

The background of the slide features a large, light blue watermark of the Coat of Arms of the City of Edinburgh. The crest includes a crown with thistles, a shield divided into four quarters (top-left: a castle tower, top-right: a stag's head, bottom-left: a sailing ship, bottom-right: a lion passant guardant), and a motto scroll at the bottom.

Agenda Item 4

**Financial Statements as at
31.03.20**



AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: FINANCIAL STATEMENTS AS AT 31 MARCH 2020
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD 14th
Date: August 2020
Author: TREASURER

1. INTRODUCTION

- 1.1 The Board is required by law to prepare a statement of accounts in accordance with 'proper practices' which set out its financial position at the end of each financial year. This is defined as meaning compliance with the terms of the Code of Practice in Local Authority Accounting in the United Kingdom prepared by CIPFA/ LASAAC Joint Committee.
- 1.2 The Code specifies the principles of accounting required to give a 'true and fair' view of the financial position and transactions of the Board, following completion of the audit.
- 1.3 The Code is based on International Financial Reporting Standards within a framework of the Government Financial Reporting Manual (FReM).
- 1.4 The Board is legally obliged to complete the draft accounts and submit them by 30th June to the appointed External Auditor so that they can be scrutinised for accuracy and completeness.
- 1.5 Following conclusion of the audit, a final audited set of accounts along with the auditor's report, will be presented to the Board at the next appropriate meeting.

2. BACKGROUND

- 2.1 The accounts have been prepared in accordance with proper practices as set out in the *Code of Practice on Local Authority Accounting in the United Kingdom 2019/20*. The Financial Statements show the actual figures for 2019/20 and the comparable figures for 2018/19.

The final Outturn position in the management accounts reports an underspend of £129k. This is made up of total overspends of £43k:

- £38k in postages;
- £3k in legal fees relating to valuation appeals, and
- £2k in professional fees for the completion of the rent review.

Which are offset by the total underspends of £172k:

- £154k relates to employee related expenditure, due to vacancies and delays in recruitment;
- £4k in reduction of Staff Travel costs;
- £6k in premises related expenditure, and
- £8k of Supplies and Services includes reduced costs on Disaster Recovery, reduced spend in printing and stationery and software maintenance.

- 2.2 The draft deficit on the provision of services reported in the Comprehensive Income and Expenditure Account is (£497k). However this includes £425k of accounting adjustments which require to be reversed out in the Movement in Reserves Statement which results in a net decrease in reserves of £72k. This decrease in reserves reflects the utilisation of committed reserves approved by the Board in the 2019/20 Budget.
- 2.3 The useable surplus brought forward from the previous year was £471k. After applying the usable reserves deficit in the year of £72k, per above, the surplus carried forward to future years is £399k. This balance of £399k has been retained as a surplus attributable to the constituent authorities in usable reserves.
- 2.4 From this surplus the Board approved the ear-marking of £256k for specific projects as part of the 2020/21 budget setting process. The balance of un-earmarked reserves is therefore £143k.
- 2.5 The Board's reserves strategy stipulates that it should retain uncommitted reserves at a minimum level between 3% and 6% of net expenditure, which as at March 2020 would translate to a figure between £88k and £176k. The reserves position is therefore £55k in excess of the minimum reserve figure and represents a level of 4.9%.
- 2.6 As discussed at previous board meetings, reserves will be reviewed in line with saving proposals brought forward over the coming year. Reserves may be required to fund spend to save proposals to allow future reduction in spend.
- 2.7 One of the main changes in the financial statements from 2018/19 to 2019/20 is a decrease in the pension liability of £1.180m. The decrease in a favourable movement in the year due to the performance of investments providing good levels on return. The liability does not have an immediate impact, but this is something the board should take into consideration in assessing the future pension costs and contributions to the fund. The board have agreed to continue to increase the pension contribution by 0.5% per year until 2020/21. Future year increases will be reviewed in line with the next triennial valuation as at 31 March 2020.
- 2.8 A summary of the main financial highlights of the year is contained in the Management Commentary on pages 8 to 10 of the draft accounts.
- 2.9 A statement recording the remuneration paid to senior employees is also included within the accounts.

3. CONCLUSIONS

- 3.1 The Valuation Joint Board has outturned a deficit, utilising £72k of earmarked reserves, which when added to the previous years useable reserve balance of £471k, results in a net surplus of £399k now being held.

4. RECOMMENDATIONS

- 4.1 **The Board is asked to note the 2019/20 Draft Statement of Accounts which were submitted for Audit on the 30th June 2020.**

Treasurer
14th August 2020

LIST OF BACKGROUND PAPERS

Appendix 1 : Summary Actual to Budget Position 31 March 2020

Appendix 2: Draft Financial Statements

1. Annual Year End Working Papers.

Any person wishing to inspect the above background papers should contact the Treasurer, on (01259) 452022.

