

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	13 September 2021
Report by:	Treasurer to Clyde Valley Learning and Development Joint Committee

Subject:	Audited Annual Accounts 2020/2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise members of the outcome of the audit by the Joint Committee's external auditor, Audit Scotland
- ♦ advise members of the requirement to approve the Annual Accounts for 2020/2021 for signature

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that it be noted that the Annual Accounts for 2020/2021 received a clean audit certificate (section 4.2); and
- (2) that the audited Annual Accounts for 2020/2021, be approved for signature (Appendix 1).

3. Background

3.1. The auditor, Audit Scotland, is required to supply an audit certificate outlining the findings of the audit process undertaken in relation to the Annual Accounts 2020/2021.

3.2. Following the publication of The Local Authority Accounts (Scotland) Regulations 2014, the members of the Board are required to meet to consider whether to approve the audited Annual Accounts for signature, no later than 30 September 2021. The members are also required to have regard to any report made or advice provided on the Annual Accounts by the auditor.

4. Audited Accounts

4.1. As noted in 3.2 above, members are now required to approve the audited Annual Accounts for signature. Appendix 1 attached provides a copy of the Annual Accounts for members' consideration.

4.2. The Joint Committee's external auditors, Audit Scotland, have completed an audit which extends across the 2020/2021 Annual Accounts and related matters. In summary, the report provides a clean audit certificate with no audit actions identified. A full copy of the report has been provided to members at this meeting.

- 4.3. Copies of the audited Annual Accounts are attached at Appendix 1 to this report and will be available on South Lanarkshire Council's website.

5. Employee Implications

- 5.1. None

6. Financial Implications

- 6.1. The audited Annual Accounts indicate that the Committee's total revenue expenditure amounted to £0.095 million in 2020/2021 and was funded by other income of £0.097 million. This resulted in a £0.002 million surplus, which can be added to the revenue cash balance of £0.028 million brought forward from 2019/2020.
- 6.2. After taking account of any accruals and commitments, this leaves a revenue cash balance of £0.030 million to be carried forward into 2021/2022, for use in future years.
- 6.3. This position has been confirmed by the Joint Committee's external auditors, Audit Scotland.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

8. Other Implications

- 8.1. The main risk associated with the Clyde Valley Learning and Development Joint Committee Annual Accounts was a qualified audit report. The risk was assessed as low due to the detailed preparation in relation to the year end process, technical training undertaken by key finance staff and the roll out of this to Resource finance staff as appropriate. Finance Services and the Project Steering Group work together to achieve key deadlines and actions set from timetables.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 9.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Jackie Taylor
Treasurer

19 August 2021

Previous References

- ◆ Clyde Valley Learning and Development Joint Committee, 12 June 2021

List of Background Papers

- ◆ Clyde Valley Learning and Development Joint Committee Annual Accounts 2020/2021 and External Auditor's report

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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***CLYDE VALLEY LEARNING AND DEVELOPMENT
JOINT COMMITTEE***

ANNUAL ACCOUNTS

2020/2021

CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

ANNUAL ACCOUNTS 2020/2021

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Introduction by the Convener of Clyde Valley Learning and Development Joint Committee

As we look back on the past 12 months it is reasonable to describe the year as an experience like no other. As the “new normal” resulted in home working becoming the norm for so many council staff, the challenges for the Clyde Valley Group turned towards maintaining service delivery while working in new and differing ways.

Despite the unprecedented challenges that the Covid-19 pandemic has brought about, the work of the Project continues. This year marked its fourteenth year in operation and the fourth year of governance for the current Joint Committee. The membership structure and funding model established two years ago has been maintained and a healthy number of councils have retained membership in each of the categories on offer.

Information technology has been at the forefront of the transition to home working for everyone, and it has been particularly gratifying to note that the Clyde valley Learning and Development Group’s long-established e-learning infrastructure together with our investment in the skills of our employees have been fundamental to delivering online services, learning and communications for our members.

I remain confident that the exceptional networks established through the Project over more than a dozen years will continue to provide opportunities for mutual support and shared delivery of learning and development both during the periods of lockdown and after the worst of the pandemic has passed.

