

**LANARKSHIRE VALUATION JOINT BOARD**

**ANNUAL ACCOUNTS 2019/2020**



## Contents

<b>Page</b>		<b>Content</b>
3		Membership of the Board
4 - 8		Management Commentary
9 - 10		Statement of Responsibilities
11 - 13		Annual Governance Statement
14 - 17		Remuneration Report
18		Expenditure and Funding Analysis
19		Comprehensive Income and Expenditure Statement
20		Balance Sheet
21 - 22		Movement in Reserves Statement
23 - 24		Cash Flow Statement
		<b>Notes to the Financial Statements</b>
25 - 26	Note 1	Accounting Policies
27	Note 2	Prior Period Adjustments
27	Note 3	Accounting Standards issued but not Adopted
27	Note 4	Critical Judgements in Applying Accounting Policies
28 - 29	Note 5	Notes to the Expenditure and Funding Analysis - Adjustments Between Funding and Accounting Basis
29	Note 6	Adjustments between Accounting Basis and Funding Basis Under Regulations
30	Note 7	Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty
30	Note 8	Events after the Balance Sheet date
30	Note 9	Contingent Liabilities
31	Note 10	Intangible Assets
31	Note 11	Short Term Debtors
31	Note 12	Short Term Creditors
32	Note 13	Related Party Transactions
33 - 36	Note 14	Defined Benefit Pension Schemes
36	Note 15	External Audit Costs
37	Note 16	Grant Income
37	Note 17	Balance Sheet Reserves
38	Note 18	Financing and Management of Liquid Resources
38	Note 19	Comprehensive Income and Expenditure statement – financing and investment income and expenditure
38	Note 20	Going Concern
39 - 41		Independent Audit Opinion

## **Membership of the Board**

Lanarkshire Valuation Joint Board (herein after referred to as ‘the Board’) is comprised of Elected Members from its two constituent local authorities. The serving Members of the Board during financial year 2019/2020 were as follows:

### **South Lanarkshire Council**

Councillor Lynsey Hamilton  
(Depute Convenor)  
Councillor Poppy Corbett  
Councillor Peter Craig  
Councillor Isobel Dorman  
Councillor Fiona Dryburgh  
Councillor Geri Gray  
Councillor Ann Le Blond  
Councillor Jim Wardhaugh  
Councillor Gerry Convery  
(until 26 June 2019)  
Councillor Walter Brogan  
(from 26 June 2019)

### **North Lanarkshire Council**

Councillor Alex McVey  
(Convenor)  
Councillor Caroline Stephen  
Councillor Bob Burgess  
Councillor Tom Castles  
Councillor Lynne Anderson  
Councillor Jim Reddin  
Councillor Bill Shields  
Councillor Annette Valentine

## **Chief Officers**

Assessor and Electoral Registration Officer: Gary Bennett BSc MSc AEA (Cert-Scotland)  
MRICS IRRV (Hons)

The following appointed office bearers of the Board are employed on a substantive basis by South Lanarkshire Council:

Clerk:

Lindsay Freeland (Chief Executive of South Lanarkshire Council)  
(until 23 September 2019)

Clerk Post – Vacant  
(24 September 2019 – 5 January 2020)

Cleland Sneddon (Chief Executive of South Lanarkshire Council)  
(from 6 January 2020)

Treasurer:

Paul Manning (Executive Director of Finance and Corporate Resources, South Lanarkshire Council)

## **Management Commentary 2019/2020**

The management commentary provides an overview of the key messages in relation to the objectives and strategy of Lanarkshire Valuation Joint Board (the Board) and its financial performance for the year ended 31 March 2020. It also provides an indication of the issues and risks that may impact upon the Board's finances in the future.

The Board was established by the Valuation Joint Boards (Scotland) Order 1995 and came into existence on 1 April 1996. It provides a range of valuation and electoral registration services to and on behalf of South Lanarkshire Council and North Lanarkshire Council (the constituent authorities), working in partnership with other Valuation Joint Boards and professional bodies throughout Scotland.

### **Core Purpose, Vision, Service Function and Core Objectives**

The Board's Service Plan was approved at the Board meeting in March 2019 and covers the period April 2019 through to March 2022. The Plan incorporates the Board's Vision statement, which is "to deliver quality in the work which we undertake, provide efficient services to all service users, and ensure completeness and accuracy of the Electoral Registers, Valuation Rolls and the Valuation (Council Tax) Lists".

- The Plan sets out the key business areas identified for Lanarkshire Valuation Joint Board over the three-year period, with a view to ensuring that LVJB's services are delivered as effectively and efficiently as possible to service users.

Where deemed appropriate, each key business area is supported by a series of priorities and measurable key actions, against which performance is regularly reported to the Board.

### **Review of Performance**

The Board's performance against key performance indicator (KPI) targets during 2019/2020, was as follows:

- Of 3,165 new Council Tax entries added, 96% were completed within 3 months of the effective date against a target of 88%. 99% were completed within 6 months against a target of 92%.
- Of 1,311 alterations to the non-domestic valuation roll, 84% were completed within 3 months of the effective date against a target of 77%. 93% were completed within 6 months against a target of 92%.

Regarding electoral registration, within the period 2019/2020 in addition to two by-elections, the European Parliamentary Election took place on 23 May 2019, and the UK Parliamentary Election was held on 12 December. Due to the latter election, the revised registers, following the annual canvass of electors, were published in November instead of the usual publication date of 1 December. In particular the UK snap Parliamentary election posed significant challenges to service delivery; the government on line registration service continues to receive voluminous applications in the run up to such electoral events, many of which are duplicates. Nevertheless, LVJB staff once again responded to the challenges put before them with all electoral events in 2019/20 being delivered successfully.

More information on the Board's performance during 2019/2020 can be found on the Board's website at [www.lanarkshire-vjb.gov.uk](http://www.lanarkshire-vjb.gov.uk)

## Financial Performance

### Revenue

The Comprehensive Income and Expenditure Statement on page 19 summarises the total costs of providing services and the income available to fund those services. The Board set a net operating expenditure budget for 2019/20 of £4.108m to be funded by requisitions from the two constituent local authorities and the Cabinet Office. The budget was based on experience of expenditure and income levels during previous years and included a planned contribution from the Board's reserves of £0.170m. In addition to the original budget set, funding was received from the Scottish Government in respect of the Barclay review during 2019/20 (£0.455m) and an increase to the agreed pay award was funded by increased Requisition payments (£0.125m).

The Board returned a surplus of income over expenditure of £0.523m for 2019/20 which, compared with the budgeted deficit of £0.170m resulted in an improved position of £0.693m. This surplus excludes the accounting adjustments relating to pensions and short-term accumulating absences.

The difference between the net expenditure figure below and that reported in the Comprehensive Income and Expenditure Statement is due to the accounting adjustments, which are analysed in the Expenditure and Funding Analysis on page 18.

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	£000	£000	£000
Employee Costs	3,350	2,639	711
Property Costs	325	323	2
Supplies and Services	147	172	(25)
Transport and Plant	0	1	(1)
Administration Costs	827	807	20
Payments to Other Bodies	32	32	-
Financing Charges	14	11	3
<b>Total Expenditure</b>	<b>4,695</b>	<b>3,985</b>	<b>710</b>
Income	(7)	(6)	(1)
<b>Net Expenditure</b>	<b>4,688</b>	<b>3,979</b>	<b>709</b>
<b>Funded by:</b>			
Requisition Income	(4,207)	(4,206)	(1)
Cabinet Office Funding	(311)	(296)	(15)
<b>Total</b>	<b>(4,518)</b>	<b>(4,502)</b>	<b>(16)</b>
<b>(Surplus) / Deficit for the Financial Year</b>	<b>170</b>	<b>(523)</b>	<b>693</b>

The main underspend was in respect of employee costs. This reflects a combination of the turnover of staff and the current level of spend in relation to the implementation of the Barclay recommendations. Recruitment is ongoing for posts made vacant through staff turnover, and posts required to undertake the workload associated with the Barclay Review.

