

**Council Offices  
South Lanarkshire Council  
Almada Street  
Hamilton  
ML3 0AA**

Friday, 03 September 2021

Dear Councillor

## **Clyde Valley Learning and Development Joint Committee**

The Members listed below are requested to attend a meeting of the above Joint Committee to be held as follows:-

**Date:** Monday, 13 September 2021  
**Time:** 14:00  
**Venue:** By Microsoft Teams,

The business to be considered at the meeting is listed overleaf.

Yours sincerely

**Paul Manning  
Clerk to the Joint Committee**

### **Members**

#### ***Council***

East Renfrewshire  
Glasgow City  
Inverclyde  
North Lanarkshire  
Renfrewshire  
South Lanarkshire

#### ***Member***

Councillor Colm Merrick  
Councillor Annette Christie  
Councillor Martin Brennan  
Councillor Angela Campbell  
Councillor Andy Steel  
Councillor Katy Loudon

#### ***Substitute***

Councillor Christina Cannon  
Councillor Natasha Murphy  
  
Councillor Lorraine Cameron  
Councillor Gladys Miller

**Copies to substitute members for information only**

## BUSINESS

### 1 Declaration of Interests

- 2 Minutes of Previous Meeting** 3 - 8  
Minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 14 June 2021 submitted for approval as a correct record. (Copy attached)

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#### Item(s) for Noting

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- 3 Audit Scotland - Clyde Valley Learning and Development Joint Committee - Proposed 2020/2021 Annual Audit Report** 9 - 32  
Letter and Annual Audit Report by Audit Scotland, External Auditor. (Copy attached)

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#### Item(s) for Decision

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- 4 Audited Annual Accounts 2020/2021** 33 - 62  
Report dated 19 August 2021 by the Treasurer of the Clyde Valley Learning and Development Joint Committee. (Copy attached)
- 5 Clyde Valley Learning and Development Project – Subsidy to Support the Extended Learning Management System (LMS) Contract** 63 - 66  
Report dated 19 August 2021 by the Chair of the Clyde Valley Learning and Development Project Steering Group. (Copy attached)
- 6 Proposal to Live Stream Future Meetings** 67 - 68  
Report dated 20 August 2021 by the Clerk of the Clyde Valley Learning and Development Joint Committee. (Copy attached)

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#### Urgent Business

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- 7 Urgent Business**  
Any other items of business which the Chair decides are urgent.

#### ***For further information, please contact:-***

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454 815

Clerk Email: [stuart.mcleod@southlanarkshire.gov.uk](mailto:stuart.mcleod@southlanarkshire.gov.uk)

## CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 14 June 2021

**Convener:**

Councillor Katy Loudon, South Lanarkshire Council

**Councillors Present:**

East Renfrewshire Council:	Colm Merrick
Glasgow City Council:	Annette Christie
Inverclyde Council:	Martin Brennan
North Lanarkshire Council:	Angela Campbell
Renfrewshire Council:	Andy Steel

**Attending:**

**Clerk's Office**

Stuart McLeod, Administration Officer, South Lanarkshire Council

**Treasurer's Office**

Amanda Murray, Finance Adviser, South Lanarkshire Council

**Clyde Valley Learning and Development Project**

Gerry Farrell, Project Manager

**Project Steering Group**

Pauline Cameron, East Renfrewshire Council  
 Tony Mackie, Glasgow City Council  
 Alex Hughes, Inverclyde Council  
 Pauline McCafferty, North Lanarkshire Council  
 Christine MacKenzie, Renfrewshire Council  
 Gill Bhatti (Chair), South Lanarkshire Council

**Also Attending:**

**Audit Scotland**

Andrew Kerr, Senior Audit Manager

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 22 February 2021 were submitted for approval as a correct record.

**The Joint Committee decided:** that the minutes be approved as a correct record.

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### **3 Revenue Budget Monitoring 2021/2022 – Clyde Valley Learning and Development Joint Committee**

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A report dated 25 May 2021 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 21 May 2021 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

**The Joint Committee decided:** that the breakeven position on the revenue budget, as detailed in Appendix A to the report, be noted.

*[Reference: Minutes of 22 February 2021 (Paragraph 3)]*

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### **4 Annual Governance Statement 2020/2021**

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A report dated 25 May 2021 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Governance Statement for 2020/2021 which would be included in the Joint Committee's 2020/2021 Annual Accounts.

The Joint Committee's Annual Governance Statement 2020/2021, which was attached as an appendix to the report, provided details of the systems for internal control which were in place to ensure a robust governance structure. For 2020/2021, the Treasurer's opinion was that reasonable assurance could be placed on the adequacy and effectiveness of the Joint Committee's framework of governance, risk management and control arrangements.

**The Joint Committee decided:** that the Annual Governance Statement, attached as an appendix to the report, which would be included in the Clyde Valley Learning and Development Joint Committee's 2020/2021 Annual Accounts, be approved.

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### **5 2020/2021 Annual Report and Accounts - Clyde Valley Learning and Development Joint Committee**

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A report dated 25 May 2021 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the Annual Report and Accounts of the Joint Committee for the year ending 31 March 2021.