Central Scotland Valuation Joint Board

Actual Spend to 31 March 2020

<i>Description</i>	<i>Annual Budget for 2019/20</i>	<i>Actual to 31 March 2020</i>	<i>Actual v Budget</i>
Employee Related Expenditure	2,101,809	1,947,700	(154,109)
Premises Related Expenditure	206,580	200,293	(6,287)
Transport Related Expenditure	23,000	18,988	(4,012)
Supplies and Services	410,620	638,117	227,497
Third Party Payments	22,200	21,455	(745)
Support Services	81,010	83,521	2,511
Total Gross Expenditure	<u>2,845,219</u>	<u>2,910,074</u>	<u>64,855</u>
Income	<u>(97,700)</u>	<u>(291,351)</u>	<u>(193,651)</u>
Net Expenditure	<u>2,747,519</u>	<u>2,618,723</u>	<u>(128,796)</u>

VALUATION JOINT BOARD DRAFT FINANCIAL STATEMENTS 2019/20



CENTRAL SCOTLAND VALUATION JOINT BOARD
ANNUAL REPORT AND FINANCIAL STATEMENTS 2019/20

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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

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 2020. 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's budgeted staffing for 2019/20 was 45.9 FTE. All employees 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 2020 there were 13,139 non-domestic properties in Central Scotland with a total rateable value of £352,106,440. 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, though this is dependent on Covid-19 restrictions in respect of the survey of properties being lifted.

Strategic Context (continued)

The vast majority of valuation appeals from the 2005 Revaluation have been dealt with, three remain outstanding all of which have been referred to the Lands Tribunal. Of the original 3,877 appeals lodged following the 2010 Revaluation, five appeals have still to be settled at the end of May 2020. 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, thirteen of which remain outstanding, all of which have been referred to the Lands Tribunal for Scotland.

At the end of the financial year, 3,270 Material Change of Circumstance appeals were lodged as a result of the Covid-19 pandemic. These will have to be disposed of within 12 months of the date they were lodged. Initial preparatory work has also commenced for the next Revaluation in 2022

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 1 April 2019 there were 146,754 domestic properties on the Council Tax Valuation List in Central Scotland and 1,093 new entries were added to the valuation List during 2019/20.

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 November 2019 with the number of Local Government electors increasing to 231,788. Details of registered 15 and 14 year olds are not shown in published copies of the Register.

A full canvass was carried out during 2019/20 during which we sent Household Enquiry Forms to all properties and carried out the required statutory follow up activity. There was also an unscheduled UK Parliamentary Election in December 2019 which saw high volumes of registration applications in the run up to the registration deadline. Initial preparatory work for the new style canvass in 2020/21 has commenced.

Strategic Context (continued)

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. We received a positive response from the Keeper of the Records of Scotland to our update report on the progress we are making to ensure compliance with the Public Records (Scotland) Act 2011. The Covid-19 pandemic saw the organisation implement its business continuity arrangements which have allowed all work streams to continue with the exception of physical surveys with all employees now working from home.

Looking forwards the Scottish Parliament passed the Non Domestic Rates (Scotland) Act 2020. The Act is the first major revision of the rating system in Scotland since 1975. When it is fully commenced it will see Revaluations happening every three years rather than every five years at present. The next scheduled Revaluation is in 2022 with the following revaluation envisaged to take place in 2025. The Act will also introduce major reforms to the non-domestic appeals process. The Act has brought in Civil Penalties for failure to supply information in respect of an Assessors Information Notice. The associated appeal regulations have yet to be laid but work has been undertaken both locally and nationally to amend forms to reflect the new legislation. The move to three yearly revaluations and the associated revisions to the appeal procedures will impact on the workload of the organisation and resources have been increased to ensure that the Assessor can fulfil his revised duties.

Strategic Financial Planning

In the approved Budget for 2020/21, set in March 2020, the medium term forecast suggests an anticipated funding gap of £442k by 2022/23. The Board agreed to utilise £127k of reserves in setting its 2020/21 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. The scanning of all the domestic property files was completed by May 2019. Work is now being commenced on scoping a project to scan all the non-domestic files. This will give the Board greater flexibility when it reviews its property requirements ahead of the lease expiry on its current premises in June 2023. Work continues to streamline, automate and digitise work processes and data inputs. Good progress has been made with the introduction of the SharePoint records management system. The focus for the coming years will continue to be on optimising records management, reviewing internal business processes to ensure that the efficiency of service delivery is maximised and to keep the staffing structure under review so that it best meets the organisations needs. 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.

CENTRAL SCOTLAND VALUATION JOINT BOARD

MANAGEMENT COMMENTARY 2019/20 (continued)

Strategic Financial Planning (continued)

The balance sheet shows a net liability position for 2019/20 due to a deficit in the pension scheme. The liability has reduced in the year due to the favourable performance of investments providing good levels of return. The level of contributions has been agreed for the next year which will see employers' contributions increase by 0.5% to 23.5% for 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 advice provided by the actuary.

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.