### Balance Sheet

The Board's Balance Sheet as at 31 March 2020 reported net liabilities of £0.205m compared with net liabilities of £3.015m as at 31 March 2019, a movement of £2.810m during the year. This is mainly due to a £2.293m decrease in the Board's pension fund

liability which is calculated by independent actuaries as part of the Strathclyde Pension Fund.

Adding the surplus on the Balance Sheet as at 31 March 2020 (£0.523m) to the Board's General Reserve carried forward from 2018/2019 (£0.424m), gives the Board a closing General Reserve position of £0.947m at the end of 2019/20. This is shown in the Expenditure and Funding Analysis on page 18, and the Movement in Reserves Statement on page 21.

### **Pension Fund**

The disclosure requirements for pension benefits under International Accounting Standard 19 are detailed at Note 14. The appointed actuary assessed the Board's share of Strathclyde Pension Fund as a net liability of £1.118m as at 31 March 2020, compared with a net liability of £3.411m as at 31 March 2019. Changes in the assumptions used by the actuary when calculating the liability, including financial and demographic assumptions, resulted in a reduction in the liability, however these were partially offset by service costs and a negative return on assets. The net effect was a decrease to the overall pension liability. The Pension Liability shown is the result of the accounting legislation and standards and reflects the cost to the Board if all staff retired as at 31 March 2020.

Whilst indicative of a broad position in terms of a pension liability, the reader should be aware of a range of factors, inherent in the figure, before drawing conclusions on such a significant number in the Board's Financial Statements. The Board is meeting pension contributions on an annual basis. Note 14: Defined Benefit Pension Schemes on page 33 provides more details on pensions including the factors affecting the pension liability such as assumptions about mortality, salary inflation, pension inflation and discount rates.

The Board's actuary has confirmed that the IAS19 Balance Sheet is based on financial market values and future market expectation indicators as at 31 March 2020 to comply with the standard. The financial markets at the accounting date will have taken into account COVID19 risks as one of many national and worldwide economic considerations. There has been no explicit additional allowance or adjustment made for COVID19 by the actuary.

### **Provisions, contingencies and write-offs**

The Board is not aware of any eventualities which may have a material effect on its financial position and has therefore made no provision for such eventualities. Contingent assets and liabilities are disclosed as a note to the financial statements. No debts were written off during the financial year.

### **Service changes and future developments**

There were no changes to the statutory functions undertaken by the Board during the financial year. The Board approved LVJB's Service Plan at its meeting of March 2019. Future developments are anticipated in the following service areas:

### **Electoral registration**

The comprehensive review of how the annual canvass of electors on a UK wide basis continues, with new procedures scheduled to be implemented in time for the 2020 canvass, which is expected to commence on 1 August 2020. This canvass will include, in accordance with relevant legislative, the extension of franchise to foreign nationals and certain prisoners, the later extension to the electoral franchise coming into force on 1 April 2020. Given the current situation in respect of the coronavirus pandemic, it is unclear at this stage how the legal requirement to undertake door

visits in respect of the annual canvass of electors, and indeed door visits associated with the legislative requirement to undertake house visits in respect of non returned invitation to register forms, will proceed. It is expected that the funding supplied by the UK government Cabinet Office in respect of Individual Electoral Registration (IER) will cease as there are anticipated savings to be gained from the reformed canvass process. Major unplanned election events, such as the UK snap general election held in December 2019, continue to place significant strain on resources, and the relevant bodies have again been notified of this. The funding of the work associated with such events continues to be drawn from financial reserves.

### **Valuation**

Preparatory work associated with implementing the Non-Domestic Rates (Scotland) Act 2020, which came into force on 11 March 2020, will continue, in particular to ensure that the organisation is well equipped to deal with the increase in the workload as a result of the introduction of the legislation. The disposal of outstanding appeals, both the remaining 2017 non domestic revaluation appeals and the newly received coronavirus pandemic related material change of circumstances appeals, will require significant resource allocation, particularly if statutory disposal timescales (31 December 2020 for 2017 revaluation appeals, and 31 March 2021 for the new material change of circumstances appeals if received before 31 March 2020) are not revised. The Scottish Assessors Association remain in dialogue with ratepayers' representatives and the Scottish Government in this regard.

The impact of the coronavirus on the ability to undertake site visits is still relatively unknown at this stage and will continue to be considered carefully in line with government guidelines. This is a significant issue in relation to having the ability to maintain both the Valuation List for Council Tax, and the Valuation Roll for non domestic rating, although the significant reduction in activity in respect of both business areas as a result of the pandemic should mean that fewer subjects require to be visited.

The period 2019/20 continued to see an increase in the number of dwellings being added to the Valuation List for Council Tax properties, and staff are to be commended for maintaining a very high level of performance in this key business area.

### **Financial Outlook**

Most economic commentators forecast that pressures on public finances will continue for the foreseeable future. The Board recognises the impact of this difficult financial climate on its constituent authorities and as a consequence it continues to seek to generate efficiencies where possible. A three-year Financial Budget Strategy for 2020/21 to 2022/23 was approved by the Board at its meeting in March 2018. An extension to the Strategy was approved by the Board in June 2019 to include 2023/24. The Financial Strategy assists in managing a number of key risks which directly impact on the funding available to deliver the Board's objectives. It also identifies a future strategy in respect of financial reserves. The Board's Strategy is revised annually with consideration given to any changes in the financial horizon, which will be presented to the Board.

Consequently, the Assessor and Electoral Registration Officer will look to continue to implement efficiency savings in future, although with a significant number of statutory duties to be met, the continual reduction of resources could have an adverse impact on performance and service delivery.

### **Risks and Uncertainties**

The Board approved the Risk Register Update 2020 at its meeting in March 2020. The main risks highlighted are: the potential lack of funding for dealing with the valuation and appeals relating to electricity subjects; and there is potential failure to recruit and/or retain qualified valuation staff. All risks are monitored by the senior management team of the Board and reported to the Board on an annual basis.

### **Coronavirus Pandemic**

The UK and Scottish Government's announced a country wide lockdown towards the end of March 2020 in respect of the worldwide outbreak of a coronavirus. Arrangements were put in place to allow for LVJB to continue, as much as possible, to carry out statutory undertakings. More detail on the governance arrangements put in place to assist in managing this unprecedented situation is contained in LVJB's annual governance statement.

### **Conclusion**

Operational performance continued to remain positive for the period 2019/20. Sound financial management and medium term planning has enabled the Board to successfully manage the financial challenges faced during financial year 2019/20. However, there remain a number of challenges going forward, including the UK wide reform of the annual canvass of electors, the workload associated with the Non-Domestic rates (Scotland) Act, and the recently emerged challenges posed by the worldwide coronavirus pandemic, all of which will continue to be considered by LVJB's management team in consultation with the Treasurer to the Board's staff.

We wish to acknowledge the significant efforts of all staff in contributing to the Board's operational performance, of budget managers and support staff whose financial stewardship contributed to the Board's financial position at 31 March 2020, and to everyone involved in the preparation of the Annual Accounts.

**Paul Manning**  
Treasurer

**Gary Bennett**  
Assessor and ER Officer

**Councillor Alex McVey**  
Convenor



## **Statement of Responsibilities**

This statement sets out the respective responsibilities of the Board and the Treasurer for the Annual Accounts.