The Annual Report and Accounts, attached as an appendix to the report, detailed the revenue account and balance sheet to 31 March 2021 for the Joint Committee. The Accounts showed that the Joint Committee's total revenue expenditure had amounted to £0.095 million in 2020/2021 and had been met by income of £0.097 million, resulting in a £0.002 million surplus. The surplus would be added to the revenue cash balance of £0.028 million from 2019/2020, leaving a balance of £0.030 million to be carried forward for use in future years.

The Annual Report and Accounts would be passed to the External Auditor for consideration.

**The Joint Committee decided:** that the Annual Report and Accounts for the Clyde Valley Learning and Development Joint Committee for year ended 31 March 2021 be noted.

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## **6 Clyde Valley Learning and Development Project – Non-Contractual Extension for Provision of e-Learning Platform (Learning Management System)**

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A report dated 17 May 2021 by the Chair of the Clyde Valley Learning and Development Project Steering Group was submitted advising of the intention to implement a non-contractual extension to the existing contract with Brightwave Limited for the provision of an integrated e-learning service on behalf of the Clyde Valley Learning and Development Group (CVLDG).

Brightwave Limited had been the preferred supplier of e-learning services to member councils since August 2009. During this period, 2 contracts had been let following competitive tendering processes. The current contract, which had come into effect on 1 August 2014, had been awarded for a period of 4 years with an option to extend for a further 3 years. The option to extend the contract had been taken up by the CVLDG and the current contract was due to expire on 31 July 2021.

During the period of the contracts, Brightwave Limited had demonstrated a consistently high level of reliability and customer support and, as a result, had achieved almost 100% availability of access 24 hours-a-day, to its e-learning service. As demand for access to e-learning continued to grow, reliability had become the key factor in delivering the required service to each member council, particularly in light of the impact of the COVID-19 pandemic, subsequent lockdowns and the resultant increase in online service delivery.

Consultation had been carried out with the 16 member councils that were currently utilising the Brightwave Limited contract, details of which were provided in the report. As a result of the consultation, it had become apparent that maintaining continuity with Brightwave Limited had many benefits and presented fewer risks to service delivery than changing supplier.

As lead authority, South Lanarkshire Council's Standing Orders on Contracts applied in relation to CVLDG procurement contracts. In terms of Standing Order No 9.3.1 and Regulation 33(1)(b)(ii) of the Public Contracts (Scotland) Regulations 2015, the use of a negotiated tendering procedure could be justified on the basis that:-

- ◆ the services could only be supplied by Brightwave Limited for technical reasons and no alternative existed
- ◆ Brightwave Limited supplied the e-learning platform and owned the intellectual property rights and, therefore, only Brightwave Limited could provide the necessary maintenance and support
- ◆ the absence of competition was not the result of artificial narrowing down of the parameters of the procurement

In addition to the above, Standing Order No 22.3(b) detailed conditions to be applied to a non-contractual extension and those conditions could be met for the reasons detailed in the report.

Having fully considered all procurement possibilities and options in order to maintain continuity of service, the Project Steering Group had concluded that the preferred option was to award a 24 month non-contractual extension to the current Brightwave Limited contract, effective from 1 August 2021.

As well as providing an uninterrupted e-learning service to employees of the member councils utilising the contract, the non-contractual extension would continue to provide shared discount to annual licence fees dependent on the number of member councils that opted to utilise the contract. The final discounts could not be calculated until it was known how many member councils would utilise the contract, however, indicative costings had been provided by Brightwave Limited.

The existing contract pricing had been fixed for 7 years and it was recognised that inflation, updated technology, added security features and greater functionality necessitated an increase in price, however, Brightwave Limited had made every effort to keep implementation and delivery costs as low as possible by maintaining the discount structure.

Despite this, some member councils were unable to commit to the terms of the newer learning management system platform (Tessello Go) and Brightwave Limited had offered to continue to support the older Launch and Track platform as an alternative option.

**The Joint Committee decided:**

- (1) that it be noted that the extraordinary circumstances of the Covid-19 pandemic had resulted in increasing demand for reliable online learning to be delivered to member councils;
- (2) that it be noted that consultation had taken place amongst the Clyde Valley Learning and Development Group membership to establish the reliability and capability of the existing Learning Management System provided by Brightwave Limited;
- (3) that the intention to implement a non-contractual extension to the existing Brightwave Limited contract, in accordance with South Lanarkshire Council's Standing Orders on Contracts, for the provision of an integrated e-learning service for a period of 24 months, effective from 1 August 2021, be noted; and
- (4) that it be noted that the indicative costs and pricing provided by Brightwave Limited to continue to provide this service would include the continuation of a discounted scheme based on the number of member councils opting into the non-contractual extension.

*[Reference: Minutes of 11 June 2018 (Paragraph 6)]*

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## **7 Brightwave Limited Consultation with Clyde Valley Learning and Development Group Members on On-Line Learning Priorities**

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The Project Manager advised that up to 23 member councils had used Brightwave Limited's Launch and Track and Tessello Go learning management system (LSM) platforms over the previous 12 years and that a consultation process had been carried out to establish if the future learning and development needs of the Clyde Valley Learning and Development Group could continue to be met through Brightwave Limited's latest technology.