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

Exhibit 1: Performance against key targets 2017/18 to 2019/20

Indicator – Valuation Roll	2017/18 Target %	2017/18 Actual %	2018/19 Target %	2018/19 Actual %	2019/20 Target%	2019/20 Actual %
Changes made in less than 3 months	75	67	75	77	75	71
Changes made in less than 6 months	90	86	90	93	90	87
Changes made in more than 6 months	10	14	10	7	10	13
Indicator – Valuation List	2017/18 Target	2017/18 Actual	2018/19 Target %	2018/19 Actual %	2019/20 Target%	2019/20 Actual %
In less than 3 months	97	94	97	96	97	97
In less than 6 months	99	100	99	99	99	99
In more than 6 months	1	0	1	1	1	1

The targets for 2020/21 have been set at the same levels as 2019/20. It is too early to establish the effect that the Covid-19 will have on performance in this period. 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 2019/20

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 2020. A brief explanation of each statement and its purpose is provided on pages 27-30. An Annual Governance Statement is also provided at page 17 and a Remuneration Report is included at page 20.

The final Outturn position in the management accounts reports an underspend of £129k. This is made up of total overspends of £43k:

- £38k in postages which relates to PTO and write out to Non Domestic Properties;
- £3k in legal fees relating to valuation appeals, and
- £2k in professional fees for the completion of the rent review.

Which are offset by the total underspends of £172k:

- £154k relates to employee related expenditure, due to vacancies and delays in recruitment;
- £4k in reduction of Staff Travel costs;
- £6k in premises related expenditure, and
- £8k of Supplies and Services includes reduced costs on Disaster Recovery, reduced spend in printing and stationery and software maintenance.

The deficit on the provision of services for the financial year reported in the Comprehensive Income and Expenditure Statement is (£497k) (page 27). However this includes £425k of accounting adjustments which require to be reversed out in the Movement in Reserves Statement which results in a net decrease in reserves of £72k.

The usable reserves surplus brought forward from previous years is £471k. The usable reserves deficit in the year, per above, is £72k therefore the surplus carried forward to future years is £399k. This balance of £399k 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 Movement in Reserves Statement on page 28 and supporting notes.

CENTRAL SCOTLAND VALUATION JOINT BOARD

MANAGEMENT COMMENTARY 2019/20 (continued)

Financial Performance 2019/20 (continued)

When the Board approved the 2020/21 Budget on 20 March 2020, approval was given to maintain the minimum uncommitted reserve balance at a range of 3% to 6% of budgeted net expenditure to allow for year on year flexibility.

Of the £399k usable reserves balance at 31 March 2020, £256k is earmarked for specific purposes as approved by the Board in March 2020 when setting the budget. The committed balance can be summarised as follows:

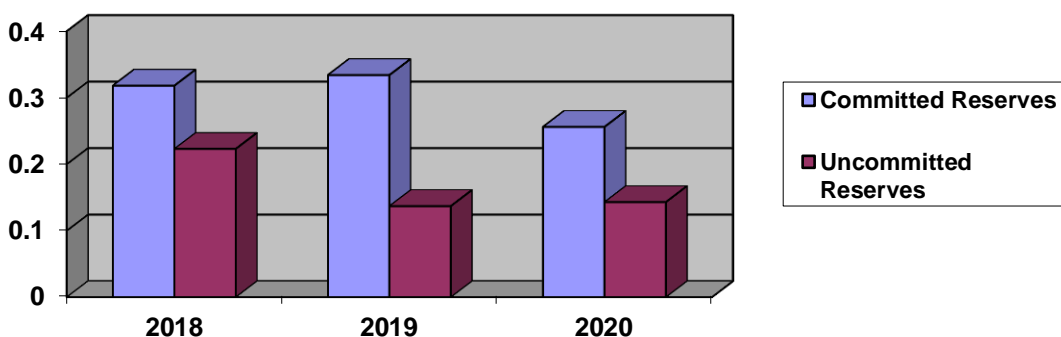
Exhibit 2: Committed reserves 2019/20

	Total
	£000
20/21 Budget Funding	127
Barclays 19/20 Underspend Potential Pay Back	7
Property Maintenance Fund	122
Net Committed Reserves	256

The current reserves represent a level of 4.9% of budgeted net expenditure. 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 usable reserves position over the last three years (trend) is shown below:

Exhibit 3: Trend in reserves position 2017/18-2019/20 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.

CENTRAL SCOTLAND VALUATION JOINT BOARD
MANAGEMENT COMMENTARY 2019/20 (continued)

Financial Ratios (continued)

Financial Indicator	Commentary	2018/19	2019/20
Reserves			
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.	5.0%	4.9%
Movement in the Uncommitted General Fund Balance	Reflects the extent to which the Board is using its Uncommitted General Fund Reserve.	(38.5)%	4.3%
Financial Management			
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 £129k underspend.	98.1%	95.3%

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 2019/20, the Board invested £22k on assets including desktop replacement programme which meet the definition of capital expenditure. The costs of this investment were met by Capital Funded from Current Revenue contributions (CFCR), 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 2020 disclosed a deficit of £5.714m. 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 increased by 0.5% each year to 2020/21.

The pension deficit records a decrease in liability of £1.180m which is a favourable movement in the year due to the performance of investments providing good levels of return.