### **The Board's Responsibilities**

The Board is required 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. For the Board, that officer is the Executive Director of Finance and Corporate Resources for South Lanarkshire Council, designated as the Treasurer of the Board;
- 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 Annual Accounts were approved for signature by the Board at its meeting on 7 September 2020.

**Councillor Alex McVey**  
**Convenor of Lanarkshire Valuation Joint Board**  
**7 September 2020**

## **The Treasurer's Responsibilities**

The Treasurer is responsible for the preparation of the Board's Annual Accounts 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 Board at the accounting date, and its comprehensive income and expenditure for the financial year then ended.

In preparing the Annual Accounts, the Treasurer has:

- Selected suitable accounting policies, and applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with legislation; and
- Complied with the Code of Practice on Local Authority Accounting in the United Kingdom.

The Treasurer has also:

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

I certify that the financial statements give a true and fair view of the financial position of the Board at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

**Paul Manning**  
**Treasurer of Lanarkshire Valuation Joint Board**  
**7 September 2020**

## **Annual Governance Statement**

This statement sets out the framework within which the Board has proper arrangements for the governance of the Board's affairs, thereby facilitating the effective exercise of its functions, ensuring that appropriate arrangements are in place for the management of risk and appropriate systems of internal control are in place. While the Board'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 Board's governance framework, and meets legislative requirements to include the Annual Governance Statement with the Annual Accounts. A consolidated Code of Corporate Governance was approved at the Board meeting of 4 March 2019.

### **Scope of Responsibility**

In delivering its aims and objectives, the Board 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 Board 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 Board'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 Board 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 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 Board's policies, aims and objectives, 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 main features of our governance arrangements are:

- Clearly defined Standing Orders, Scheme of Delegation and Financial Regulations and Tender Procedures;
- Comprehensive business planning arrangements, setting key targets and action plans designed to achieve our corporate objectives;
- Arrangements to manage risk, including a risk management strategy and Corporate Risk Register and business continuity plans;
- Clear customer complaints procedures;
- Policies to regulate employee related matters, including the Employee Code of Conduct and Disciplinary Procedures; and
- Regular public performance monitoring

As part of the overall control arrangements, the system of internal control is designed to ensure that assets are safeguarded, transactions are authorised and properly recorded and material errors are detected and corrected. This system is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management and supervision, and a system of delegation and accountability.

Development and maintenance of the system is undertaken by managers within the Board. In particular, the system includes:

- Financial management supported by Financial Regulations;
- Detailed budgeting systems;
- Regular reviews of periodic and annual financial reports which indicate financial performance against forecasts;
- Setting targets to measure performance, including financial performance;
- The preparation of regular financial reports that compare actual expenditure and income against forecasts.

South Lanarkshire Council is the administering authority. All financial transactions of the Board are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of the Council. This includes regular reviews by the Council's Internal Audit Manager.

### **Review of Effectiveness**

The Board purchases an internal audit service from South Lanarkshire Council, through a Service Level Agreement. The role of Internal Audit is to provide an independent audit opinion on the adequacy and effectiveness of the Board's governance, risk management and internal control systems based on audit work undertaken in the year.

The internal audit service provided to the Board operates in accordance with the Public Sector Internal Audit Standards (revised 2017). A rolling programme of audits are undertaken on an annual basis targeted at the areas of greatest risk.

The Internal Audit Manager provides an annual report to the Board and an audit opinion on the adequacy and effectiveness of the Board's governance, risk management and internal control systems based on audit work undertaken in the year. The annual report for 2019/2020 was presented to the Board on 1 June 2020. The Internal Audit Manager's annual assurance statement concluded that a reasonable level of assurance can be placed on the adequacy and effectiveness of the Board's framework of governance, risk management and control arrangements for the year ended 31 March 2020.

### **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 Board is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact.

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

### **Continuous Improvement**

As part of the annual audit review, recommendations are provided which not only assist management to improve their control environment, but also provide an assessment of the adequacy of existing systems and procedures, including highlighting any necessary improvements to maintain and improve the Board's governance arrangements going forward. The external auditor's [Annual Audit report](#) did not identify any Governance actions for implementation during 2019/20.

## **Coronavirus Pandemic**

LVJB's Business Continuity/Emergency Planning (BC/EP) team met daily in the run up to the eventual UK and Scottish Government's announcement on a country wide lockdown towards the end of March 2020. The BC/EP meetings focused on, amongst other things, the welfare of staff, and enabling homeworking in order that statutory undertakings could continue to be carried out where possible. Arrangements were put in place to deal with all correspondence, both electronic and by post, and for LVJB staff to have access to IT systems.

Accordingly, the arrangements allowed for the following;

- The electoral registers to be maintained and monthly updates produced as normal. Invitation to Register forms to be issued as appropriate, although there is a current halt on any door to door visits.
- The Valuation List for Council Tax to be maintained, including any band increases as a result of dwellings being materially altered and then subsequently sold where information exists which allows such changes to be made without the need to undertake site visits. Proposals and appeals continue to be dealt with where possible.
- The Valuation Roll for non domestic rating to be maintained, however activity in this area is minimal. Appeals continue to be dealt with where possible. Staff are dealing with an upsurge in correspondence in relation to Valuation Roll entries, in particular in respect of the new grant legislation put in place by the government. Additionally, over 3000 appeals have been received against valuation roll entries as a result of the pandemic.

## **Assurance**

In conclusion, there were no significant weaknesses identified in the Annual Audit Report relating to improvements requiring action in 2019/2020. Systems are in place to continually review and improve the control environment and governance arrangements operated by the Board.

The effectiveness of governance is dependent on the actions of officers of the Board and by the work of Internal and External audit. It is the Board's view that the governance arrangements were effective during financial year 2019/2020.

**Gary Bennett**  
**Assessor and Electoral Registration Officer**  
**Lanarkshire Valuation Joint Board**  
**7 September 2020**

**Councillor Alex McVey**  
**Convenor of Lanarkshire Valuation Joint Board**  
**7 September 2020**

## **Remuneration Report**

The remuneration report provides details of the Board's remuneration policy for senior Board members and senior employees.

### **Introduction**

The Remuneration Report has been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 1985 (as amended by the Local Authority Accounts (Scotland) Regulations 2014). These Regulations require various disclosures about the remuneration and pension benefits of senior Board members and senior employees.

All information disclosed in tables 1 - 3 in this Remuneration Report has been audited by Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

### **Senior Employees**

The remuneration of senior employees is set by reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Officers of Scottish local authorities. Circular CO/150 sets the amount of salary for Chief Officers for the period 1 April 2018 to 31 March 2021.

### **Senior Councillors**

The Convenor and Depute Convenor of the Lanarkshire Valuation Joint Board are remunerated by the Council of which they are a council member, as shown in Table 3.

The remuneration of councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183) as amended most recently by the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2019 (SSI 2019/23). The Regulations provide for the grading of Councillors for the purposes of remuneration arrangements, as either the Leader of the Council, the Provost, Senior Councillors or Councillors. These regulations also set out the amounts a councillor may be paid for being a Convenor or Depute Convenor of a Joint Board. This is inclusive of any amount payable to them as either a Councillor or Senior Councillor.

The Board has an arrangement with each Council who remunerates the Convenor and Depute Convenor/s to reimburse the Council for the additional costs of that councillor arising from them being a Convenor or Depute Convenor of the Board. The disclosures made in this report are limited to the amounts paid to the Council by the Board for remuneration and does not reflect the full value of the remuneration that may be paid to the councillor.

### **Trade Unions (Facility Time Publication Requirements) Regulations 2017**

In addition to the regulations governing senior employees and councillors, the Trade Union (Facility Time Publication Requirements) Regulations 2017, which apply from 1 April 2017, require public sector employers to collect and publish a range of information on trade union facility time in respect of their employees who are Trade Union Representatives. This information is available on the Board's website.