The Project Manager provided a presentation which covered the following:-

- ◆ the Clyde Valley Learning and Development Group's consultation objectives
- ◆ identified functional priorities which included:-
  - ◆ accessibility and reliability
  - ◆ learning pathways
  - ◆ data and data feeds
  - ◆ integration and delivery of virtual sessions
  - ◆ reporting – breadth, depth and ease of report options
  - ◆ reminders/automated communications
  - ◆ badges and learning records

- ◆ key findings and conclusions which included:-
  - ◆ optional features of Tessello Go technology which were available on an individual basis
  - ◆ standard site implementation which enabled each member council to create a tailored platform configuration
  - ◆ reliability was a high priority requirement for all member councils
  - ◆ discussions had led to agreement on acceptable pricing for inclusion of all features
  - ◆ additional cost saving options from a 'light' set up or remaining on the Launch and Track platform
  - ◆ the ability of member councils to choose from a full range of features to address key requirements and select and configure features in a way that best suited each member council
  - ◆ guidance on features would be provided to help member councils make informed decisions
  - ◆ the proposed process incorporated time to discuss and review configuration before and after implementation and offered project scheduling that accommodated each member council as far as possible

**The Joint Committee decided:** that the position be noted.

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## **8 Urgent Business**

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There were no items of urgent business.

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## **Convener's Closing Remarks**

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The Convener welcomed Councillor Christie, who had replaced Councillor Spear as Glasgow City Council's member of the Joint Committee, to her first meeting.

The Convener also advised that this would be the last meeting of the Joint Committee that Tony Mackie would be attending prior to his forthcoming retirement. On behalf of the members of the Joint Committee, the Convener thanked Mr Mackie for his contribution to the Joint Committee and wished him a long and happy retirement.





## Clyde Valley Learning and Development Joint Committee

13 September 2021

### Clyde Valley Learning and Development Joint Committee Audit of 2020/21 annual accounts

#### Independent auditor's report

1. Our audit work on the 2020/21 annual accounts is now substantially complete. We anticipate being able to issue unqualified audit opinions in the independent auditor's report on 13 September 2021 (the proposed report is attached at [Appendix A](#)).

#### Annual audit report

2. We also present for your consideration our proposed annual audit report on the 2020/21 audit. International Standard on Auditing (ISA) 260 (Communication with those charged with governance) requires auditors to report specific matters arising from the audit of the annual accounts to those charged with governance, in sufficient time to enable appropriate action.

3. The annual audit report will be issued in its final form after the annual accounts have been approved for issue and the independent auditor's report has been signed.

#### Fraud, subsequent events and compliance with laws and regulations

4. In presenting this report to the Joint Committee we also seek confirmation that we have been informed of:

- any instances of actual, suspected, or alleged fraud.
- any events that have occurred since 31 March 2021 which could have a significant impact on the annual accounts.
- any instances of non-compliance with legislation.

#### Unadjusted misstatements

5. We also report to those charged with governance all unadjusted misstatements which we have identified during our audit, other than those of a trivial nature and request that these misstatements be corrected.

6. There were no misstatements identified.

## Representations from management

**7.** International Standard on Auditing 580 (Management representations) requires auditors to obtain representations on certain matters from management. Accordingly, as part of the audit completion process, we seek written assurances from the Treasurer, as the "proper officer" appointed by virtue of section 95 of the Local Government (Scotland) Act 1973, on aspects of the annual accounts.

**8.** A draft letter of representation is attached at [Appendix B](#). This should be signed and returned to us by the Treasurer with the signed annual accounts prior to the independent auditor's report being certified.

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

## Appendix A: Proposed Independent Auditor's Report

### 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](http://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

## **Appendix B: Letter of Representation (ISA 580)**

Andrew Kerr, Senior Audit Manager  
Audit Scotland  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

Dear Andrew

### **Clyde Valley Learning and Development Joint Committee Annual Accounts 2020/21**

**1.** This representation letter is provided in connection with your audit of the annual accounts of Clyde Valley Learning and Development Joint Committee for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the financial reporting framework, and for expressing other opinions on the remuneration report, management commentary and annual governance statement.

**2.** I confirm to the best of my knowledge and belief, and having made appropriate enquiries of the Joint Committee, the following representations given to you in connection with your audit of Clyde Valley Learning and Development Joint Committee for the year ended 31 March 2021.

#### **General**

**3.** The Joint Committee and I have fulfilled our statutory responsibilities for the preparation of the 2020/21 annual accounts. All the accounting records, documentation, and other matters which I am aware are relevant to the preparation of the annual accounts have been made available to you for the purposes of your audit. All transactions undertaken by Clyde Valley Learning and Development Joint Committee have been recorded in the accounting records and are properly reflected in the financial statements.

**4.** I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements other than those reported by you.

#### **Financial Reporting Framework**

**5.** The annual accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (2020/21 accounting code), and in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Government in Scotland Act 2003, and The Local Authority Accounts (Scotland) Regulations 2014.

**6.** In accordance with the 2014 regulations, I have ensured that the financial statements give a true and fair view of the financial position of Clyde Valley Learning and Development Joint Committee at 31 March 2021 and the transactions for 2020/21.

