

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

***ANNUAL ACCOUNTS***

***2017/2018***

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

## **ANNUAL ACCOUNTS 2017/2018**

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

The Clyde Valley Learning and Development Project has now been in operation for eleven years. As might be expected after such a relatively long period, the last year has been characterised by change.

Following the local government elections on 7 May 2017, a new Joint Committee was formed drawing on the Elected Members of the eight Clyde Valley Member Councils. The inaugural meeting of the new Joint Committee took place in August 2017.

As the new Convenor of the Clyde Valley Learning and Development Joint Committee, I have become aware that the Project stands unique as a collaboration within local government in the field of learning and development. It is clear that the Project has been consistently successful in delivering real outcomes and shared benefits to both its Members and Associate Members during the past ten years.

I would like to take the opportunity to thank my predecessors on the Joint Committee for everything that has been achieved. The challenge now for the Group is to build on past successes while moving the agenda forward with a sustainable and successful model of delivery.

I look forward to the future with optimism for the Clyde Valley Learning and Development Group and would 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 2017/2018**

### **Introduction**

The Management Commentary of the Clyde Valley Learning and Development Joint Committee will provide the reader with information on 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 2017/2018 financial year, which within the context of 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, East Dunbartonshire, West Dunbartonshire, 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 2017/2018, 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 creditor balance on the Balance Sheet.

## **Management Commentary 2017/2018 (continued)**

### **Performance Review 2017/2018**

The Clyde Valley Member Councils continue to measure and 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, several themes emerge which demonstrate the added value delivered to Member Councils through a collaborative approach.

In the financial year 2017/2018, 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
- ◆ Savings in delivery of Scottish Vocational Qualifications
- ◆ Social Care
- ◆ Promoting Positive Behaviour
- ◆ Accredited Front Line Management training (CMI)

In addition to the recurring benefits identified by the Members, it is clear that the established infrastructure, culture and practice prevalent within the Clyde Valley Project, promotes and facilitates countless opportunities for networking, exploring new opportunities and sharing best practice. This remains a source of interest for other organisations further afield, as enquiries continue to be received from external organisations seeking to participate in Clyde Valley activities. Where possible this results in additional Associate Members joining the Group, thereby providing an ever increasing network for sharing best practice.

During this year, the emphasis has continued to focus on consolidation of activities carried out by the Group. Again these were primarily focused on the most productive aspects of the Group's work, such as e-learning and Promoting Positive Behaviour. As the existing contract for the provision of an e-learning management system (LMS) approaches the end of its four year cycle, the Group has been reviewing the performance of the existing provider prior to triggering the option to extend the contract by another three years.

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

Other examples of Clyde Valley activities undertaken this year include the following:

#### **Existing Programmes**

##### **Development of e-learning:**

This workstream remains at the centre of the Clyde Valley Project work. The agenda for the development of good practice is driven by participation in the bi-monthly e-learning group meetings, which are attended by an average of 12 councils on a regular basis, either in person or via conference call/ video link. This remains a powerful forum for problem solving, developing and sharing new skills and techniques and for managing the ongoing improvements to the Brightwave product set (known as sprints).

During this year, the continued use of Webinar has provided an alternative medium to facilitate attendance at meetings remotely. This new dimension has huge potential to deliver formal training sessions, briefings, seminars and meetings very efficiently. Typically this has allowed multiple participants to share documents, training materials, meeting notes and to participate in discussions from multiple remote locations simultaneously.

### Promoting Positive Behaviour (PPB)

The PPB programme is now firmly established within the core group of Clyde Valley Member Councils, with all eight councils now actively delivering programmes and building internal capacity to be self sustainable through the train the trainer programmes. The ongoing success of the programme continues to hinge on strong systems of governance at all levels. The establishment of this structure is central to embedding PPB as a viable long term project which is owned by, managed, resourced, delivered and quality assured by the member councils of the Clyde Valley Learning and Development Group.