There are no employees within the Board who are Trade Union Representatives, as noted on the Board's website.

### General Pay Bands for Senior Employees

The number of officers who received remuneration (excluding pension contributions) in excess of £50,000 for the financial year is shown in Table 1 below:

**Table 1 - General Pay Band Disclosure for Senior Employees**

Annual Remuneration	Number of Employees	Number of Employees
£	2019/20	2018/19
50,000 – 54,999	2	1
55,000 – 59,999	0	0
60,000 – 64,999	2	2
65,000 – 69,999	1	1
70,000 – 74,999	1	0
75,000 – 109,999 (Note 1)	0	0
110,000 – 114,999	0	1
115,000 – 119,999	1	0

Note 1: These are merged pay bands covering more than £5,000 due to the fact that no employees fell into these bands in either financial year.

### Disclosure of Remuneration

Table 2 and 3 below provides details of the remuneration paid to the Board's senior employees, Convenor and Depute Convenor. Comparative figures for 2018/2019 have been shown.

**Table 2 – Senior Employees**

Name / Post	Salary / Fees	Taxable Expenses	Compensation for Loss of Office	Any other Remuneration	2019/20 Total	2018/19 Total
<b>G Bennett</b> Assessor and Electoral Registration Officer	£115,128	-	-	-	£115,128	£111,802
<b>J Neason</b> Assistant Assessor and Electoral Registration Officer	£70,247	-	-	-	£70,247	£68,192
<b>R Pacitti</b> Assistant Assessor and Electoral Registration Officer from 05/11/18	£68,375	£9	-	-	£68,384	£26,291  (Full Year Equivalent £65,352)
2018/19 senior employees where post holders are no longer in post	-	-	-	-	-	£41,857
<b>Total</b>	<b>£253,750</b>	<b>£9</b>	<b>-</b>	<b>-</b>	<b>£253,759</b>	<b>£248,142</b>

The senior employees included in Table 2 include any 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 of the Board (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, including remuneration from a local authority subsidiary body, is £150,000 or more.

**Table 3 – Convenors and Depute-Convenors**

<b>Name / Post</b>	<b>Salary / Fees</b>	<b>Taxable Expenses</b>	<b>Compensation for Loss of Office</b>	<b>Any other Remuneration</b>	<b>2019/20 Total</b>	<b>2018/19 Total</b>
<b>A McVey</b> Convenor	£4,188	-	-	-	£4,188	£4,251
<b>L Hamilton</b> Depute Convenor	£3,267	-	-	-	£3,267	£3,190
<b>Total</b>	<b>£7,455</b>	-	-	-	<b>£7,455</b>	<b>£7,441</b>

## **Pension Rights**

Pension benefits for councillors and Lanarkshire Valuation Joint Board (LVJB) employees are provided through the Local Government Pension Scheme (LGPS). Prior to 1 April 2015 for LVJB employees this was a final salary pension scheme. As of 1 April 2015, pension benefits for LVJB employees are based on career average pay. The employee's pay for each year or part year ending 31 March (other than the pay in the final year commencing 1 April) is increased by the increase in the cost of living, as measured by the appropriate index (or indices) between the end of that year and the last day of the month in which their membership of the scheme ends. The total of the revalued pay is then divided by the period of membership to calculate the career average pay.

The Pension entitlement 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. The accrued pension benefit reflects both the employer and employee contributions.



**Table 4 – Pension Benefits: Senior Employees**

<b>Name / Post</b>		<b>Accrued Pension Benefits March 2020</b>	<b>Movement in accrued pension benefits since 31 March 2019</b>	<b>Pension Contribution made by Board 2019/20</b>	<b>Pension Contribution made by Board 2018/19</b>
<b>G Bennett</b> Assessor and Electoral Registration Officer	Pension Lump Sum	£58,510 £105,484	£3,851 £3,392	£22,220	£21,578
<b>J Neason</b> Assistant Assessor and Electoral Registration Officer	Pension Lump Sum	£37,684 £70,683	£2,428 £2,292	£13,528	£13,134
<b>R Pacitti</b> Assistant Assessor and Electoral Registration Officer from 05/11/18	Pension Lump Sum	£32,895 £62,032	£2,594 £2,720	£13,127	£5,074
2018/19 senior employees where post holders are no longer in post	Pension Lump Sum				£8,078
<b>Total</b>				<b>£48,875</b>	<b>£47,864</b>

**Table 5 – Pension Benefits: Convenors and Depute Convenors**

<b>Name / Post</b>	<b>Pension Contribution made by Board 2019/20</b>	<b>Pension Contribution made by Board 2018/19</b>
<b>L Hamilton</b> Depute Convenor	£630	£616

### **Exit Packages**

There were no exit packages agreed or paid for financial years 2019/2020 or 2018/2019.

**Gary Bennett**  
Assessor and ER Officer  
7 September 2020

**Councillor Alex McVey**  
Convenor  
7 September 2020

## Expenditure and Funding Analysis

The Expenditure and Funding Analysis shows the expenditure and income figures reported to Lanarkshire Valuation Joint Board and, through a single adjustments column, reconciles it to the accounting figures presented in the Comprehensive Income and Expenditure Statement.

### Expenditure and Funding Analysis 2019/2020

2018/2019				2019/2020		
Net Exp. Chargeable to GF	Adjustment between Funding and Accounting Basis (note 5)	Net Exp. in CIES		Net Exp. Chargeable to GF	Adjustment between Funding and Accounting Basis (note 5)	Net Exp. in CIES
Column 1	Column 2	Column 3		Column 5	Column 6	Column 7
£000	£000	£000		£000	£000	£000
2,584	783	3,367	Employee Costs	2,639	236	2,875
324	-	324	Property Costs	323		323
87	-	87	Supplies and Services	172		172
1	-	1	Transport and Plant	1		1
770	10	780	Administration Costs	807	17	824
23	-	23	Payments to Other Bodies	32		32
15	1	16	Financing Charges	11	2	13
<b>3,804</b>	<b>794</b>	<b>4,598</b>	<b>Total Expenditure</b>	<b>3,985</b>	<b>255</b>	<b>4,240</b>
(3,930)	-	(3,930)	Income	(4,508)	-	(4,508)
<b>(126)</b>	<b>794</b>	<b>668</b>	<b>Net Cost of Services</b>	<b>(523)</b>	<b>255</b>	<b>(268)</b>
-	39	39	Financing and Investment Income and Expenditure	-	87	87
<b>(126)</b>	<b>833</b>	<b>707</b>	<b>(Surplus) or Deficit</b>	<b>(523)</b>	<b>342</b>	<b>(181)</b>

2018/19		2019/20
General Fund		General Fund
£000		£000
(298)	Opening General Fund Balance	(424)
(126)	(Less)/plus (Surplus) or Deficit on General Fund (per column 1 and 5 of EFA)	(523)
-	Transfers To/From Reserves	-
<b>(424)</b>	<b>Closing General Fund Balance</b>	<b>(947)</b>

## Comprehensive Income and Expenditure Statement for the year ended 31 March 2020

This statement shows income generated by the Board during the year and how it was spent on services and financing costs.