#### **Accounting Policies & Estimates**

**7.** All significant accounting policies applied are as shown in the notes to the financial statements. The accounting policies are determined by the 2020/21 accounting code where applicable. Where the code does not specifically apply, I have used judgement in developing and applying an accounting policy that results in information that is relevant and reliable. All



accounting policies applied are appropriate to Clyde Valley Learning and Development Joint Committee's circumstances and have been consistently applied.

**8.** The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. Judgements used in making estimates have been based on the latest available, reliable information. Estimates have been revised where there are changes in the circumstances on which the original estimate was based or as a result of new information or experience.

### **Going Concern Basis of Accounting**

**9.** I have assessed Clyde Valley Learning and Development Joint Committee's ability to continue to use the going concern basis of accounting and have concluded that it is appropriate. I am not aware of any material uncertainties that may cast significant doubt on Clyde Valley Learning and Development Joint Committee's ability to continue as a going concern.

### **Assets**

**10.** The Joint Committee does not own or lease any assets.

### **Liabilities**

**11.** All liabilities have been provided for in the balance sheet, including the liabilities for all purchases to which title has passed prior to 31 March 2021.

### **Accruals**

**12.** I have assessed the method of calculating accruals and consider it appropriate and confirm that a firm obligation to expend the funds exists.

### **Provisions and Contingent liabilities**

**13.** There is no requirement for provisions. There are no contingent liabilities.

### **Fraud**

**14.** I have provided you with all information in relation to:

- my assessment of the risk that the financial statements may be materially misstated because of fraud
- any allegations of fraud or suspected fraud affecting the financial statements
- fraud or suspected fraud that I am aware of involving management, employees who have a significant role in internal control, or others that could have a material effect on the financial statements.

### **Laws and Regulations**

**15.** I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

### **Related Party Transactions**

**16.** All material transactions with related parties have been appropriately accounted for and disclosed in the financial statements in accordance with the 2020/21 accounting code. I have made available to you the identity of all the Clyde Valley Learning and Development Joint



Committee's related parties and all the related party relationships and transactions of which I am aware.

### **Management commentary**

**17.** I confirm that the management commentary has been prepared in accordance with the statutory guidance and the information is consistent with the financial statements.

### **Corporate Governance**

**18.** I acknowledge, as Treasurer and S95 officer, my responsibility for the corporate governance arrangements. I confirm that I have disclosed to you all deficiencies in internal control of which I am aware.

### **Events Subsequent to the Date of the Balance Sheet**

**19.** All events subsequent to 31 March 2021 for which the 2020/21 accounting code requires adjustment or disclosure have been adjusted or disclosed.

Yours sincerely

Jackie Taylor

Treasurer to the Clyde Valley Learning and Development Joint Committee



# Clyde Valley Learning and Development Joint Committee

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Proposed 2020/21 Annual Audit Report



 AUDIT SCOTLAND

Prepared by Audit Scotland  
August 2021

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# Key messages

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## **2020/21 annual accounts**

- 1** An unqualified independent auditor's report has been issued for the 2020/21 annual accounts.

## **Financial sustainability and governance statement**

- 2** Through the continued support from member authorities, the Joint Committee's financial position is sustainable for the foreseeable future.
- 3** A review of reserves will be undertaken and reported to the Joint Committee in due course.
- 4** Governance arrangements were effective in 2020/21. The Joint Committee's annual governance statement is consistent with the financial statements and complies with applicable guidance.

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# Introduction

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1. The scope of our audit was set out in our 2020/21 [annual audit plan](#) presented to the February 2021 meeting of the Joint Committee.

2. This report sets out our findings from:

- the audit of the annual accounts
- consideration of the Joint Committee's financial sustainability and governance statement.

## Responsibilities and reporting

3. The management of the Joint Committee, has responsibility for:

- preparing financial statements which give a true and fair view.
- putting in place proper arrangements for the conduct of its affairs.
- maintaining proper accounting records and appropriate governance arrangements.

4. Our responsibilities, as independent auditor appointed by the Accounts Commission, are established by the Local Government (Scotland) Act 1973, the [Code of Audit Practice 2016](#) and supplementary guidance and International Standards on Auditing in the UK. We undertake our audit in accordance with International Standards on Auditing, and the auditing profession's ethical guidance.

5. At the conclusion of our audit, we provide an independent auditor's report for inclusion in the annual accounts.

6. Audit Scotland's Code of Audit Practice 2016 includes provisions relating to the audit of small bodies. Where the application of the full wider audit scope is judged by auditors not to be appropriate to an audited body then annual audit work can focus on the financial sustainability of the body and the disclosures in the governance statement. In our 2020/21 annual audit plan we conveyed our intention to apply the small body provisions to the 2020/21 audit of the Joint Committee's annual accounts.

7. Best Value is about ensuring that there is good governance and effective management of resources, with a focus on improvement, to deliver the best possible outcomes for citizens. As we have applied the Code of Audit Practice small body provisions to the audit of the Joint Committee our wider scope responsibilities do not fully apply. Our Best Value work is limited to our audit work on financial sustainability and the governance statement.

**8.** This report raises matters from our audit. Weaknesses or risks identified are only those which have come to our attention during our normal audit work and may not be all that exist. Communicating these does not absolve management from its responsibility to address the issues we raise and to maintain adequate systems of control.