For this reason, in tandem with the ongoing delivery of programmes in each council, a significant amount of time has been devoted to developing a Minute of Agreement (MoA) which clearly delineates ownership of the PPB programme. This approach is similar to that taken by private training providers to protect their own intellectual property and to clearly establish the ownership of the content. The MoA sets out that the programme is jointly and severally owned by the eight Member Councils of the Clyde Valley Learning and Development Joint Committee, and that the owners have joint responsibility for maintaining and governing all aspects of the programme and its usage.

Having signed off this document, the opportunity now exists to share the programme further afield with Associate Members of the Group and potentially with all councils in Scotland.

### **Other Developments**

The Clyde Valley Councils are all experiencing unprecedented pressure on budgets and expenditure, and it is in this context that the funding and delivery model is constantly under review. In recent months all parties have been asked to consider whether the Project still provides value for money and appropriate outcomes and benefits when set against the financial contributions made by the Member Councils.

South Lanarkshire Council, as the lead authority for the Project, has historically underwritten the real costs of delivery through additional in-kind contributions (as well as direct financial support). It is in this context that the Clyde Valley Project Implementation Steering Group has been tasked with proposing a more sustainable funding model based on Member contributions.

Although funding based on the historical contributions from Members has been secured to ensure the continuation of the Project in the short term, work has commenced to look at the future funding of the Project.

## **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 2017/2018, the Revenue Expenditure results for the Committee are shown on page 10 – an underspend position (£0.001m) on the Comprehensive Income and Expenditure Statement which will be carried forward into 2018/2019.

The major element of the Project's expenditure is incurred in respect of Administration Costs (£0.059m, 96.72%). This is a minor decrease of £0.006m from 2016/2017.

The Committee's income is mainly made up of contributions from Member Councils. There is a small amount of funding remaining from 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 2016/2017 has been carried forward into 2017/2018 as a Creditor (£0.011m). The underspend of £0.001m for 2017/2018 will be added to this Creditor 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.

## **Outlook**

The Clyde Valley Learning and Development Joint Committee continue to seek out opportunities to deliver innovation in learning and development through collaborative working. Although the work remains extremely challenging in the context of significant savings target for all, the outcomes achieved still add value for both Member and Associate Councils alike, while keeping the Clyde Valley Group at the forefront of innovation and good practice.

Seeking a change to the funding model is still a work in progress for the Steering Group; however the goodwill remains in place to continue with the project and to seek a viable way to fund its activities more equitably. The mutual support of the Member Councils to achieve this remains central to the success of the Project and as such remains its greatest strength.

Although the funding from the Scottish Government has now come to an end, financial

contributions from each of the Councils who are members of the Joint Committee have been secured for 2018/2019, and as such the accounts have been prepared on a going concern basis. Should arrangements not be agreed in the future with the Council members, outstanding monies will be returned and service provision will return to a Council level.

**Jackie Taylor**  
**Treasurer - Clyde Valley Learning and Development Joint Committee**  
**South Lanarkshire Council Headquarters, Almada Street, Hamilton, ML3 0AA**  
**11 June 2018**



## **Annual Governance Statement**

This statement sets out the framework within which the Joint Committee has proper arrangements for the governance of the Joint Committee's affairs, thereby facilitating the effective exercise of its functions, ensuring that appropriate arrangements are in place for the management of risk and appropriate systems of internal control are in place. While the 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.

### **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 eight Councils continue to be represented on the Joint Committee.
- The scheme of delegation, terms of reference, standing orders, financial regulations and stakeholder roles and responsibilities defined in 2007/2008 remain in place, have been reviewed for relevance and to determine if they are still appropriate.
- Meetings of the Joint Committee are held three times a year chaired by the elected Convener of the Joint Committee. For 2017/2018, 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.
- 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 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.

### **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.

### **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 2017/2018 and I will continue to review these as appropriate during 2018/2019.

### **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 eleventh year of the Clyde Valley Learning and Development Joint Committee (financial year 2017/2018), 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**  
**11 June 2018**

## **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.

A statement of Movement in Reserves has not been included as there is no movement in the funding section of the balance sheet and the General Fund balance for year ended 31 March 2018 is zero.