2018/19		2019/20	Note
Actual		Actual	
£000		£000	
3,367	Employee Costs	2,875	
324	Property Costs	323	
87	Supplies and Services	172	
1	Transport and Plant	1	
780	Administration Costs	824	
23	Payments to Other Bodies	32	
16	Financing Charges	13	
<b>4,598</b>	<b>Total Expenditure</b>	<b>4,240</b>	
(3,930)	Income	(4,508)	
<b>668</b>	<b>Net Cost of Services</b>	<b>(268)</b>	
39	Financing and Investment Income and Expenditure	87	
<b>707</b>	<b>Deficit on the Provision of Services</b>	<b>(181)</b>	
1,529	Re-measurement of the Net Defined Benefit Asset/Liability	(2,629)	14
<b>1,529</b>	<b>Other Comprehensive Income and Expenditure</b>	<b>(2,629)</b>	
<b>2,236</b>	<b>Total Comprehensive Income and Expenditure</b>	<b>(2,810)</b>	

## Balance Sheet as at 31 March 2020

This statement shows the resources of the Board and means by which they were financed. It shows the values as at the balance sheet date of the assets and liabilities recognised by the Board.

31 March 2019			31 March 2020	Note
£000			£000	
	<b>Non Current Assets:</b>			
4	Intangible Assets		2	10
	<b>Current Assets:</b>			
21	Short Term Debtors	37		11
437	Cash and Cash Equivalents	1,005		
458			1,042	
	<b>Current Liabilities:</b>			
(66)	Short Term Creditors	(131)		12
(66)	Total Current Liabilities		(131)	
<b>396</b>	<b>Total Assets less Current Liabilities</b>		<b>913</b>	
	<b>Long Term Liabilities</b>			
(3,411)	Pension Liability		(1,118)	14
<b>(3,015)</b>	<b>Total Assets less Liabilities</b>		<b>(205)</b>	
	<b>Financed By:</b>			
	<b>Unusable Reserves</b>			
(3,411)	Pension Reserve		(1,118)	17
(32)	Accumulating Compensated Absences Reserve		(36)	17
4	Capital Adjustment Account		2	17
	<b>Usable Reserves</b>			
424	General Fund Reserve		947	17
<b>(3,015)</b>			<b>(205)</b>	

The notes on pages 25 to 38 form part of the financial statements.

The unaudited accounts were approved for issue by the Board on 1 June 2020, and the audited accounts were authorised for issue on 7 September 2020. The audited accounts are signed on behalf of the Board by:

**Paul Manning**  
**Treasurer of Lanarkshire Valuation Joint Board**  
**7 September 2020**

## Movement in Reserves Statement for the year ended 31 March 2020

This statement shows the movement in the year on the different reserves held by the Board, analysed into usable reserves and unusable reserves. The deficit on the provision of services shows the true economic cost of providing the Board's services, which is fully analysed in the Comprehensive Income and Expenditure Statement on page 19. This cost excludes other statutory charges to the General Fund balance. The net increase / (decrease) before transfers to / from other statutory reserves shows the statutory General Fund balance before any discretionary transfers to or from the other statutory reserves of the Board.

	General Fund Balance	Total Usable Reserves	Unusable Reserves	Total Reserves
	£000	£000	£000	£000
<b>Balance at 31 March 2019</b>	<b>424</b>	<b>424</b>	<b>(3,439)</b>	<b>(3,015)</b>
<b>Movement in Reserves during 2019/2020</b>				
Surplus on the provision of services	181	181	-	181
Other comprehensive income and expenditure	-	-	2,629	2,629
<b>Total comprehensive income and expenditure</b>	<b>181</b>	<b>181</b>	<b>2,629</b>	<b>2,810</b>
Adjustments between accounting basis and funding basis (note 5)	342	342	(342)	-
Net increase before transfers to / from other statutory reserves	523	523	2,287	2,810
Transfers to / from other statutory reserves	-	-	-	-
<b>Increase / (Decrease) in 2019/2020</b>	<b>523</b>	<b>523</b>	<b>2,287</b>	<b>2,810</b>
<b>Balance as at 31 March 2020</b>	<b>947</b>	<b>947</b>	<b>(1,152)</b>	<b>(205)</b>

# **Movement in Reserves Statement for the year ended 31 March 2019**

	General Fund Balance	<b>Total Usable Reserves</b>	Unusable Reserves	<b>Total Reserves</b>
	£000	£000	£000	£000
<b>Balance at 31 March 2018</b>	<b>298</b>	<b>298</b>	<b>(1,077)</b>	<b>(779)</b>
<b>Movement in Reserves during 2018/2019</b>				
Deficit on the provision of services	(707)	(707)	-	(707)
Other comprehensive income and expenditure	-	-	(1,529)	(1,529)
<b>Total comprehensive income and expenditure</b>	<b>(707)</b>	<b>(707)</b>	<b>(1,529)</b>	<b>(2,236)</b>
Adjustments between accounting basis and funding basis (note 5)	833	833	(833)	-
Net increase before transfers to / from other statutory reserves	126	126	(2,362)	(2,236)
Transfers to / from other statutory reserves	-	-	-	-
<b>Increase / (Decrease) in 2018/2019</b>	<b>126</b>	<b>126</b>	<b>(2,362)</b>	<b>(2,236)</b>
<b>Balance as at 31 March 2019</b>	<b>424</b>	<b>424</b>	<b>(3,439)</b>	<b>(3,015)</b>

## Cash Flow Statement

This statement shows the changes in cash and cash equivalents of the Board during the year. The statement shows how the Board generates and uses cash and cash equivalents by classifying them as either operating, investing or financing activities.

- The level of net cash arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of taxation and grant income or from service users and constituent authorities.
- 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.
- There were no financing activities as the board had no requirement to borrow.

Further analysis of movements is provided in the cash flow notes following the statement.

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
(707)	Net deficit / (surplus) on the provision of services	181
830	Adjust net deficit / (surplus) on the provision of service for non-cash movements	382
1	Adjust for items included in the net deficit / (surplus) on the provision of services that are investing and financing activities	5
<b>124</b>	<b>Net cash flows from operating activities</b>	<b>568</b>
0	Investing Activities	0
<b>124</b>	<b>Net increase or decrease in cash and cash equivalents</b>	<b>568</b>
313	Cash and cash equivalents at 1 April	437
<b>437</b>	<b>Cash and cash equivalents at 31 March</b>	<b>1,005</b>

## Cash Flow Statement Note – Non Cash Movements

The balance of non-cash movements is made up of the following elements:

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
1	Depreciation, impairment and amortisation of assets	2
4	Movement in Debtors	(16)
(6)	Movement in Creditors	61
822	Movement in Pension Liability	336
10	Movement in the Employee Statutory Adjustment Account	4
(1)	Interest received	(5)
<b>830</b>	<b>Net Cash flows from the provision of services for non-cash movements</b>	<b>382</b>

### Cash Flow Statement Note – Operating Activities

The cash flows for operating activities include the following items:

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
1	Interest received	5
0	Interest paid	0
<b>1</b>	<b>Net cash flows from operating activities</b>	<b>5</b>

### Cash Flow Statement Note – Investing Activities

The cash flows for investing activities include the following items:

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
0	Purchase of property, plant, equipment and intangible assets	0
<b>0</b>	<b>Net cash flows from investing activities</b>	<b>0</b>

### Cash Flow Statement Note – Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
437	Short term deposits	1,005
<b>437</b>	<b>Total Cash and Cash Equivalents</b>	<b>1,005</b>



## **Notes to the Financial Statements**

### **Note 1: Accounting Policies**

#### **General Principles**

Lanarkshire Valuation Joint 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. The general policies adopted in compiling and presenting the Accounts are those recommended by the Code of Practice on Local Authority Accounting in the United Kingdom 2019/2020 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 Annual Accounts has been prepared under the historic cost convention. All accounting policies have been applied consistently.

#### **Debtors and Creditors**

##### **Accruals basis**

The comprehensive income and expenditure statement is compiled on an accruals basis. Income and expenditure activities are accounted for in the year in which they take place, not simply when payments are made or received. Where goods and services have been sold but the income not received by 31 March 2020 or goods have been received but not paid for by 31 March 2020 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.