## **Adding value through the audit**

**9.** In addition to our primary responsibility of reporting on the annual accounts we seek to add value to the Joint Committee by identifying areas for improvement and by recommending and encouraging good practice. In so doing, we aim to help the organisation promote improved standards of governance, better management and decision making, and more effective use of resources.

## **Auditor Independence**

**10.** Auditors appointed by the Accounts Commission or Auditor General must comply with the Code of Audit Practice and relevant supporting guidance. When auditing the annual accounts auditors must comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies.

**11.** We can confirm that we comply with the Financial Reporting Council's Ethical Standard. We can also confirm that we have not undertaken any non-audit related services and therefore the 2020/21 audit fee of £1,960 as set out in our annual audit plan, remains unchanged. We are not aware of any relationships that could compromise our objectivity and independence.

**12.** This report is addressed to both members of the Joint Committee and the Controller of Audit and will be published on Audit Scotland's website [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk) in due course.

**13.** We would like to thank the management and staff who have been involved in our work for their cooperation and assistance during the audit.

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# 1. Audit of 2020/21 annual accounts

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## Key messages

An unqualified independent auditor's report has been issued for the 2020/21 annual accounts.

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### Our audit opinions on the annual accounts are unmodified

**14.** The annual accounts for the year ended 31 March 2021 were approved for issue by the Joint Committee following its meeting on 13 September 2021.

**15.** We reported in the independent auditor's report that:

- the financial statements give a true and fair view and were properly prepared in accordance with relevant legislation and the Code of Practice on Local Authority Accounting in the UK.
- the management commentary and governance statement were consistent with the financial statements and properly prepared in accordance with relevant legislation.

**16.** We concluded that there were no matters upon which we are required to report, by exception, to the Accounts Commission.

### The unaudited annual accounts were submitted for audit in line with the agreed timetable

**17.** Despite the ongoing restrictions caused by the Covid-19 pandemic, we received the unaudited annual accounts on 14 June 2021 in line with the agreed audit timetable. The annual accounts submitted for audit were of a satisfactory standard as were supporting working papers. Finance staff provided good support to the audit team which helped ensure the final accounts audit process ran smoothly.

### Our audit identified and addressed the risks of material misstatement

**18.** The concept of audit risk is of central importance to our audit approach. During the planning stage of our audit, we identified a number of key audit risks which could impact on the annual accounts. We set out in our annual audit plan the audit work we proposed to undertake to secure appropriate levels of



assurance. [Appendix 1](#) sets out the significant audit risks identified and how we addressed each risk in arriving at our opinion on the annual accounts.

## Our audit testing reflected the calculated materiality levels

**19.** Materiality can be defined as the maximum amount by which auditors believe the annual accounts could be misstated and still not be expected to affect the perceptions and decisions of users of the annual accounts. The assessment of what is material is a matter of professional judgement. A misstatement or omission, which would not normally be regarded as material by value, may be important for other reasons (for example, an item contrary to law).

**20.** Our initial assessment of materiality for the annual accounts is undertaken during the planning phase of the audit. On receipt of the unaudited annual accounts, and following completion of audit testing, we reviewed our original materiality calculations and concluded that they remained appropriate. Our materiality levels are set out at [exhibit 1](#).

### Exhibit 1

#### Materiality levels

Materiality level	Amount
Overall materiality	£1,900
Performance materiality	£1,400
Reporting threshold	£100

Source: Audit Scotland

## Misstatements

**21.** There were no material adjustments to the unaudited annual accounts arising from our audit.

## Significant findings from the audit (ISA 260)

**22.** International Standard on Auditing (UK) 260 requires us to communicate significant findings from the audit to those charged with governance. There are no significant findings to report.

## Follow up of prior year recommendations

**23.** There were no actions raised in our [2019/20 annual audit report](#).

## 2. Financial sustainability and governance statement

### Key messages

Through the continued support from member authorities, the Joint Committee's financial position is sustainable for the foreseeable future.

A review of reserves will be undertaken and reported to the Joint Committee in due course.

Governance arrangements were effective in 2020/21. The Joint Committee's annual governance statement is consistent with the financial statements and complies with guidance.

### The Joint Committee reported an underspend of £2,000 against its 2020/21 budget

**24.** The Joint Committee secured contributions totalling £83,000 from the member authorities towards the running costs for 2020/21. As the administering authority, South Lanarkshire Council is responsible for managing the Joint Committee's running costs within the allocated budget.

**25.** Income and expenditure for the year are reported respectively as £97,000 and £95,000. The £2,000 underspend against running costs has been added to the Joint Committee's general fund reserve, bringing the total balance held to £30,000.

### Through the continued support from member authorities, the Joint Committee's financial position is sustainable for the foreseeable future

**26.** The Covid-19 disruption has had a significant impact across the public sector. The Joint Committee recognises that it also represents an opportunity to innovate training delivery. Through its partnership working and the e-learning Sub-Group, the Joint Committee is continuing to focus on maximising the opportunities to share resources and develop best practice with regards to online learning.

**27.** The Joint Committee's sustainability is dependent on participating councils' continued support. The Joint Committee has so far secured contributions totalling £84,000 from the member authorities towards the running costs of the project for 2021/22. There is evidence that participating councils will continue to support the existence of the Joint Committee for the foreseeable future.