As the Convenor of the Clyde Valley Learning and Development Joint Committee, I would like once again to recognise and thank all the partner Councils involved for maintaining the Project’s unique partnership, particularly in the current circumstances. It is now more important than ever that the Project should continue to develop and deliver value to Members.

I continue to look forward optimistically to the coming year for the Clyde Valley Learning and Development Group and would once again encourage all Joint Committee Members and officers from the Member Councils to continue to take an active role in ensuring the continued success of the Project.

Councillor Katy Loudon
Convener
Clyde Valley Learning and Development Joint Committee

Management Commentary 2020/2021

Introduction

The Management Commentary of the Clyde Valley Learning and Development Joint Committee provides details of the environment in which the Joint Committee operates and on the Joint Committee's performance, both operationally and financially.

The following commentary relates to the 2020/2021 financial year, which within the context of unprecedented circumstances due to the global pandemic Covid-19 together with the challenges facing all our public services, Clyde Valley Learning and Development Joint Committee continues to maintain a strong presence.

Objectives

The overall objective of the project remains to establish and deliver a number of shared approaches to training, learning and development between the Clyde Valley Councils (South Lanarkshire, North Lanarkshire, Glasgow City, East Renfrewshire, Inverclyde and Renfrewshire Councils) which will result in:

- ◆ Greater efficiency due to shared working rather than a council-by-council approach
- ◆ Reduced duplication of effort
- ◆ The identification, development and sharing of best practice
- ◆ Setting, achieving and maintaining the highest standards of service delivery
- ◆ Modernising service delivery by improving practice and making best use of information technology
- ◆ A consistent approach to training, learning and development,
- ◆ Ensuring equality of opportunity for all Clyde Valley employees in accessing appropriate learning and development.
- ◆ Developing centres of excellence from which to deliver models suitable for replication nationally

Financial Statements

The purpose of the financial statements is to demonstrate stewardship of the public monies which fund the work of the Committee.

The financial statements have been prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/2021, supported by International Financial Reporting Standards (IFRS) which ensures a set of statements is produced, each statement with a single clear objective.

The cumulative underspend at the end of the year will be held by the Committee for utilisation in future years. These monies are reflected as a General Fund Reserve on the Balance Sheet.

Management Commentary (continued)

Performance Review 2020/2021

The Clyde Valley Councils continue to monitor the benefits and outcomes they achieve through their involvement in the project on an ongoing basis. As the project's stability is maintained and the achievements are considered each year, the collaborative approach to learning and development continues to demonstrate added value to the Member Councils.

In the financial year 2020/2021, benefits have been realised through making cost savings and developing best practice in the following areas:

- ◆ Ongoing contracts achieved through joint procurement
- ◆ E-Learning development, improvements and content sharing
- ◆ Developing skills capacity through investment in new e-learning authoring skills (future-proofing content)
- ◆ Savings in delivery of Scottish Vocational Qualifications
- ◆ Learning and training for Social Care
- ◆ Food hygiene online training and award
- ◆ Building internal capacity in delivering Promoting Positive Behaviour
- ◆ Accredited Front Line Management training (CMI)

In addition to the recurring benefits identified by the Members, the established infrastructure, culture, and practice within the Clyde Valley Project, promotes and facilitates countless opportunities for networking, exploring new opportunities and sharing best practice.

The specific challenges brought upon by the Covid-19 pandemic during the past year have affected the whole of society. Local government is at the centre of the response to this crisis and it is our challenge both to maintain service delivery and to develop new and innovative ways of working. The established infrastructure and networks within the Group have allowed collaborative work to continue through virtual meetings and learning events, shared content for front line and redeployed services and the delivery of online learning in unprecedented numbers across the Clyde Valley Group.

The project governance structure of a Steering Group guiding corporate initiatives and the Social Care Group managing the Health and Social Care agenda continues to work well in terms of providing governance and strategic direction. This approach continues to reflect the scope of influence over each dimension of the project as well as the resourcing implications of delivering the Project's programmes.

The membership categories and fee structure for membership were retained for 2020/2021. This approach provides a viable basis to contribute project running costs as well as providing a suitable fund to enable additional key Project support activities to be commissioned.

Management Commentary (continued)

The membership for 2020/2021 comprised:

- 6 Full Members
- 10 Participating Members (down 1)
- 1 Procurement Member (down 1)

The income met the designated minimum level to support a contribution to running costs for South Lanarkshire Council as lead authority (£0.059m). Other moneys from the remaining project fund of £0.024m were allocated through consultation between the Project Steering Group and the Social Care Group.