CENTRAL SCOTLAND VALUATION JOINT BOARD

MANAGEMENT COMMENTARY 2019/20 (continued)

Business Environment and Risks

A key economic variable during the past two years and going forward into 2020/21 continues to be the impact of Brexit on the UK economy. The recent Covid-19 pandemic has also seen a significant impact towards the end of 2019/20 which will continue into 2020/21 and potentially beyond.

On the 7th May the BoE released its latest quarterly report on inflation. Interest rates had remained steady through 2019/20 at 0.75% but emergency measures were taken to reduce rates to 0.25% and then further to 0.1% in March 2020. At its latest meeting on 6th May, the Monetary Policy Committee (MPC) maintained rates at 0.1% with no likelihood that rates will start to rise within the next 18 months. The target for inflation remains at 2%, and further quantitative easing measures may be necessary over the coming months.

There are varying forecasts for UK growth for the remainder of 2020 and beyond. The latest forecasts from HM Treasury (May) indicate the following impact on GDP, CPI and the unemployment rate:

	2020	2021	2022	2023	2024
GDP %	-8.3	5.8	2.7	2.1	1.8
CPI %	1.0	1.4	1.7	1.8	1.8
Unemployment Rate	7.0	6.8	6.1	5.5	5.0

Source: H.M. Treasury, 'Forecasts for the UK economy, May 2020'

For Scotland, the drop in GDP is forecasted to be slightly lower at 6.8% according to the KPMG 'Economic Outlook Report' June 2020. Rising by 3.4% in 2021, to -3.4% over the 2 years. Various factors will influence this including the outcome of Brexit and for Covid-19, the ability to produce an effective vaccine and whether a second or further waves occur.

As in recent years and even more so as a result of Covid-19, 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.

The UK Government have indicated that a fiscal package may be announced in July. Whilst not expected to be a full budget review, a stimulus package that will focus on increasing budgets for training schemes and infrastructure projects. A full budget is expected later in the year.

Business Environment and Risks (continued)

The Scottish Government is continuing to review supports in place as a result of the Covid-19 pandemic to Local Authorities, Health Boards and the wider economy. It is expected that this will have a significant impact on funding available to Local Government for 2021/22.

The Cabinet Office has indicated that there will be some transitional funding for the reformed Canvass this year, with the ability to make a Justification Led Bid in the event of any shortfall, though any bid may not be successful.

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 14 August 2020. 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 continues to keep the cyber security and business continuity arrangements for the Valuation Joint Board under review.

Plans for the Future

The combination of anticipated cost pressures, coupled with reduced income and the current economic environment due to Covid-19 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.

Plans for the Future (continued)

Looking ahead, key priorities for the Assessor and ERO include; the disposal of the appeals arising from the 2017 Non Domestic Revaluation, the disposal of the Covid-19 MCC appeals, the successful introduction of Assessors Information Notices with associated Civil Penalties, work to deliver the 2022 Revaluation, work to register foreign nationals when they become enfranchised, the delivery of the reformed canvass and preparations for the Scottish Parliament election in 2021. The focus will also be on increasing the efficiency of both the Valuation and Electoral Registration Services. Work is also taking place to safely re-open Hillside House to a limited number of staff when Phase 3 of the restrictions is implemented.

It is clear that this is a period of significant activity for the organisation which will require close monitoring and management. The Assessor through his membership of the Scottish Assessors' Association and the Electoral Management Board for Scotland will liaise with both the UK and Scottish Governments to ensure that they are fully apprised of the work and resources necessary to deliver the reforms created by the new legislation. This is particularly important given the restrictions on working arrangements in light of the Covid-19 pandemic.

The Board's key financial policies including, Financial Regulations, and Contract Standing Orders will be reviewed in 2020/21. A revised scheme of delegation has been drafted and will be put to the Board for approval during 2020/21. 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. There is also an ongoing programme to review and update the Board's personnel policies.

CENTRAL SCOTLAND VALUATION JOINT BOARD

MANAGEMENT COMMENTARY 2019/20 (continued)

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

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
14th August 2020

Pete Wildman
Assessor
14th August 2020

Lindsay Sim
Treasurer
14th August 2020

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 Draft Annual Accounts were approved for signature by the Board at its meeting on 14th August 2020.

Councillor Balfour
Convenor of the Board
14th August 2020

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 2020.

Lindsay Sim
Treasurer
14th August 2020

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 and has incorporated 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 2019/20 professional support was provided by Clackmannanshire Council on financial, legal and human resources matters whilst Falkirk Council provided advice on internal audit and 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 Management Team in turn is supported by the Administration, Valuation and IT Working Groups.

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, annual operational and project 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 2019/20 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 2020 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 payroll and a review of data protection 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, and
- Update of Scheme of Delegation, Financial Regulations and Contract Standing Orders.

Work completed during the year included:

- Various Employment Policies were updated and approved by the Board;
- Records Management Plan – progress was reviewed by the Keeper of the Records of Scotland and they provided a positive response to the progress made to date, and
- A revised Scheme of Delegation has been drafted for Board approval.