##### **(i) Debtors**

All specific and material sums payable to the Board have been brought into account.

##### **(ii) Creditors**

Sundry Creditors are accrued on the basis of payments made during the first three weeks following 31 March 2020; together with specific accruals in respect of further material items.

##### **(iii) Accumulating Compensated Absences**

International Accounting Standard 19 (IAS19) states that 'an organisation should account for employment benefits when employees earn them and the authority is committed to providing them, even if the actual provision might be in future years.' All salaries and wages earned up to 31 March 2020 are included irrespective of when actual payments were made. The requirements of IAS 19 have been fully applied in the current year, in respect of annual leave provision, including recognition of the net liability and an accumulating compensated absences reserve in the Balance Sheet and entries in the comprehensive income and expenditure statement for movements in the liability relating to the scheme.

##### **(iv) Pension Costs**

The Board participates, through South Lanarkshire Council, in the Local Government Superannuation Scheme, which is managed by Glasgow City Council.

The cost of providing pensions for employees is charged to the comprehensive income and expenditure statement in accordance with the statutory requirements governing the particular pension schemes to which the Board contributes.

The requirements of IAS19 have been fully applied in the current year, including recognition of the net liability and a pensions reserve in the Balance Sheet and entries in the comprehensive income and expenditure statement for movements in the liability relating to the scheme. Previous year budget and expenditure information has been provided to allow comparability.

In assessing liabilities for retirement benefits for the 2019/2020 Annual Accounts, a discount rate based on the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme was used. The Actuary has advised that a rate of 2.3% per annum is appropriate (2018/2019 - 2.4%).

Actuarial Gains and Losses – changes in the net pension liability that arise because of events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pension Reserve.

#### **(v) Allocation of Central Support Expenses**

The allocation of Central Support Expenses is the cost of those South Lanarkshire central support departments which provide a service to the Board. The individual support departments are Administration Services, Personnel, Information Technology and Finance Services. The method of allocation is determined by each individual department and in most instances is a time based allocation of employee costs or the recharge of actual costs incurred. The recharge is made on a consistent basis.

#### **(vi) Borrowing Facilities**

The Board 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 Board and consequently lends or borrows according to the required cash flow and activities of the Board.

#### **(vii) Financial Instruments**

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.

#### **(viii) 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 (for example, software licences) is capitalised when it is expected that it will bring benefits to the Board for more than 12 months.

Intangible Assets are measured at cost. The depreciable amount of an intangible asset is amortised over its useful life in the Comprehensive Income and Expenditure Statement. The useful life of these assets is deemed to be 5 years.

**Note 2: Prior Period Adjustments**

There are no prior period adjustments included within the 2019/2020 Annual Accounts.

**Note 3: Accounting Standards Issued but Not Adopted**

The Accounting Code of Practice requires the Board to disclose information relating to the impact of an accounting change that is required by a new standard that has been issued but not yet adopted.

For this disclosure, the standards introduced by the 2020/21 Code, which are required to be applied by 1 April 2020, and will be adopted by the Board on 1 April 2020 are:

- **Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures**

The amendments clarify that IFRS 9 applies to long-term interests in an associate or joint venture that form part of the net investment in the associate or joint venture but to which the equity method is not applied.

- **Annual Improvements to IFRS Standards 2015–2017 Cycle**

The amendments include clarifications of IFRS in the following areas:

- IFRS 3 Business Combinations and IFRS 11 Joint Arrangements: Previously held Interest in a Joint Operation
- IAS 12 Income Taxes: Income Tax consequences of Payments on Financial Instruments classified as Equity, and
- IAS 23 Borrowing Costs: Borrowing Costs Eligible for Capitalisation

- **Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement**

The amendments require that when a plan amendment, curtailment or settlement occurs during a reporting period entities use updated actuarial assumptions to determine current service cost and net interest for the remaining annual reporting period.

Adoption of the standards by the Board on 1 April 2020 is not expected to have a significant impact on the financial statements.

**Note 4: Critical Judgements in Applying Accounting Policies**

In applying the accounting policies, the Board is obliged to highlight whether it has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Annual Accounts are:

- There is a high degree of uncertainty about future levels of funding for local government in Scotland. However, the Board has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Board might be impaired as a result of a need to reduce levels of service provision.

**Note 5: Notes to the Expenditure and Funding Analysis - Adjustments Between Funding and Accounting Basis**

2019/2020				
	Adjustments for Capital Purposes (note a) £000	Net Change for the Pensions Adjustments (note b) £000	Other Differences (note c) £000	Total Adjustments between Funding and Accounting Basis £000
Employee Costs	-	232	4	236
Property Costs	-	-	-	-
Supplies and Services	-	-	-	-
Transport and Plant	-	-	-	-
Administration Costs	-	17		17
Payments to Other Bodies	-	-	-	-
Financing Charges	2	-	-	2
<b>Total Expenditure</b>	<b>2</b>	<b>249</b>	<b>4</b>	<b>255</b>
Income	-	-	-	-
<b>Net Cost of Services</b>	<b>2</b>	<b>249</b>	<b>4</b>	<b>255</b>
Financing and Investment Income and Expenditure	-	87	-	87
<b>Surplus or Deficit</b>	<b>2</b>	<b>336</b>	<b>4</b>	<b>342</b>

2018/2019				
	Adjustments for Capital Purposes (note a) £000	Net Change for the Pensions Adjustments (note b) £000	Other Differences (note c) £000	Total Adjustments between Funding and Accounting Basis £000
Employee Costs	-	773	10	783
Property Costs	-	-	-	-
Supplies and Services	-	-	-	-
Transport and Plant	-	-	-	-
Administration Costs	-	10	-	10
Payments to Other Bodies	-	-	-	-
Financing Charges	1	-	-	1
<b>Total Expenditure</b>	<b>1</b>	<b>783</b>	<b>10</b>	<b>794</b>
Income	-	-	-	-
<b>Net Cost of Services</b>	<b>1</b>	<b>783</b>	<b>10</b>	<b>794</b>
Financing and Investment Income and Expenditure	-	39	-	39
<b>Surplus or Deficit</b>	<b>1</b>	<b>822</b>	<b>10</b>	<b>833</b>

**Note a – Adjustment for Capital Purposes**

This column adds in depreciation and impairment and revaluation of gains and losses in the financing charges line.

**Note b – Net Change for the Pensions Adjustment**

Net change for the removal of pension contributions and the addition of IAS19 Employee benefits pension related expenditure and income:

- For Employee Costs and Administration Costs this represents the removal of the employer contributions made by the Board as allowed by statute and the replacement with current service costs and past service costs.
- For Financing and Investment Income and Expenditure – the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement.

**Note c – Other Differences**

Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable /receivable to be recognised under statute:

- For Employee Costs this represents the accrual made for the cost of holiday/leave entitlements earned by employees but not taken before the year-end which employees can carry forward into the next financial year. These require to be included within the Net Cost of Services under generally accepted accounting practices, however, are not chargeable to the General Fund.

**Note 6: 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 by the Board in the year in accordance with proper accounting practice to arrive at the resources that are specified by statutory provisions as being available to the Board to meet future revenue expenditure.