Existing Programmes

The primary focus has continued to be on consolidation of established Project work implemented by the Group. These reflect those activities which were initiated through the Clyde Valley Project and which are now integrated into standard business practice for the Councils. These include e-learning, Promoting Positive Behaviour, Social Care training and accredited management and leadership training.

Existing contracts have been maintained for accessing online portfolios for the delivery of SVQs, and there is a strong uptake of the Royal Environmental Health Institute of Scotland (REHIS)/Clyde Valley Introductory Joint Award in food hygiene. The Clyde Valley's Chartered Management Institute (CMI) accredited centre for the delivery of Front-Line Management continues to thrive and is used by six Councils.

Other examples of Clyde Valley work undertaken this year include those activities which were funded through the membership fund:

Development of e-learning capacity through skills development

The CVLDG membership fund was accessed for a project to increase capacity in developing online learning content. This need arose from analysis of technological changes in how users access online services e.g., using personal devices, smart phones, and tablets. This together with the imminent end of the Group's current Learning Management System (Brightwave) contract has shown a need to "future proof" the portfolio of existing online content. Brightwave's proprietary e-learning authoring tool (BILD) will be retired in July 2021, so the need to develop competence in an alternative product became increasingly urgent.

In early 2020, an external training provider was commissioned to deliver training in the Articulate authoring product for some 16 delegates representing nine Clyde Valley Member Councils. To consolidate this learning, the Steering Group approved the purchase of seven software licences for the Articulate 360 product by accessing the Clyde Valley Group fund.

As a result of this investment, the member councils have now undertaken a large-scale project to convert existing online content from the previous software (BILD) into Rise and Storyline which provides both the flexibility to allow access on multiple devices and also is independent of the Learning Management System in use.

This investment in skills is a direct objective of the Project and is a practical example of collaboration and judicious use of the membership fund to achieve best value.

Management Commentary (continued)

Financial Performance

The Comprehensive Income and Expenditure Statement and its accompanying notes and statements summarise the costs and sources of funding in carrying out the Committee's activities.

For 2020/2021, the Revenue Expenditure results for the Committee are shown on page 13. This shows an underspend position of £0.002m on the Comprehensive Income and Expenditure Statement which will be carried forward into 2021/2022.

Support expenses of £0.059m were paid to South Lanarkshire Council. The majority of the remainder of the Project's expenditure is incurred in respect of Training Costs incurred on behalf of Member Councils (£0.014m, 14.74%). This is a decrease of £0.021m compared to 2019/2020, mainly due to the impact of Covid-19. The training costs relate to accredited management training which is provided to employees across Member Councils by the Chartered Management Institute, and annual City and Guilds subscriptions. These costs are incurred by Clyde Valley and recharged to individual Member Councils at the end of the financial year. Costs associated with other streams of Clyde Valley activity are incurred directly by individual authorities. The Committee also incurred spend in relation to Project Work undertaken in 2020/2021 (£0.020m).

The Committee's income is mainly made up of contributions from Member Councils (£0.083m in 2020/2021). There is a small amount of funding remaining from the Scottish Government (via South Lanarkshire Council) who contributed to the start-up costs of the project. This contribution totalled £0.560m in 2007/2008 and the unutilised balance, along with underspends in the years 2014/2015 to 2019/2020 has been carried forward into 2020/2021 as part of the General Fund Balance (£0.028m). The underspend of £0.002m for 2020/2021 will be added to this General Fund balance and these monies will be used for future progress on the project.

This reflects the practical arrangement that exists between the Joint Committee and South Lanarkshire Council where the Council's Loans Fund lends or borrows according to the required cash flow and activities of the Committee.

The Statement of Accounting Policies has been included which details the policies implemented when compiling and presenting the Comprehensive Income and Expenditure Account, Balance Sheet and related statements. The accounting policies are those recommended by the Code of Practice on Local Authority Accounting in the United Kingdom, as supported by the International Financial Reporting Standards.

The Statement of Responsibilities advises that the Head of Finance for South Lanarkshire Council is the designated Treasurer to the Committee and is responsible for the proper administration of the Committee's financial affairs. Full details of the Treasurer's responsibilities are included in the statement.