## **A review of reserves will be undertaken and reported to the Joint Committee in due course**

**28.** The CIPFA Local Authority Accounting Panel (LAAP) bulletin 99 provides guidance on the establishment and maintenance of reserves. The bulletin notes that reserves are generally held for the following main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing.
- A contingency to mitigate the impact of unexpected events or emergencies.
- A means of building up funds to meet known or predicted requirements.

**29.** As at 31 March 2021 the Joint Committee's general fund stands at £30,000 (31 March 2020 £28,000). The reserve has doubled over the past two years.

**30.** The guidance does not prescribe a level of reserves but places the responsibility on the 'chief financial officer' to advise the Joint Committee on the creation and levels of reserves appropriate to the Joint Committee's circumstances. Management have advised that discussions are ongoing around the potential use of reserves in 2021/22. We are also aware that there will be a statement on the adequacy of reserves included in the 2022/2023 budget strategy paper. Members should take the opportunity to consider the appropriateness of the plans for the reserves held by the Joint Committee.

## **Governance arrangements were effective in 2020/21. The Joint Committee's annual governance statement is consistent with the financial statements and complies with guidance**

**31.** South Lanarkshire Council, as host authority, provides support in some key areas of business, particularly in finance, legal and information technology. As part of our audit, we reviewed the high-level controls in a number of the systems used by South Lanarkshire Council for the processing and recording of transactions and the preparation of the financial statements of the Joint Committee.

**32.** Our overall conclusion was that the key controls within the council's main financial systems were operating satisfactorily, and no significant risks to the Joint Committee were identified.

**33.** In its annual governance statement, the Joint Committee has made appropriate disclosure of the impact Covid-19 has had on its governance arrangements. The statement provides assurance that there have been no changes to the governance arrangements in place except for the required changes made in response to the pandemic.

**34.** We concluded that the information in the annual governance statement is consistent with the financial statements and our knowledge of the Joint Committee's operations and was prepared in accordance with the CIPFA/SOLACE guidance: Delivering Good Governance in Local Government: Framework (2016).

**35.** All Joint Committee meetings were held remotely in 2020/21, via Microsoft TEAMS, with all meetings being quorate. To help maintain this high level of attendance, discussions have taken place as to the possibility that all meetings are held via TEAMS going forward.

### **The Joint Committee's 2020/21 management commentary provides a good picture of its performance and operational activity for the year**

**36.** The management commentary is intended to expand upon and provide clarity and context to the information in the financial statements. Guidance emphasises that each body has scope for innovation and variation on how it “tells its story,” the general principle is that it should provide “a fair, balanced and understandable” analysis of a body’s performance to meet the needs of members and other stakeholders, including members of the public.

**37.** We concluded that the 2020/21 management commentary is consistent with our knowledge and experience of the organisation and presents a reasonable picture of the Joint Committee’s performance.

### **National performance reports**

**38.** Audit Scotland carries out a national performance audit programme on behalf of the Accounts Commission and the Auditor General for Scotland. National performance reports, published in 2020/21, which may be of interest to members are listed at [appendix 2](#).

# Appendix 1. Significant audit risks

The table below sets out the audit risks we identified during our planning of the audit and how we addressed each risk in arriving at our conclusion.

## Risks of material misstatements in the financial statements

Audit risk	Assurance procedure	Results and conclusions
<b>1. Risk of management override of controls</b>  Auditing standards require that audit work is planned to consider the risk of misstatement arising from the management override of controls.	Detailed testing of journal entries.  Review of accounting estimates.  Focused testing of accruals and prepayments.  Evaluation of significant transactions that are outside the normal course of business.	<b>Results:</b> Journal adjustments were tested, and no indications of management override of controls were found.  Judgements and estimations applied were tested to confirm they were appropriate and reasonable. No issues were highlighted with the judgements and estimates applied.  We tested accruals and prepayments and confirmed that income and expenditure was properly accounted for in the financial year.  We reviewed transactions during the year – no issues highlighted of significant transactions outside the normal course of business.  <b>Conclusion:</b> No issues were identified from our work in response to this risk.
<b>2. Risk for expenditure fraud</b>  Auditing standards assert that fraud should be presumed to be a significant risk in any audit.	Detailed testing of expenditure transactions focusing on the areas of greatest risk.  Analytical procedures on expenditure streams.	<b>Results:</b> We obtained satisfactory explanations for any significant increases or decreases in expenditure.  Satisfactory results were obtained from our testing of

Audit risk	Assurance procedure	Results and conclusions
	Focused testing on expenditure around the cut-off period.	<p>expenditure transactions. Our testing confirmed that expenditure was accounted for in the correct financial year.</p> <p><b>Conclusion:</b> No issues were identified from our work in response to this risk.</p>