	<b>Usable Reserves</b>	
	<b>£000</b>	<b>£000</b>
	<b>2019/20</b>	<b>2018/19</b>
<b>Adjustments to Revenue Resources</b>		
Pension Costs (transferred to (or from) the Pensions Reserve	(2,293)	2,351
Holiday Pay (transferred to the Employee Statutory Adjustment Account)	4	10
Reversal of entries in the surplus or deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	2	1
<b>Total Adjustments to Revenue Resources</b>	<b>(2,287)</b>	<b>2,362</b>
<b>Adjustments between Revenue and Capital Resources</b>		
Capital expenditure finance from revenue balances (transfer to Capital Adjustment Account)	-	-
<b>Total Adjustments between Revenue and Capital Resources</b>	<b>-</b>	<b>-</b>
<b>Total Adjustments</b>	<b>(2,287)</b>	<b>2,362</b>
Total Comprehensive Income and Expenditure	2,810	(2,236)
Net Increase / (Decrease) before transfers to / from Reserves	523	126
<b>Increase / (Decrease) in year</b>	<b>523</b>	<b>126</b>

## **Note 7: Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty**

The Annual Accounts contain estimated figures that are based on assumptions made by the Board about the future or that 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:

<b>Items</b>	<b>Uncertainties</b>	<b>Effect if Actual Results Differ from Assumptions</b>
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, commissioned by Strathclyde Pension Fund, is engaged to provide the Board with expert advice about the assumptions to be applied.	<p>The effect on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £2.894m.</p> <p>However, the assumptions interact in complex ways. During 2019/2020, the actuaries advised that the net pension liability had decreased by: £3.178m attributable to the updating of financial assumptions; £1.066m attributable to changes in demographic assumptions; and £0.137m due to other experience. The net liability had increased by £1.752m due to the expected return on pension fund assets.</p>

## **Note 8: Events after the Balance Sheet**

The unaudited Annual Accounts were authorised for issue by the Treasurer of Lanarkshire Valuation Joint Board on 1 June 2020. There were no events that occurred between 1 April 2020 and the date that the Annual Accounts were authorised for issue that would have an impact on the financial statements.

## **Note 9: Contingent Liabilities**

A recent circular from the Scottish Public Pensions Agency (Local Government Pension Scheme 2020/04) refers to a ruling that same-sex survivors were originally entitled to survivor benefits, taking into account the member's service from 6 April 1978. Following the Goodwin Tribunal, regulatory amendments will now need to be made with effect from the same date to extend that entitlement to male survivors of female members.

While this could have a financial impact on future years' costs, any impact cannot be quantified. Given the uncertainty, no provision has been made in the Accounts.

**Note 10: Intangible Assets**

	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
<b>Cost or Valuation</b>		
At 1 April	8	8
Additions	0	0
<b>At 31 March</b>	<b>8</b>	<b>8</b>
<b>Accumulated Amortisation</b>		
At 1 April	4	3
Amortisation of Intangible Assets	2	1
<b>At 31 March</b>	<b>6</b>	<b>4</b>
<b>Net Book Value at 31 March</b>	<b>2</b>	<b>4</b>

**Note 11: Short Term Debtors**

The debtors figure comprises prepayments and is analysed as follows:

	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Information Technology Annual Support and Maintenance	24	21
Water Services	4	-
Insurance Services	8	-
General Supplies	1	-
<b>Total</b>	<b>37</b>	<b>21</b>

**Note 12: Short Term Creditors**

The creditors figure is analysed as follows:

	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Valuation Appeal Panel - Fees	0	25
North Lanarkshire Council - Convenor Salary	4	4
Accumulated Compensated Absences	41	37
Other	86	-
<b>Total</b>	<b>131</b>	<b>66</b>

### Note 13: Related Party Transactions

The Board is required to disclose material transactions with related parties. During the year transactions arose with the following related parties:

	2019/20		2018/19	
	Receipts	Payments	Receipts	Payments
	£000	£000	£000	£000
South Lanarkshire Council	2,102	487	1,813	482
North Lanarkshire Council	2,103	4	1,813	5
<b>Total</b>	<b>4,205</b>	<b>491</b>	<b>3,626</b>	<b>487</b>

The Board occupy the premises at the North Stand, Cadzow Avenue, Hamilton, ML3 0LU and are recharged for rent and other costs by South Lanarkshire Council. Included within payments to South Lanarkshire Council is a charge of £0.318m (2018/19: £0.318m) for the annual rental of office accommodation at Hamilton Academical's Football Stadium.



## Note 14: Defined Benefit Pension Schemes

As part of the terms and conditions of employment, the Board offers retirement benefits. The Board participates in the Local Government Pension Scheme (Strathclyde Pension Fund), a funded defined benefit scheme, administered by Glasgow City Council. The scheme is supported by contributions from both employer and employees.

### Transactions relating to Retirement Benefits

The cost of retirement benefit is recognised in the reported cost of services when it is earned by the Board's employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made against the requisition funding is based on the pension contributions payable by the Board in the year, and an adjustment is made in the Movement in Reserves Statement to this effect.

The following transactions have been made in the Comprehensive Income and Expenditure Statement.

<b>Comprehensive Income and Expenditure Statement</b>	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Cost of Services:		
Service cost comprising:		
• Current service cost	825	709
• Past Service Cost (including curtailments)	(206)	439
Financing and Investment Income and Expenditure		
• Net interest expense	87	39
<b>Total post-employment benefit charged to the Deficit on the Provision of Services</b>	<b>706</b>	<b>1,187</b>
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement:		
Re-measurement of the net defined benefit liability/(asset) comprising:		
• return on pension fund assets	(1,752)	806
• actuarial gains or losses arising on changes in demographic assumptions	1,066	-
• actuarial gains or losses arising on changes in financial assumptions	3,178	(2,325)
• actuarial gains or losses arising on changes in other experience	137	(10)
<b>Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement</b>	<b>2,629</b>	<b>(1,529)</b>
Net Charge to the Surplus/Deficit on the Provision of Services brought forward	706	1,187
<b>Movement In Reserves Statement</b>		
• reversal of net charges made to the surplus or deficit for the provision of services for post-employment benefits in accordance with the Code	(336)	(822)
<b>Actual amount charged against the General Fund balance for pensions in the year:</b>		
• employers' contributions payable to the scheme	370	365

## Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Lanarkshire Valuation Joint Board's obligation in respect of its defined benefit plan is as follows:

	2019/20	2018/19
	£000	£000
Present value of the defined obligation	(26,356)	(29,791)
Fair value of pension fund assets	25,238	26,380
<b>Net liability arising from defined benefit obligations</b>	<b>(1,118)</b>	<b>(3,411)</b>

A reconciliation of the Board's share of the present value of the Fund's defined obligation is as follows:

	2019/20	2018/19
	£000	£000
Opening Balance at 1 April	(29,791)	(25,879)
Current Service Cost	(825)	(709)
Interest Cost	(720)	(710)
Contributions by scheme participants	(120)	(117)
Re-measurement gains / (losses)		
• actuarial gains / (losses) arising on changes in demographic assumptions	1,066	-
• actuarial gains / (losses) arising from changes in financial assumptions	3,178	(2,325)
• actuarial gains / (losses) arising from changes in other experience	137	(10)
Past service gains / (losses)	206	(439)
Settlements and curtailments	-	-
Estimated Unfunded benefits paid	25	24
Estimated Benefits paid	488	374
<b>Closing Balance at 31 March</b>	<b>(26,356)</b>	<b>(29,791)</b>

A reconciliation of the movement in the Board's share of the fair value of the Fund's assets is as follows:

	2019/20	2018/19
	£000	£000
Opening Fair Value of Pension Fund Assets	26,380	24,819
Interest Income	633	671
Re-measurement gains and (losses)		
• expected return on pension fund assets	(1,752)	806
• actuarial gains and losses	-	-
The effect of changes in foreign exchange rates	-	-
Contributions by members	120	117
Contributions by the employer	345	365
Contributions in respect of Unfunded Benefits	25	(24)
Benefits Paid	(513)	(374)
<b>Closing Fair Value of the Scheme Assets</b>	<b>25,238</b>	<b>26,380</b>