Management Commentary (continued)

Outlook

The impact of the Covid-19 pandemic and successive lockdowns imposed over the past year have created unprecedented challenges for the whole of the Clyde Valley Group. As a direct result of this situation all member councils have been required to deliver services remotely particularly using new and adapted information technology. The Clyde Valley Group has been able to demonstrate that the prudent strategic investment in systems, software and skills which are common to all councils has meant the Group could seamlessly “move online”. It is this consistent approach to collaborative working that has maximised the sharing of good practice and improved the quality of delivery for all our members.

The Clyde Valley Learning and Development Group will continue to seek out opportunities to deliver innovation in learning and development through collaborative working and in particular, maintain the continuity and quality of our online products. Although this presents unique challenges for everyone the Group remains competent, capable, and motivated to address these issues and to provide support for the network in each of the Clyde Valley workstreams.

The membership funding structure will continue to be monitored and evaluated in terms of achieving best value for the Member Councils. Further projects will be identified to maximise the benefits achieved from the Project fund. In order for this to happen, the goodwill, time and resources allocated to the work by members remains central to the success of the Project.

Jackie Taylor

Treasurer - Clyde Valley Learning and Development Joint Committee

13 September 2021

Annual Governance Statement

The Joint Committee is responsible for putting in place proper arrangements for the governance of its activities in order to facilitate the effective operation of its functions. This includes ensuring that there are appropriate arrangements in place for the management of risk and that appropriate systems of internal control are in place. While the Joint Committee's governance arrangements have not been consolidated in a formal Code of Corporate Governance, the Annual Governance Statement has been prepared within the context of the Joint Committee's governance framework and meets legislative requirements to include the Annual Governance Statement within the Annual Accounts. A self-assessment of compliance with CIPFA's new FM Code has been carried out as appropriate with the results feeding into the Annual Governance Statement.

Scope of Responsibility

In delivering its aims and objectives, the Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this responsibility, the Joint Committee's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

Governance Framework

The Joint Committee operates a system of internal control designed to manage risk to a reasonable level. Internal controls cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable assurance and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised.

The main features of our governance arrangements are:

- All full member Councils continue to be represented on the Joint Committee.
- The scheme of delegation, terms of reference, financial regulations and stakeholder roles and responsibilities defined in 2007/2008 remain in place and have been reviewed for relevance and to determine if they are still appropriate. The standing orders were updated and approved in 2019/2020.
- Meetings of the Joint Committee are held three times a year chaired by the elected Convener of the Joint Committee. For 2020/2021, this was Councillor Katy Loudon (South Lanarkshire Council).
- Scheme of delegation allows for Clyde Valley Implementation Steering Group to manage, direct and prioritise the work programme.
- Minute of agreement has been produced and signed by each of the participating Councils, with a revised Minute of Agreement being approved to reflect the changes in membership and fee structure for 2019/2020.
- Effective risk management arrangements are embedded within the Member Councils.

The system of internal controls is based on a framework of regular management information, financial regulations, administrative procedures, management and supervision and a system of delegation and accountability.

These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council and are subject to the relevant controls in place which are reviewed by the Internal/External Audit through a programme of audit work. The overall audit opinion for the Joint Committee is informed by the assurances obtained from systems audits carried out by Internal Audit on the Council's shared systems.

The system includes:

- Centralised invoicing and re-charging administered through South Lanarkshire Council.
- Financial Management arrangements through South Lanarkshire Council's FMS Ledger system supported by Financial Regulations.
- Risks are identified and managed by the Project Manager on an ongoing basis.
- Preparation of financial reports that compare actual expenditure and income against budgets.

During 2020/2021, 'shared system' audits and reviews were undertaken in relation to COVID 19 emerging fraud risks for areas provided to the Joint Committee under agreement with the Council, such as accounts payable and IT security. In these areas, there was reasonable assurance around the effectiveness of controls and no significant issues were identified that should be separately reported to the Joint Committee.

Statement on the Role of the Chief Financial Officer

CIPFA published the statement on the role of the Chief Financial Officer in 2010 and under the Code, the Joint Committee is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact.