Signed on behalf of the Valuation Joint Board

Pete Wildman
Assessor
14th August 2020

Councillor Balfour
Convenor of the Board
14th August 2020

CENTRAL SCOTLAND VALUATION JOINT BOARD

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

Name and Post Title	Salary, fees and allowances 2019/20 £	Total Remuneration 2019/20 £	Total Remuneration 2018/19 £
Pete Wildman Assessor	100,557	100,557	97,628
Jane Wandless Assistant Assessor	75,285	75,285	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 2018/19 or 2019/20.

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 2020 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 2019 £	For Year to 31 March 2020 £		As at 31 March 2019 £	As at 31 March 2020 £	Difference From 31 March 2019 £
Pete Wildman Assessor	21,966	23,128	Pension Lump Sum	41,000 70,000	45,000 72,000	4,000 2,000
Jane Wandless Assistant Assessor	16,446	17,316	Pension Lump Sum	23,000 28,000	25,000 28,000	2,000 0

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 2020 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	
	2019/20	2018/19
£50,000 - £54,999	3	3*
£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	-	1
£100,000 - £104,999	<u>1</u>	<u>1</u>
	<u>5</u>	<u>5</u>

* the number of employees for 2018/19 has been corrected to include 3 employees in bands £50,000-£54,000.

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 2019/20 or 2018/19.

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	2018/19 Reimbursement £	2019/20 Reimbursement £
Councillor D Balfour	Falkirk Council	Convenor	5,794	5,978
Councillor C Holden	Clackmannanshire Council	Depute Convenor	1,589	1,984

Signed on behalf of the Valuation Joint Board

Pete Wildman
Assessor
14th August 2020

Councillor Balfour
Convenor of the Board
14th August 2020

CENTRAL SCOTLAND VALUATION JOINT BOARD

**INDEPENDENT AUDITOR'S REPORT
(to follow)**

CENTRAL SCOTLAND VALUATION JOINT BOARD

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 MARCH 2020

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

2018/19			2019/20		
Gross Expenditure	Gross (Income)	Net (Income)/Expenditure	Gross Expenditure	Gross (Income)	Net (Income)/Expenditure
£000	£000	£000	£000	£000	£000
3,097	(2,692)	405	Cost of Services (A) (note 6)	3,166	(2,834)
		157	Financing Expenditure (note 8)		165
		562	(Surplus)/Deficit on Provision of Services (note 6)		497
		669	Actuarial (gains)/losses on pension assets/liabilities		(1,605)
		1,231	Total Comprehensive (Income) and Expenditure		(1,108)

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
Balance at 31 March 2018	541	(5,717)	(5,176)
<u>Movement in Reserves during 2018/19</u>			
Total Comprehensive Income and Expenditure	(562)	(669)	(1,231)
Adjustments between Accounting basis and funding Basis under regulations (note 7)	492	(492)	-
Increase/(Decrease) in Year	(70)	(1,161)	(1,231)
Balance at 31 March 2019 carried forward	471	(6,878)	(6,407)
Balance at 1 April 2019	471	(6,878)	(6,407)
<u>Movement in Reserves during 2019/20</u>			
Total Comprehensive Income and Expenditure	(497)	1,605	1,108
Adjustments between Accounting basis & funding Basis under regulations (note 7)	425	(425)	-
Increase/(Decrease) in Year	(72)	1,180	1,108
Balance at 31 March 2020 carried forward	399	(5,698)	(5,299)

CENTRAL SCOTLAND VALUATION JOINT BOARD

BALANCE SHEET AS AT 31 MARCH 2020

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 2019 £000		Note	31 March 2020 £000
29	Property, Plant & Equipment	9	32
<u>7</u>	Intangible Assets	10	<u>6</u>
36	Non-Current Assets		38
49	Debtors	11	58
<u>689</u>	Cash and Cash Equivalents – bank current accounts		<u>655</u>
738	Current Assets		713
(287)	Creditors	12	(336)
<u>(287)</u>	Current Liabilities		<u>(336)</u>
<u>(6,894)</u>	Deficit in pension scheme	17	<u>(5,714)</u>
(6,894)	Long Term Liabilities		(5,714)
<u>(6,407)</u>	Net Liabilities		<u>(5,299)</u>
471	Usable reserves – General Fund		399
<u>(6,878)</u>	Unusable Reserves	13	<u>(5,698)</u>
(6,407)	Total Reserves		(5,299)

The Draft unaudited Financial Statements were approved on 14th August 2020.

Lindsay Sim
Treasurer
14th August 2020

CENTRAL SCOTLAND VALUATION JOINT BOARD

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2020

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.