## Analysis of Pension Fund Assets

	31 March 2020			31 March 2019		
	Quoted prices in active markets	Quoted prices not in active markets	Total	Quoted prices in active markets	Quoted prices not in active markets	Total
	£000	£000	£000	£000	£000	£000
Cash and Cash Equivalents	1,299	1,252	2,551	1,358	1,309	2,667
Equity Instruments	5,822	15	5,837	6,085	16	6,101
Debt Instruments	792	0	792	828	-	828
Real Estate	0	2,285	2,285	-	2,388	2,388
Derivatives	1	0	1	1	-	1
Private Equity	0	3,016	3,016	-	3,152	3,152
Investment Funds	8,284	2,472	10,756	8,659	2,584	11,243
Asset Backed Securities	0	0	0	-	-	-
Structured Debt	0	0	0	-	-	-
<b>Total</b>	<b>16,198</b>	<b>9,040</b>	<b>25,238</b>	<b>16,931</b>	<b>9,449</b>	<b>26,380</b>

## Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, to provide an estimate of the pensions that will be payable in future years dependant on assumptions about mortality rates, salary levels etc. The Local Government Pension Scheme has been assessed by Hymans Robertson LLP, an independent firm of actuaries, with estimates for the Strathclyde Pension Fund being based on the latest valuation of the scheme as at 31 March 2017.

The principal assumptions used by the actuary were:

	2019/20	2018/19
	Years	Years
<b>Mortality Assumptions:</b>		
Longevity at 65 for current pensioners		
• Male	20.7	21.4
• Female	22.9	23.7
Longevity at 65 for future pensioners		
• Male	22.2	23.4
• Female	24.6	25.8
<b>Financial Assumptions:</b>		
	%	%
Rate of inflation / pension increase rate	1.9	2.5
Rate of increase in salaries	3.0	3.7
Expected return on assets	2.3	2.4
Rate for discounting scheme liabilities	2.3	2.4
Take up option to convert annual pension into retirement lump sum Pre April 2009 / (Post April 2009)	50 (75)	50 (75)

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses 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 assumptions analysed changes while all the other assumptions remain constant:

	<b>Approximate % increase in employer's liability</b>	<b>Approximate monetary amount</b>
<b>Change in assumption at 31 March 2020</b>		<b>£000</b>
0.5% decrease in real discount rate	11%	2,920
1 year increase in member life expectancy	3 – 5%	N/A
0.5% increase in the salary increase rate	2%	603
0.5% increase in the pension increase rate	9%	2,263

### **Asset and Liability Matching Strategy**

The Fund has an asset and liability matching (ALM) strategy that matches, to the extent possible, the types of assets invested to the liabilities in the defined benefit obligation. The Fund has matched assets to the pension obligations by investing in long-term fixed interest securities and index linked gilt edged investments with maturities that match the benefits payments as they fall due. A large proportion of the assets relate to equities (69%) and bonds (12%). The scheme also invests in properties (9%) and cash (10%). The comparative year's figures for equities and bonds are 69% and 12% respectively. The ALM strategy is monitored annually or more frequently if necessary.

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

The objectives of the fund are to keep employers' contributions at a constant a rate as possible. The Fund has an agreed strategy to achieve a funding rate of 100% in the longer term. The Scheme is a multi-employer defined benefit plan and employers' contributions have been determined so that employee and employer rates are standard across all participating local authorities. Employers' contributions have been set at 19.3% for 2019/2020 based on the last triennial valuation completed on 31 March 2017. Following completion of the triennial valuation as at 31 March 2017, employers' contribution rates have been set at 19.3% for the next year (2020/2021).

The total contributions expected to be made by the Board to the Fund for the year ending 31 March 2021 is approximately £0.345m.

The weighted average duration of the defined benefit obligation for Fund members is 22 years.

### **Note 15: External Audit Costs**

The Board has incurred the following external audit costs:

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

**Note 16: Grant Income**

The following Government Grants were received during the year:

	2019/20	2018/19
	£000	£000
Cabinet Office Funding	296	297
Scottish Government Grant – Barclay Review	455	-
<b>Total</b>	<b>751</b>	<b>297</b>

**Note 17: Balance Sheet – Reserves**

Unusable Reserves	2019/20				2018/19			
	Capital Adjustment Account	Pension Reserve	Employee Statutory Adj. Account	Total	Capital Adjustment Account	Pension Reserve	Employee Statutory Adj. Account	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Opening Balance 1 April	4	(3,411)	(32)	(3,439)	5	(1,060)	(22)	(1,077)
Movement in Pension Reserve	-	2,293	-	2,293	-	(2,351)	-	(2,351)
Movement in Annual Leave Accrual	-	-	(4)	(4)	-	-	(10)	(10)
Capital Expenditure charged against the General Fund	-	-	-	-	-	-	-	-
Amortisation of Intangible Assets	(2)	-	-	(2)	(1)	-	-	(1)
<b>Closing Balance as at 31 March</b>	<b>2</b>	<b>(1,118)</b>	<b>(36)</b>	<b>(1,152)</b>	<b>4</b>	<b>(3,411)</b>	<b>(32)</b>	<b>(3,439)</b>

Usable Reserves	2019/20		2018/19	
	General Fund Reserve	Total	General Fund Reserve	Total
	£000	£000	£000	£000
Opening Balance 1 April	424	424	298	298
Increase / (Decrease) in Reserve	523	523	126	126
<b>Closing Balance as at 31 March</b>	<b>947</b>	<b>947</b>	<b>424</b>	<b>424</b>

**Note 18: Financing and Management of Liquid Resources**

Liquid resources are held by South Lanarkshire Council as lead authority and are available to the Board as required.

**Note 19: Comprehensive Income and Expenditure statement – financing and investment income and expenditure**

	<b>2019/20</b>	<b>2018/19</b>
	<b>£000</b>	<b>£000</b>
Pension Interest Cost and Expected Return on Pensions Assets	87	39
<b>Total</b>	<b>87</b>	<b>39</b>

**Note 20: Going Concern**

As at 31 March 2020, the Balance Sheet of the Board shows a Net Liability position of £0.205m. This is made up of a net Long Term Pension Liability of £1.118m and net assets of £0.913m.

There are statutory arrangements for funding the long-term deficit in respect of the net pension liability and the statutory accumulated absences, as detailed in the Movement in Reserves Statement on page 21, leaving a General Fund Reserve of £0.947m to be carried forward for use in future years. This will be taken into account in future years' budget strategies.

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

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

#### **Opinion on financial statements**

I certify that I have audited the financial statements in the annual accounts of Lanarkshire Valuation Joint Board for the year ended 31 March 2020 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement, Balance Sheet, Movement in Reserves Statement, 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 2019/20 (the 2019/20 Code).

In my opinion the accompanying financial statements:

- give a true and fair view, in accordance with applicable law and the 2019/20 Code, of the state of affairs of Lanarkshire Valuation Joint Board as at 31 March 2020 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 2019/20 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

#### **Basis for opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed under arrangements approved by the Accounts Commission on 10 April 2017. The period of total uninterrupted appointment is four years. I am independent of the Lanarkshire Valuation Joint Board in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the Lanarkshire Valuation Joint Board. 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 nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

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

## **Risks of material misstatement**

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

## **Responsibilities of the Treasurer and Lanarkshire Valuation Joint Board for the financial statements**

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

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

The Lanarkshire Valuation Joint Board is responsible for overseeing the financial reporting process.

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

My objectives are to achieve 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.

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

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

## **Other information in the annual accounts**

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



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

## **Report on other requirements**

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

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

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

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

**Dave Richardson FCCA**  
**Senior Audit Manager,**  
**Audit Scotland**  
**4th Floor, The Athenaeum Building**  
**8 Nelson Mandela Place, Glasgow, G2 1BT**

**7 September 2020**