## Comprehensive Income and Expenditure Statement For the Year Ended 31 March 2018

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

<b>2016/17</b>		<b>2017/18</b>	
<b>£000</b>		<b>£000</b>	<b>Notes</b>
65	Administrative Expenses	59	1
<u>2</u>	Payments to Other Bodies	<u>2</u>	2
67	Total Expenditure	61	
<u>(69)</u>	Income	<u>(62)</u>	
<b>(2)</b>	<b>(Surplus) / Deficit on Provision of Service</b>	<b>(1)</b>	
<u><b>(2)</b></u>	<b>Total Comprehensive Income and Expenditure</b>	<u><b>(1)</b></u>	
<u>2</u>	Transfer of Surplus to Creditors	<u>1</u>	
<u><b>0</b></u>		<u><b>0</b></u>	

## Balance Sheet as at 31 March 2018

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

31 March 2017 £000		31 March 2018 £000	Notes
	<b><u>Current Assets</u></b>		
0	Debtors	0	
40	Short Term Investments	41	3
<u>40</u>	<b>Total Current Assets</b>	<u>41</u>	
	<b><u>Current Liabilities</u></b>		
(40)	Creditors	(41)	4
<u>0</u>	<b>Net Current Assets</b>	<u>0</u>	
	<b><u>Represented By :</u></b>		
<u>0</u>	General Fund Balance	<u>0</u>	
<u>0</u>		<u>0</u>	

The notes on pages 13-16 form part of the financial statements.

The unaudited Accounts were approved for issue by the Treasurer on 11 June 2018.

**Jackie Taylor**  
Treasurer – Clyde Valley Learning and Development Joint Committee  
11 June 2018

**Cash Flow Statement**  
**For the year ended 31 March 2018**

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>2016/17</b>		<b>2017/18</b>
<b>£000</b>		<b>£000</b>
(2)	Net (surplus) on the provision of services	(1)
0	Adjust net surplus or deficit on the provision of services for non cash movements	0
(2)	Net cash flows from Operating Activities	(1)
2	Investing Activities (note below)	1
0	Net increase or decrease in cash and cash equivalents	0
0	Cash and cash equivalents at the beginning of the reporting year	0
<b>0</b>	<b>Cash and cash equivalents at the end of the reporting year</b>	<b>0</b>

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

<b>Description</b>	<b>2017/18</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>
Movement in Debtors	0	0
Movement in Creditors	(1)	(2)
<b>Total</b>	<b>(1)</b>	<b>(2)</b>

**Cash Flow Statement Note – Investing Activities**

	<b>2017/18</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>
Purchase or (Sale) of short-term and long-term investments	1	2
<b>Net cash flows generated from/(used in) investing activities</b>	<b>1</b>	<b>2</b>

## Notes to the Accounts

### 1 Administrative Expenses

The Clyde Valley Learning and Development Joint Committee makes the following payments for administration / support services.

	<b>2017/18</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>
Personnel – Employee Time	28	28
<b>Total Payment to South Lanarkshire Council</b>	<b>28</b>	<b>28</b>
Training Costs for Member Councils	31	37
<b>Total Administration Costs</b>	<b>59</b>	<b>65</b>

### 2 Auditors' Remuneration

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

	<b>2017/18</b>	<b>2016/17</b>
	<b>£000</b>	<b>£000</b>
Auditors' Remuneration:		
Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditors	2	2
	<b>2</b>	<b>2</b>

Clyde Valley Learning and Development Joint Committee has incurred fees of £1,820 for the statutory inspection of the financial statements by Audit Scotland. The comparable figure for 2016/2017 was £1,790. Fees payable in respect of other services provided by the appointed auditor were £nil. (2016/2017: £nil)