2018/19		2019/20
£000		£000
(562)	Net Surplus/(Deficit) on the Provision of Services	(497)
659	Adjust net Surplus/(Deficit) on the Provision of Services for Non Cash Movements (note 14)	485
(3)	Adjustments for Items in the Net Surplus/(Deficit) on the Provision of Services that are Investing and Financing Activities - Interest Received	(4)
94	Net Cash Flows from Operating Activities	(16)
(17)	Investing Activities – Purchase of Equipment	(22)
3	Financing Activities – Interest Received – Short/Long-term Borrowing	4
80	Net increase/(decrease) in Cash and Cash equivalents	(34)
609	Cash and Cash equivalents at the beginning of the reporting period	689
689	Cash and Cash equivalents at the end of the reporting period	655

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS

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NOTES TO THE FINANCIAL STATEMENTS (continued)

1) Accounting Policies

a) General Principles

The Statement of Accounts summarises the Board's transactions for the 2019/20 financial year and its position at the year end of 31 March 2020. 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 2019/20 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.

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.

NOTES TO THE FINANCIAL STATEMENTS (continued)

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;
 - unitised 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.

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.

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.

NOTES TO THE FINANCIAL STATEMENTS (continued)

2) Changes to Accounting Standards

Accounting Standards Adopted in the Year

- Amendments to IAS 40 Investment Property: Transfers of Investment Property;
- Annual Improvements to IFRS Standards 2014-2016 Cycle;
- IFRIC 22 Foreign Currency Transactions and Advance Consideration;
- IFRIC 23 Uncertainty Over Income Tax Treatments, and
- Amendments to IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation.

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 2020/21 Code:

- Amendments to IAS 28 Investments in Associates and Joint Ventures:
- Long-term Interests in Associates and Joint Ventures;
- Annual Improvements to IFRS Standards 2015-2017 Cycle, and
- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement.

The Code requires implementation from 1 April 2020 and there is therefore no impact on the 2019/20 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 2020 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 £1.975m, and a 0.5% increase in the pension increase rate (CPI) would result in an increase in the pension liability of £1.532m.

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

5) Events after the Reporting Period

The unaudited Financial Statements were authorised for issue by the Treasurer on 14th August 2020. 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.

2018/19			2019/20			
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
73	332	405	Cost of Services	76	256	332
(3)	160	157	Other Income & Expenditure	(4)	169	165
<u>70</u>	<u>492</u>	<u>562</u>	(Surplus)/Deficit on	<u>72</u>	<u>425</u>	<u>497</u>
		541	Opening Balance on Reserves	471		
		(70)	Plus Surplus/(Deficit) on usable reserves balance in year	(72)		
		<u>471</u>	Closing Balance at 31 st March 2020	<u>399</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.

2019/20	Adjustments for Capital Purposes £000	Adjustments for Pensions Adjustments £000	Total Adjustments £000
Net Cost of Services	(2)	258	256
Other Income and Expenditure From the Funding Analysis	-	169	169
Difference between surplus or Deficit and CI&E Surplus or Deficit	(2)	427	425
2018/19	Adjustments for Capital Purposes £000	Adjustments for Pensions Adjustments £000	Total Adjustments £000
Net Cost of Services	9	323	332
Other Income and Expenditure From the Funding Analysis	-	160	160
Difference between surplus or Deficit and CI&E Surplus or Deficit	9	483	492

Within costs of services there are costs included of £22k (2018/19: £25k) that were not reported during the in-year monitoring. These are as a result of Capital Financing Costs, £20k (2018/19: £26k) and Compensating Absences Account Adjustments, £2k (2019/19: £(1)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 £190k (2018/19: £127k) for Professional Fees. These costs are fully offset by income of £190k (2018/19: £127k) 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

	2018/19	2019/20
	£000	£000
Fees, charges and other income	(230)	(291)
Council Contributions	(2,465)	(2,547)
Total Income	(2,695)	(2,838)
Employee Costs	1,891	1,948
Other operating costs	874	962
Total Operating Expenses	2,765	2,910
Net Cost of Services	70	72

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

	2018/19	2019/20
	£000	£000
Net Cost of Services	70	72
Add amounts not reported in service management accounts*	492	425
	562	497

*This includes depreciation and IAS19 pension adjustments

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

6) Expenditure and Funding Analysis (continued)

Reconciliation to Subjective Analysis 2019/20

	Management Accounts £000	Not Reported In Management Accounts £000	Net Cost of Service £000
Fees, charges and other income	(291)	-	(291)
Council Contributions	(2,547)	-	(2,547)
Total Income	(2,838)	-	(2,838)
Employee Costs	1,948	258	2,206
Other operating costs	962	(22)	940
Depreciation	-	20	20
Interest Payments	-	169	169
Total Operating Expenses	2,910	425	3,335
Net Cost of Services	72	425	497

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)
Total Income	(2,695)	-	(2,695)
Employee Costs	1,891	323	2,214
Other operating costs	874	(17)	857
Depreciation	-	26	26
Interest Payments	-	160	160
Total Operating Expenses	2,765	492	3,257
Net Cost of Services	70	492	562

CENTRAL SCOTLAND VALUATION JOINT BOARD

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.