The Joint Committee's financial management arrangements comply with the principles set out in CIPFA's statement on the Role of the Chief Financial Officer.

CIPFA FM Code

The Chartered Institute of Finance and Public Accountancy (CIPFA) has introduced a Financial Management Code (the FM Code). The FM Code provides "guidance for good and sustainable financial management in local authorities. By complying with the principles and standards within the code, authorities will be able to demonstrate their financial sustainability". A key goal of the FM Code is to improve the financial resilience of organisations by embedding enhanced standards of financial management.

The principles of the FM Code have been reviewed as part of the Joint Committee's internal governance regime. A self-assessment was carried out during the shadow implementation year (2020/2021) which identified that the Joint Committee where appropriate had fully embedded all but 1 of the principles of the Code in its normal business by the end of that year.

For the remaining principle, which is not fully embedded, an action has been identified to ensure full compliance by the end of the first full year of implementation (2021/2022). The action is to ensure there is a statement regarding the Joint Committee's adequacy of reserves included in the 2022/2023 budget strategy paper. This will be complete by end March 2022.

Continuous Improvement

As the work of the Clyde Valley Learning and Development Joint Committee develops, I am aware of our governance duties and will continue my commitment to transparency and openness in our governance arrangements. No issues have been identified during 2020/2021 and I will continue to review these as appropriate during 2021/2022.

COVID-19 Pandemic Governance Arrangements

The 2019/2020 Governance Statement set out the initial impact of the pandemic on the Joint Committee's governance and operational arrangements. While there was initial disruption to the ability to undertake training courses in-person as a result of the ongoing pandemic, the work of the Clyde Valley Learning and Development Joint Committee was able to progress in some areas virtually during 2020/2021. South Lanarkshire Council staff continued to have access to IT systems and have been able to provide ongoing support to the Joint Committee in the normal way.

While the Joint Committee has continued to deliver services virtually where possible during the various phases of the pandemic, there has been no changes to the governance arrangements in place except for the changes made in response to the pandemic.

Information technology has been at the forefront of the transition to home working for everyone, and the Joint Committee's e-learning infrastructure has actively assisted in delivering online services, learning and communications for the member authorities.

The membership structure and funding model agreed in recent years has been maintained with a healthy number of councils retaining their membership in each of the categories available.

Assurance

The system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

It is my view that in the fourteenth year of the Clyde Valley Learning and Development Joint Committee (financial year 2020/2021), reasonable assurance can be placed on the adequacy and effectiveness of the Committee's framework of governance, risk management and control arrangements.

Jackie Taylor

Treasurer - Clyde Valley Learning and Development Joint Committee

13 September 2021

Movement in Reserves Statement

The Movement in Reserves Statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into useable reserves and other reserves. This gives a summary of the changes that have taken place in the funding section of the Balance Sheet over the financial year.

2020/2021	General Fund Balance	Total Usable Reserves	Total Unusable Reserves	Total Reserves
	£000	£000	£000	£000
Balance at 31 March 2020	28	28	-	28
Movement in Reserves during 2020/2021				
Surplus on the provision of services	2	2	-	2
Other comprehensive income and expenditure	-	-	-	-
Total comprehensive income and expenditure	2	2	-	2
Adjustments between accounting basis and funding basis	-	-	-	-
Net increase before transfers to / from other statutory reserves	-	-	-	-
Transfers to / from other statutory reserves	-	-	-	-
Increase / (Decrease) in 2020/2021	2	2	-	2
Balance as at 31 March 2021	30	30	-	30

2019/2020	General Fund Balance	Total Usable Reserves	Total Unusable Reserves	Total Reserves
	£000	£000	£000	£000
Balance at 31 March 2019	14	14	-	14
Movement in Reserves during 2019/2020				
Surplus on the provision of services	14	14	-	14
Other comprehensive income and expenditure	-	-	-	-
Total comprehensive income and expenditure	14	14	-	14
Adjustments between accounting basis and funding basis	-	-	-	-
Net increase before transfers to / from other statutory reserves	-	-	-	-
Transfers to / from other statutory reserves	-	-	-	-
Increase / (Decrease) in 2019/2020	14	14	-	14
Balance as at 31 March 2020	28	28	-	28

Comprehensive Income and Expenditure Statement For the Year Ended 31 March 2021

The Comprehensive Income and Expenditure Statement gives a summary of resources generated and consumed by the Joint Committee in the year.