### 3 Financial Instruments

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

	<b>31 March</b>	<b>31 March</b>	<b>31 March</b>	<b>31 March</b>	<b>31 March</b>	<b>31 March</b>
	<b>2018</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
	Long			Long		
	Term	Current	Total	Term	Current	Total
<b>Investments</b>						
Loans and Receivables	0	41	41	0	40	40
<b>Total Investments</b>	<b>0</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>40</b>	<b>40</b>

#### 4 Creditors

The Creditors figure is analysed as follows:

	2017/18 £000	2016/17 £000
Training invoices	1	0
Audit fee	1	2
Prepaid Contributions from Local Authorities	27	27
Balance of Efficiency and Reform Monies held on behalf of constituent councils and the Training Project	5	5
Balance of funding held on behalf of constituent councils and the Training Project	7	6
	<u>41</u>	<u>40</u>

#### 5 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:

	Receipts 2017/18 £000	Payments 2017/18 £000	Receipts 2016/17 £000	Payments 2016/17 £000
South Lanarkshire Council	12	28	15	28
East Dunbartonshire Council	3	0	3	0
East Renfrewshire Council	5	0	5	0
Glasgow City Council	6	0	7	0
Inverclyde Council	3	0	3	0
North Lanarkshire Council	11	0	14	0
Renfrewshire Council	10	0	8	0
West Dunbartonshire Council	7	0	7	0
<b>Total</b>	<u>57</u>	<u>28</u>	<u>62</u>	<u>28</u>



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

	<b>Short Term Investment Balances 2017/18 £000</b>	<b>Creditors Balances 2017/18 £000</b>	<b>Short Term Investment Balances 2016/17 £000</b>	<b>Creditors Balances 2016/17 £000</b>
South Lanarkshire	41	13	40	11
East Dunbartonshire	0	3	0	3
East Renfrewshire	0	3	0	3
Glasgow City Council	0	5	0	5
Inverclyde Council	0	3	0	3
North Lanarkshire	0	5	0	5
Renfrewshire Council	0	5	0	5
West Dunbartonshire	0	3	0	3
<b>Total</b>	<b>41</b>	<b>40</b>	<b>40</b>	<b>38</b>

## 6 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.

## 7 Remuneration Report

The Local Authority Accounts (Scotland) Amendment Regulations 2011 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.

## 8 Date of Signing of the Accounts

The unaudited accounts were authorised for issue on 11 June 2018, by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

## **9 Post Balance Sheet Events**

No events occurred between 1 April 2018 and 11 June 2018 that would have an impact on the 2017/2018 financial statements. The later date is the date on which the unaudited accounts were authorised for issue by the Treasurer to the Clyde Valley Learning and Development Joint Committee.

## **10 Going Concern**

The accounts have been prepared on the going concern basis on the basis that funding from partner Local Authorities has been received for 2018/2019.

## **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 2017/2018, 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 2018 or services have been received but not paid for by end 31 March 2018, 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.

## **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. In this Committee, that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Annual Accounts for signature

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 2018 and its income and expenditure for the year ended 31 March 2018

**Jackie Taylor**  
**Treasurer – Clyde Valley Learning and Development Joint Committee**  
**11 June 2018**

## **Audit Arrangements**

Under arrangements approved by the Commission for Local Authority Accounts in Scotland (“The Accounts Commission”), the auditor with overall responsibility for the audit of the accounts of the Clyde Valley Learning and Development Project – Joint Committee for the year ended 31 March 2018 is:

Audit Scotland  
4<sup>th</sup> Floor,  
102 West Port  
Edinburgh  
EH3 9DN

## 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. Administration Costs**

This includes training expenditure, printing and stationery, advertising, postages, telephone costs and central support services allocations for administration.

**2. 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.

## **2017/2018 Clyde Valley Learning and Development Joint Committee Members**

### **Council**

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

### **Member**

Councillor Jim Gibbons (Vice Convenor)  
Councillor Colm Merrick  
Councillor Richard Bell  
Councillor Martin Brennan  
Councillor Angela Campbell  
Councillor Jim Paterson  
Councillor Katy Loudon (Convenor)  
Councillor Karen Conaghan