2019/20

Usable Reserves

	General Fund Balance £000	Movement in Unusable Reserves £000
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Adjustments to Revenue Resources:

Reversal of items debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:

Charges for depreciation and impairment of non-current assets	(20)	20
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Adjustments involving the Pensions Reserve:

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)	(747)	747
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Employer's pensions contributions and direct payments to pensioners payable in the year (see note 17)	322	(322)
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Adjustment involving the Accumulating Compensated Absences Adjustment Account:

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	(2)	2
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Adjustments between Revenue and Capital Resources:

Insertion of items not debited or credited to the Surplus or Deficit on Provision of Services in relation to Capital Expenditure:

Capital expenditure financed from Revenue Balances	22	(22)
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Total Adjustments	(425)	425
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CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

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

2018/19	Usable Reserves	
	General Fund Balance £000	Movement in Unusable Reserves £000
Adjustments to Revenue Resources:		
<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)
Adjustments between Revenue and Capital Resources:		
<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)
Total Adjustments	(492)	492

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

8) Financing and Investment Income and Expenditure

2018/19 £000		2019/20 £000
160	Pensions interest cost and expected return on pension assets	169
(3)	Interest receivable and similar income	(4)
<u>157</u>		<u>165</u>

9) Property, Plant and Equipment

	2018/19 £000	2019/20 £000
Opening Gross Book Value	249	184
Additions	10	22
Disposals	(75)	-
Closing Gross Book Value	184	206
Opening Accumulated Depreciation		
Opening Depreciation	204	155
Depreciation for the year	26	19
Disposals	(75)	-
Closing Accumulated Depreciation	155	174
Net Book Value at 31 March 2020	29	32

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

There were no asset disposals during 2019/20.

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.

There were no additions or disposals during 2019/20.

Software	2018/19 £000	2019/20 £000
Opening Gross Book Value	89	7
Additions	7	-
Disposals	(89)	-
Closing gross book value	7	7
Opening Accumulated Amortisation		
Opening amortisation	89	-
Amortisation for the year	-	1
Disposals	(89)	0
Closing Accumulated Amortisation	-	1
Net Book Value at 31 March 2019	7	6

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

11) Debtors

31 March 2019 £000		31 March 2020 £000
-	Central Government Bodies	-
1	Other Local Authorities	17
1	Public Corp & Trading Funds	1
47	Other Entities and Individuals	39
49	Total	57

12) Creditors

31 March 2019 £000		31 March 2020 £000
56	Central Government Bodies	38
69	Other Local Authorities	57
7	Public Corp & Trading Funds	-
155	Other Entities and Individuals	241
287	Total	336

13) Unusable Reserves

31 March 2019 £000		31 March 2020 £000
36	Capital Adjustment Account	38
(6,894)	Pensions Reserve	(5,714)
(20)	Accumulating Compensated Absences Adjustment Account	(22)
(6,878)	Total Unusable Reserves	(5,698)

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.

2018/19 £000		2019/20 £000
45	Balance at 1 April 19	36
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement	
(26)	- Charges for depreciation and impairment of non current assets	(20)
17	- Capital Expenditure charged against the General Fund	22
36	Balance at 31 March 20	38

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)

2018/19 £000		2019/20 £000
(5,741)	Balance at 1 April 19	(6,894)
(669)	Actuarial gains or (losses) on pensions assets and liabilities	1,605
	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)	Employer's pensions contributions and direct payments to pensioners payable in the year	(747)
311		322
<u>(6,894)</u>	Balance at 31 March 19	<u>(5,714)</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.

2018/19 £000	2018/19 £000 (21)		2019/20 £000	2019/20 £000 (20)
		Balance at 1 April 19		
21		Settlement or cancellation of accrual made at the end of the preceding year	20	
<u>(20)</u>		Amounts accrued at the end of the current year	(22)	
	1	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		(2)
	<u>(20)</u>	Balance at 31 March 20		<u>(22)</u>

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

14) Non Cash Movements

2018/19		2019/20
£000		£000
(26)	Depreciation & Amortisation	(20)
(114)	Increase/(Decrease) in Creditors	(49)
(35)	(Increase)/Decrease in Debtors	9
(484)	Movement in Pension Liability	(425)
(659)	Net cash flows from non cash movements	(485)

15) Material Items of Income and Expense

Council Contributions

2018/19		2019/20
£000		£000
(1,215)	Falkirk Council	(1,257)
(869)	Stirling Council	(895)
(381)	Clackmannanshire Council	(395)
(2,465)		(2,547)

16) External Audit Costs

2018/19		2019/20
£000		£000
7	Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditor for the year	7
7		7

NOTES TO THE FINANCIAL STATEMENTS (continued)

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)

	Local Government	
Pension Scheme	2018/19 £000	2019/20 £000
Comprehensive Income and Expenditure Statement		
<i>Cost of Services</i>		
• current service cost	493	578
• past service costs	142	0
<i>Financing and Investment Income and Expenditure</i>		
• Interest expense - defined benefit obligation	584	572
• Interest income on scheme assets	(424)	(403)
<i>Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of Services</i>	795	747
<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)	(919)	1,525
• Actuarial (gains)/losses arising on changes in financial assumptions	1,578	(2,153)
• Actuarial (gains) arising on changes in demographic assumptions	0	(785)
• Other experience (gains)/losses	10	(192)
<i>Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</i>	1,464	(858)
Actuarial (gains)/losses on pension fund assets and liabilities	669	(1,605)