2019/20		2020/21	
£000		£000	Notes
59	Support Expenses paid to South Lanarkshire Council	59	
35	Training Costs for Member Councils	14	
16	Project Work	20	
2	Payments to Other Bodies	2	1
<hr/> 112	Total Expenditure	<hr/> 95	
(126)	Income	(97)	
<hr/> (14)	(Surplus) / Deficit on Provision of Service	<hr/> (2)	
<hr/> (14)	Total Comprehensive Income and Expenditure	<hr/> (2)	

Balance Sheet as at 31 March 2021

The Balance Sheet summaries the assets and liabilities of the Joint Committee at the Balance Sheet date.

31 March 2020 £000		31 March 2021 £000	Notes
	<u>Current Assets</u>		
0	Debtors	0	
79	Short Term Investments	62	2
79	Total Current Assets	62	
	<u>Current Liabilities</u>		
(51)	Creditors	(32)	3
28	Net Current Assets	30	
	<u>Represented By :</u>		
28	General Fund Balance	30	
28		30	

The notes on pages 16-20 form part of the financial statements.

The unaudited accounts were approved for issue by the Treasurer on 14 June 2021 and the audited accounts were authorised for issue on 13 September 2021.

Jackie Taylor
Treasurer – Clyde Valley Learning and Development Joint Committee
13 September 2021

Cash Flow Statement
For the year ended 31 March 2021

The Cash Flow Statement shows the changes in cash and cash equivalents held by the Clyde Valley Learning and Development Joint Committee during the reporting year. The statement shows how the Joint Committee generates and uses cash and cash equivalents by classifying cash flows as operating and investing activities.

2019/20		2020/21
£000		£000
(14)	Net (surplus) on the provision of services	(2)
(7)	Adjust net surplus or deficit on the provision of services for non cash movements	20
<u>(21)</u>	Net cash flows from Operating Activities	<u>18</u>
21	Investing Activities (note below)	(18)
<u>0</u>	Net increase or decrease in cash and cash equivalents	<u>0</u>
0	Cash and cash equivalents at the beginning of the reporting year	0
<u>0</u>	Cash and cash equivalents at the end of the reporting year	<u>0</u>

Cash Flow Statement Note - Non Cash Movements

2019/20		2020/21
£000	Description	£000
0	Movement in Debtors	0
(7)	Movement in Creditors	20
<u>(7)</u>		<u>20</u>

Cash Flow Statement Note – Investing Activities

2019/20		2020/21
£000		£000
21	Purchase or (Sale) of short-term and long-term investments	(18)
<u>21</u>	Net cash flows generated from/(used in) investing activities	<u>(18)</u>

Notes to the Accounts

1 Auditors' Remuneration

The auditors' remuneration is included in the Payments to Other Bodies' expenditure.

	2020/21 £000	2019/20 £000
Auditors' Remuneration:		
Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditors	2	2
	<u>2</u>	<u>2</u>

In 2020/2021, Clyde Valley Learning and Development Joint Committee has incurred fees of £1,960 for the statutory audit of the financial statements by Audit Scotland. The comparable figure for 2019/2020 was £1,920. Fees payable in respect of other services provided by the appointed auditor were £nil. (2019/2020: £nil)

2 Financial Instruments

The following category of financial instrument is carried in the balance sheet:

	31 March 2021 £000	31 March 2021 £000	31 March 2021 £000	31 March 2020 £000	31 March 2020 £000	31 March 2020 £000
Investments	Long	Current	Total	Long	Current	Total
Loans and	Term			Term		
Receivables	0	62	62	0	79	79
Total Investments	<u>0</u>	<u>62</u>	<u>62</u>	<u>0</u>	<u>79</u>	<u>79</u>

3 Creditors

The Creditors figure is analysed as follows:

	2020/21 £000	2019/20 £000
Training invoices	0	1
Audit fee	2	1
Prepaid Contributions from Local Authorities	30	49
	<u>32</u>	<u>51</u>

4 Related Parties

The Clyde Valley Learning and Development Joint Committee is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Joint Committee. Disclosure of these transactions allows readers to assess the extent to which the Joint Committee 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 Joint Committee.