### Risks identified from the auditor's wider responsibility under the Code of Audit Practice

Audit risk	Assurance procedure	Results and conclusions
<p><b>3. Governance and transparency</b></p> <p>Each constituent council appoints a councillor to the Joint Committee. Attendance at meetings by committee members is poor. There is a risk of insufficient scrutiny of the Joint Committee's operations. The minutes of the most recent meeting (September 2020) were not published until January 2021. Although this is a one-off incident, there may be perceived lack of transparency where publication of minutes are subject to delays.</p>	<p>Attend committee meetings.</p> <p>Review of meeting minutes.</p>	<p><b>Results:</b> Attendance at committee meetings in 2021 have improved and minutes have been published timely following the meetings.</p> <p><b>Conclusion:</b> All committee meetings were quorate in 2020/21.</p>

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# Appendix 2. Summary of 2020/21 national performance reports

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## April

[Affordable housing](#)

## June

[Highlands and Islands Enterprise: Management of Cairngorm mountain and funicular railway](#)

[Local government in Scotland Overview 2020](#)

## July

[The National Fraud Initiative in Scotland 2018/19](#)

## January

[Digital progress in local government](#)

[Local government in Scotland: Financial overview 2019/20](#)

## February

[NHS in Scotland 2020](#)

## March

[Improving outcomes for young people through school education](#)

# Clyde Valley Learning and Development Joint Committee

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# Report

# 4

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

Subject:	<b>Audited Annual Accounts 2020/2021</b>
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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.

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

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

## 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.

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

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.

<b>2019/20</b>		<b>2020/21</b>
<b>£000</b>		<b>£000</b>
(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
(21)	Net cash flows from Operating Activities	18
21	Investing Activities (note below)	(18)
0	Net increase or decrease in cash and cash equivalents	0
0	Cash and cash equivalents at the beginning of the reporting year	0
0	<b>Cash and cash equivalents at the end of the reporting year</b>	<b>0</b>

**Cash Flow Statement Note - Non Cash Movements**

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

**Cash Flow Statement Note – Investing Activities**

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

## 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
<b>Investments</b>	Long	Current	Total	Long	Current	Total
Loans and	Term			Term		
Receivables	0	62	62	0	79	79
<b>Total Investments</b>	<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	Payments	Receipts	Payments
	2020/21	2020/21	2019/20	2019/20
	£000	£000	£000	£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
<b>Total</b>	<b>58</b>	<b>59</b>	<b>67</b>	<b>59</b>

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	Creditors Balances	Short Term Investment Balances	Creditors Balances
	2020/21	2020/21	2019/20	2019/20
	£000	£000	£000	£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
<b>Total</b>	<b>62</b>	<b>47</b>	<b>79</b>	<b>57</b>

#### 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](http://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)

# Report

Report to:	<b>Clyde Valley Learning and Development Joint Committee</b>
Date of Meeting:	<b>13 September 2021</b>
Report by:	<b>Chair of Clyde Valley Learning and Development Project Steering Group</b>

Subject:	<b>Clyde Valley Learning and Development Project – Subsidy to Support the Extended Learning Management System (LMS) Contract</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ request that the Joint Committee approves the proposal to utilise Clyde Valley Learning and Development Group (CVLDG) project funds to subsidise the implementation costs for the extension of the Brightwave LMS contract

## 2. Recommendation(s)

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

- (1) that £23,000 of project funds to provide a one-off subsidy to Member Councils taking up the extension to the LMS contract (section 5.2), be approved;
- (2) that £2,150 of project funds be utilised by North Lanarkshire Council to fund software licences (Articulate) for a period of one year (section 5.4); and
- (3) that the £19,150 of funds required to be drawn down from the carried forward reserves to assist in meeting the total costs of £25,150 (section 5.6), be approved.

## 3. Background

- 3.1. In a paper presented to the Joint Committee on 14 June 2021, the Joint Committee noted that the CVLDG would be entering into a Non-Contractual Extension with suppliers Brightwave Ltd to provide an e-learning platform (LMS). The extension is fixed for a period of two years.
- 3.2. In accepting the Non-Contractual Extension, Brightwave offered Members a choice between switching to a new technology platform which offered a modern and more functionally sophisticated system or staying with the older technology product.
- 3.3. The Joint Committee has experienced small underspends over several years which the Joint Committee agreed could be transferred to the Balance Sheet and held in a reserve to manage future project activities proposed by the Steering Groups and approved by the Joint Committee. The current balance on this reserve is £30,451.

#### **4. Non-Contractual Extension Options**

- 4.1 The advantages of opting for a Non-Contractual Extension to the LMS contract have previously been noted by the Joint Committee, however, the conditions applied to take up this option limit the extension to two years.
- 4.2 At the time of writing, ten of the Clyde Valley Member Councils have opted to take up the offer to move across to the new technology platform (option one) and two have opted to remain on the old technology (option two).
- 4.3 One council has indicated at a late stage that they may change their decision and instead opt for the new technology. Should this eventuality come to pass there would be 11 councils opting for the new technology and one for the old technology.
- 4.4 Whilst choosing option one provides greater functionality and potentially greater savings to Members (through extending access to online learning to a wider range of council employees), there are one off implementation costs associated with establishing the new technology. As these costs require to be funded at the outset, the costs in year one are higher than for the second year of the contract.
- 4.5 As Brightwave responded to the CVLDG request to retain the option to provide the old technology, the costs of maintaining this system also increased. This has resulted in an increase in the annual licence fee for Members opting for option two.