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

17) Defined Benefit Pension Schemes (continued)

Local Government Pension Scheme

	2018/19 £000	2019/20 £000
<i>Movement in Reserves Statement</i>		
<ul style="list-style-type: none"> reversal of net charges made to the Total Comprehensive Income and Expenditure Statement for post employment benefits in accordance with the Code 	(795)	(747)
<i>Actual amount charged against the General Fund</i>		
<i>Balance for pensions in the year:</i>		
<ul style="list-style-type: none"> employers contributions payable to scheme 	311	322

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:

	2018/19 £000	2018/19 £000
Present value of the defined benefit obligation*	(23,826)	(21,258)
Fair value of pension fund assets	16,932	15,544
Net Liability arising from Defined Benefit Obligation	(6,894)	(5,714)

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

Unfunded liabilities for Pension Fund	381	279
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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 £5.714m has a substantial impact on the net worth of the Board as recorded in the Balance Sheet, resulting in an overall negative balance of £5.299m. 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:

	2018/19 £000	2019/20 £000
Opening balance at 1 April	(21,608)	(23,826)
Current service cost	(493)	(578)
Interest cost	(584)	(572)
Contributions by scheme participants	(86)	(90)
Re-measurement gains and (losses)		
Actuarial gains from change in demographic assumptions	0	785
Actuarial gains/(losses) from change in financial assumptions	(1,578)	2,153
Actuarial gains/(losses) from other experiences	(10)	192
Past Service	(142)	0
Benefits paid	675	678
Closing value at 31 March	(23,826)	(21,258)

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

	2018/19 £000	2019/20 £000
Opening fair value of pension fund assets	15,867	16,932
Interest Income	424	403
Return on pension assets (excluding amounts included in net interest)	919	(1,525)
Contributions from employers	311	322
Contributions by employees into the scheme	86	90
Benefits paid	(675)	(678)
Closing fair value of pension fund assets	16,932	15,544

CENTRAL SCOTLAND VALUATION JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS (continued)

17) Defined Benefit Pension Schemes (continued)

Analysis of Pension Fund Assets

The Board's share of the Pension Fund comprised:	31 March 2019 £000	31 March 2020 £000
Equity instruments (by industry type)		
- Consumer	1,351	1,010
- Manufacturing	1,025	922
- Energy & Utilities	638	616
- Financial Institutions	1,262	1,154
- Health & Care	561	542
- Information Technology	1,499	1,245
- Other	6	55
Sub Total Equity	6,342	5,544
Debt Instruments		
- Corporate bonds (investment guide)	-	-
- UK Government	-	248
- Other	-	-
Property (by type)		
- UK	996	954
- Overseas	148	4
Sub Total Property	1,144	958
Private Equity		
- UK	440	348
Sub Total Private Equity	440	348
Other Investment Funds		
- Equities	3,548	3,164
- Bonds	1,263	813
- Infrastructure	1,413	1,770
- Other	1,740	1,781
Sub Total Other Investment Funds	7,964	7,528
Cash and Cash Equivalents	1,042	918
Total Assets	16,932	15,544

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:

	Local Government Pension Scheme	
	2018/19	2019/20
Long-term expected rate of return on assets in the scheme:		
Equity investments	2.4%	2.3%
Bonds	2.4%	2.3%
Property	2.4%	2.3%
Cash	2.4%	2.3%
Mortality assumptions:		
Longevity at 65 for current pensions		
- Men	21.2 years	20.5 years
- Women	23.7 years	22.8 years
Longevity at 65 for future pensioners		
- Men	22.7 years	21.7 years
- Women	25.5 years	24.3 years
Rate of inflation	2.5%	1.9%
Rate of increase in salaries	3.0%	2.3%
Rate of increase in pensions	2.5%	1.9%
Rate for discounting fund liabilities	2.4%	2.3%

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 2020

	Approximate % Increase to Employer	Approximate Monetary Amount (£000)
0.5% decrease in Real Discount Rate	9%	1,975
0.5% increase in the Salary Increase Rate	2%	410
0.5% increase in the Pension Increase Rate	7%	1,532

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.

NOTES TO THE FINANCIAL STATEMENTS (continued)

17) Defined Benefit Pension Schemes (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.

17) Defined Benefit Pension Schemes (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 2020, an increase of approximately £0.060m. 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 31st March 2017 the Employers' contributions were 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 2021 is £309k.

18) Nature and Extent of Risks arising from Financial Instruments

As at 31 March 2019 the Valuation Joint Board has Debtors of £57k, cash and cash equivalents of £655k and Creditors of £336k. 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.

NOTES TO THE FINANCIAL STATEMENTS (continued)

19) Related Parties (continued)

The following related party transactions in 2019/20 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 52; and
- b) Payments to Elected Members and Chief Officers are shown in the Remuneration Report on page 20.