All transactions with Councils were entered into under the terms of the Joint Committee and, where appropriate, reported through the Joint Committee. During the year the Joint Committee transacted with the following Councils:

Local Authorities	Receipts 2020/21 £000	Payments 2020/21 £000	Receipts 2019/20 £000	Payments 2019/20 £000
South Lanarkshire Council	11	59	11	59
East Renfrewshire Council	7	0	7	0
Glasgow City Council	10	0	11	0
Inverclyde Council	5	0	5	0
North Lanarkshire Council	13	0	16	0
Renfrewshire Council	12	0	17	0
Total	58	59	67	59

At the year end the Joint Committee held Short Term Investments and creditor balances with the Local Authorities detailed below:

Local Authorities	Short Term Investment Balances 2020/21 £000	Creditors Balances 2020/21 £000	Short Term Investment Balances 2019/20 £000	Creditors Balances 2019/20 £000
South Lanarkshire Council	62	30	79	30
Glasgow City Council	0	0	0	10
North Lanarkshire Council	0	10	0	10
Renfrewshire Council	0	7	0	7
Total	62	47	79	57

5 Financing and Management of Liquid Resources

Liquid Resources are held by South Lanarkshire Council as lead authority and are available to Clyde Valley Learning and Development Joint Committee as required.

6 Remuneration Report

The Local Authority Accounts (Scotland) Amendment Regulations 2014 require local authorities in Scotland to prepare a Remuneration Report as part of the Financial Statements.

In accordance with the Regulations, and the relevant definition of individuals that are to be disclosed in this report, Clyde Valley Learning and Development Joint Committee has no employees that require to be disclosed.

Clyde Valley Learning and Development Joint Committee makes no payment of salary, allowances or pension contributions to any of the Councillors who are appointed as members of the Joint Committee.

7 Date of Signing of the Accounts

The audited accounts were authorised for issue on 13 September 2021 by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

8 Post Balance Sheet Events

No events occurred between 1 April 2021 and 13 September 2021 that would have an impact on the 2020/2021 financial statements. The later date is the date on which the audited accounts were authorised for issue by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

9 Going Concern

The accounts have been prepared on the going concern basis on the basis that funding from Local Authorities has been received for 2021/2022.

Statement of Accounting Policies

(a) General

The general policies adopted in compiling and presenting the financial statements are those required 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 Code of Practice on Local Authority in the United Kingdom 2020/2021, issued jointly by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC), supported by International Financial Reporting Standards (IFRS). There are no significant departures from those recommendations.

The accounts have been prepared under the historic cost convention and accounting policies have been applied consistently.

(b) Accruals basis

The Comprehensive Income and Expenditure Statement is compiled on an accruals basis. Income and expenditure activities are accounted for in the year which they take place, not simply when payments are made or received. Where services have been provided but the income not received by end 31 March 2021 or services have been received but not paid for by end 31 March 2021, then the income and expenditure account has been amended to reflect the outstanding amounts and a debtor or creditor for the relevant amount is recorded in the balance sheet.

(c) Debtors and Creditors

All specific and material sums payable to and paid by the Clyde Valley Learning and Development Joint Committee have been brought into account.

(d) Allocation of Support Expenses

The allocation of Support Expenses is the cost of those South Lanarkshire employees who provide a direct service to the Clyde Valley Learning and Development Joint Committee. The individual support department is Personnel Services where employees are directly involved in the operations of the Clyde Valley Learning and Development Joint Committee. The recharge is made on a consistent basis.

(e) Borrowing Facilities

The Clyde Valley Learning and Development Joint Committee is a separate legal entity and has South Lanarkshire Council as its lead authority. The loans' fund of South Lanarkshire Council acts as banker to the Joint Committee and consequently lends or borrows according to the required cash flow and activities of the Joint Committee.

(f) Financial Instruments

For investments due within 12 months, prevailing benchmark rates have been used to provide the fair value. Where an instrument has a maturity of less than 12 months the fair value is taken to be the principal outstanding. Creditors due within 12 months are not classed as a financial instrument.

(g) Reserve – General Fund Balance

The Joint Committee Members agreed that any surplus on the Income and Expenditure Account at the end of the financial year will be carried forward and held in a General Fund Reserve for use on Clyde Valley projects in future financial years. The value of the funding being carried forward will be reviewed on an annual basis.