#### **5. Recommendation for Use of Reserves to Manage Cost of Subsidy**

- 5.1 In recognition that Member Councils would be facing additional implementation costs in year one of the contract extension, the Steering Group has recommended the offer of a subsidy to those Councils taking up the extension offer.
- 5.2 A sum of £2,000 has been proposed to subsidise the costs of those Councils implementing the new technology platform and a sum of £1,000 to subsidise those councils opting to remain on the old technology. Total costs of £23,000 (assuming all 11 councils referred to at section 4.3 opt for the new technology).
- 5.3 In recognition of the fact that North Lanarkshire Council (NLC) – a Full Member Council and member of the Joint Committee – already has a Learning Management System in place it is proposed that a similar sum should be allocated from the project fund to NLC for appropriate Learning and Development activities.
- 5.4 NLC has requested that two software licences (Articulate e-learning authoring software) can be funded for a period of one year using an existing CVLDG procurement framework. The cost of these licences would be £2,150.
- 5.5 The total cost of the proposals in sections 5.1 to 5.4 is £25,150.
- 5.6 The 2021/2022 budget currently has £6,000 available to meet part of these costs and approval is being sought to draw down the remaining £19,150 required from the £30,451 of reserves carried forward on the Balance Sheet from previous years.

#### **6. Employee Implications**

- 6.1. None.



## **7. Financial Implications**

- 7.1. The financial implications are detailed in section 5 of the report. If the proposals are approved, this would leave £11,301 left in the reserve to be carried forward for use in future years.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1 The information contained within this report has no sustainability or environmental implications.

## **9. Other Implications**

- 9.1 The supplier has a consistent track record of providing services to the Clyde valley over a period of 12 years. Full financial appraisals have been completed for the supplier at the outset of each contract and again recently when the non-contractual extension was awarded.
- 9.2 Any risks to the funds being allocated to the proposed subsidy are mitigated by the fact that the subsidy is only triggered when each respective member council signs off the contract Terms Sheet and makes payment to the supplier.
- 9.3 The Terms and Conditions associated with the non-contractual extension have been thoroughly appraised and evaluated to ensure compliance with legislation, South Lanarkshire Council regulations and Standing Orders.
- 9.4 The supplier's IT security arrangements have been assessed and approved by South Lanarkshire Council's IT Security Manager.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1 Consultation has taken place with the Steering Group (Full Clyde Valley Members), as well as participating and procurement members who use the existing e-learning contract.
- 10.2 An equality impact assessment will be completed once the non-contract extension is activated.

**Gill Bhatti**

**Chair, Clyde Valley Learning and Development Project Implementation Steering Group**

19 August 2021

## **Previous References**

- ◆ 14 June 2021 CVLDG – Non-Contract Extension for Provision of e-Learning Platform (Learning Management System)
- ◆ 22 February 2021 – CVLDG – Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2021/2022
- ◆ 9 December 2019 – CVLDG – Membership and Funding for the Clyde Valley Learning and Development Project for 2020/2021
- ◆ 10 December 2018 – CVLDG – Update on Membership and Funding for the Clyde Valley Learning and Development Project for 2019/2020

**List of Background Papers**

- ◆ Clyde Valley Learning and Development Joint Committee Minute of Agreement

**Contact for Further Information**

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

Gill Bhatti, Chair, Clyde Valley Learning and Development Project Implementation Steering Group

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# Report

Report to:	<b>Clyde Valley Learning and Development Joint Committee</b>
Date of Meeting:	<b>13 September 2021</b>
Report by:	<b>Clerk to the Clyde Valley Learning and Development Joint Committee</b>

Subject:	<b>Proposal to Live Stream Future Meetings</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ♦ consider a proposal to live stream future meetings of the Joint Committee

## 2. Recommendation(s)

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

- (1) that future meetings of the Joint Committee be live streamed to the South Lanarkshire Council YouTube channel.

## 3. Background

- 3.1. Due to the worldwide Covid-19 pandemic and public health concerns, a number of people are currently undertaking their duties from home and members of the public are not, at present, permitted to enter public buildings.
- 3.2. Currently, Council and committee meetings of all the full member councils are being held virtually and live streamed to the respective Council YouTube channel with the exception of Glasgow City Council where meetings are being recorded and uploaded to the Council website.

## 4. Proposal to Live Stream Joint Committee Meetings

- 4.1. In the interests of openness and transparency and given that Joint Committee meetings are normally open to the public, it is proposed that the non-restricted element of the Joint Committee's business be live streamed to facilitate public access to meetings.
- 4.2. It is intended that the recordings of the meetings will remain on South Lanarkshire Council's YouTube channel to be accessible for public viewing.

## 5. Employee Implications

- 5.1. Support for the publishing and streaming of the recordings of the Joint Committee meetings will be achieved within existing staffing resources.

## 6. Financial Implications

- 6.1. The costs of streaming and recording meetings are being met from existing budgets.

## **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no climate change, sustainability, or environmental implications in terms of this report.

## **8. Other Implications**

- 8.1. There may be a reputational risk to the Joint Committee should meetings not be publicly accessible.

## **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 was no requirement for consultation in terms of the information contained in this report.

**Paul Manning**

**Clerk to the Clyde Valley Learning and Development Joint Committee**

20 August 2021

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

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