### NOTES TO THE FINANCIAL STATEMENTS (continued)

**The following related party transactions in 2018/19 are disclosed elsewhere within the Annual Report and Financial Statements:**

- a) Requisitions from other Local Authorities are shown in Note 15 to the Comprehensive Income and Expenditure Statement on page 51; and
- b) Payments to Elected Members and Chief Officers are shown in the Remuneration Report on page 19.