Statement of Responsibilities for the Annual Accounts

The Clyde Valley Learning and Development Joint Committee's responsibilities:

The Clyde Valley Learning and Development Joint Committee is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. For the Joint Committee, that officer is the Head of Finance (Strategy) designated as Treasurer of the Joint Committee;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- ensure the Annual accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003; and
- approve the Annual Accounts for signature

I confirm that these accounts were approved for signature by the Joint Committee at its meeting on 13 September 2021.

Signed on behalf of Clyde Valley Learning and Development Joint Committee

Chair – Clyde Valley Learning and Development Joint Committee

The Treasurer's responsibilities:

The Treasurer is responsible for the preparation of the Clyde Valley Learning and Development Joint Committee's Annual Accounts in accordance with proper practices set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the local authority Code.

The Treasurer has also:

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

I certify that the Annual Accounts give a true and fair view of the financial position of the Joint Committee at 31 March 2021 and its income and expenditure for the year ended 31 March 2021

Jackie Taylor

Treasurer – Clyde Valley Learning and Development Joint Committee

13 September 2021

Audit Opinion

Independent auditor's report to the members of Clyde Valley Learning and Development Joint Committee and the Accounts Commission

Reporting on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the annual accounts of Clyde Valley Learning and Development Joint Committee for the year ended 31 March 2021 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash-Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the 2020/21 Code).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2020/21 Code of the state of affairs of Clyde Valley Learning and Development Joint Committee as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2020/21 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed under arrangements approved by the Accounts Commission on 10 June 2021. This is my first year of appointment. I am independent of the Clyde Valley Learning and Development Joint Committee in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the Clyde Valley Learning and Development Joint Committee. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Clyde Valley Learning and Development Joint Committee's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

Risks of material misstatement

I report in a separate annual audit report, available from the [Audit Scotland](#) website, the most significant assessed risks of material misstatement that I identified and my judgements thereon.

Responsibilities of the Treasurer and Clyde Valley Learning and Development Joint Committee for the financial statements

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

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

The Clyde Valley Learning and Development Joint Committee is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how the Clyde Valley Learning and Development Joint Committee is complying with that framework;
- identifying which laws and regulations are significant in the context of the Clyde Valley Learning and Development Joint Committee;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the Clyde Valley Learning and Development Joint Committee's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

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

Reporting on other requirements

Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report

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

Statutory other information

The Treasurer is responsible for the statutory other information in the annual accounts. The statutory other information comprises the Management Commentary, Annual Governance Statement, Statement of Responsibilities and the unaudited part of the Remuneration Report.

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

My opinion on the financial statements does not cover the statutory other information and I do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

Opinions prescribed by the Accounts Commission on Management Commentary and Annual Governance Statement

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

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Matters on which I am required to report by exception

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

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or

I have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

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

Use of my report

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

Andrew Kerr CA
Senior Audit Manager
Audit Scotland
4th Floor, The Athenaeum Building
8 Nelson Mandela Place
Glasgow, G2 1BT

13 September 2021

Glossary of Terms

Much of the terminology used in this Report is intended to be self-explanatory, however, the following additional definition and interpretation of terms used may be helpful:

1. Borrowing Facilities and Temporary Interest on Revenue Balances

The loans fund of South Lanarkshire Council lends or borrows according to the cash flow of the Clyde Valley Learning and Development Joint Committee. This temporary interest credited / debited to the Clyde Valley Learning and Development Joint Committee's Income and Expenditure Account reflects the interest earned or charged to the Committee for funds lent to or borrowed from the loans fund of South Lanarkshire Council.

Clyde Valley Learning and Development Joint Committee Members

Council

East Renfrewshire Council
Glasgow City Council
Inverclyde Council
North Lanarkshire Council
Renfrewshire Council
South Lanarkshire Council

Member

Councillor Colm Merrick (Vice Convener)
Councillor Richard Bell*
Councillor Martin Brennan
Councillor Angela Campbell
Councillor Jim Paterson**
Councillor Katy Loudon (Convener)

*Replaced by Councillor Rhiannon Spear (notified of change on 11 September 2020)

**Replaced by Councillor Andy Steel (notified of change on 9 June 2020)