

UNAUDITED ACCOUNTS



GRAMPIAN VALUATION JOINT BOARD

**ANNUAL ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2021**

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اگر آپ کو مورے کونسل سے کسی دیگر زبان یا صورت میں معلومات درکار ہوں مثلاً "بریلے، آڈیو ٹیپ یا بڑے حروف، تو مہربانی فرما کر رابطہ فرمائیں:



Treasurer to the Board, Financial Services, High Street, Elgin, IV30 1BX



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MANAGEMENT COMMENTARY

Strategy and objectives

Unlike local authorities that are charged with providing a wide range of services within their local authority area, the Assessor & Electoral Registration Officer is charged with the provision of valuation assessment and registration services across Aberdeen City Council, Aberdeenshire Council and Moray Council areas.

These strictly defined and regulated services are delivered by the Assessor & Electoral Registration Officer, the responsible independent statutory official, in partnership with the Grampian Valuation Joint Board. The Board is required to appoint and resource the Assessor; the constituent authorities are required to appoint and resource an Electoral Registration Officer (ERO). By agreement, the Board has undertaken this responsibility on behalf of the local authorities.

The priorities for 2020/21 were:

- Implement a full household canvass using the reformed canvass model;
- Publish revised registers by 1 December 2020;
- Prepare for the Scottish Parliamentary election scheduled for 6 May 2021;
- Continue to upgrade IT systems to deliver the non-domestic rates reform changes that include more frequent revaluations, greater transparency and improved information gathering powers;
- Maximise valuation roll appeal resolution;
- Maintain a complete and accurate Valuation roll in terms of the Local Government (Scotland) Act 1975;
- Maintain a complete and accurate valuation list in terms of the Local Government Finance Act 1992.

Monitoring regimes

The Electoral Commission has a performance monitoring framework in place for EROs across the UK and required quantitative and qualitative performance returns. The Cabinet Office in its capacity as lead department for the implementation of individual electoral registration across the UK also required performance returns from EROs during 2020/21 as part of the roll-out of canvass reform.

Quarterly revaluation appeal resolution returns are made to the Scottish Government that in turn publishes the local and national data¹.

Key performance indicators set by the Board and submitted to the Scottish Government monitor performance in terms of the valuation list and valuation roll update.

¹ <https://www.gov.scot/publications/non-domestic-rates-revaluation-appeals/>

MANAGEMENT COMMENTARY (continued)

Business model

The organisation delivers the outcomes that are required by statute in a dual strand approach with the Board providing resources and oversight and the Assessor & ERO delivering the specialised independent professional services of valuation assessment and registration. Normally the organisation operates out of offices in Aberdeen, Banff and Elgin however for 2020/21 operational activity has been largely home-based with only limited activity being undertaken in operational offices due to the pandemic-related restrictions.

The Assessor & ERO works closely with the other Scottish Assessors and EROs via the Scottish Assessors' Association (SAA) to deliver a service across Aberdeen City, Aberdeenshire and Moray council areas that is consistent with that being delivered across all 32 local authority areas in Scotland. The sharing of expertise and representation through the SAA is a unique example of shared services across Scotland that includes a national website and data source for a wide range of stakeholders that includes citizens, business, third sector, public agencies, government and research bodies.

Appeal outcome data and performance indicators measure the effectiveness of the organisation's valuation assessment role and the Electoral Commission's performance framework monitors the registration outcomes.

During 2020/21 the organisation met all the demands placed upon it in terms of valuation assessment and registration. This was despite the necessity to close operational offices in March 2020 due to the pandemic and move to a working-from-home operational model.

The pandemic had both direct and indirect impacts on the organisation's planned activities for the year. The direct impact was two-fold. The requirement to re-configure our management procedures, ICT systems and working practices to allow services to continue to be delivered whilst working from home was the principal challenge, however as the year progressed, the restrictions on travel and access to properties impacted heavily on the inspection and survey of properties and the carrying out of door to door visits for registration purposes.

The pandemic impacted indirectly too with the introduction of new pandemic-related demands on the organisation such as the requirement to handle high volumes of business support grant related enquiries, receive and record some 10,000 Covid related appeals claiming a material change of circumstance that has impacted on rateable values, and also provide capacity for a surge in absent vote applications ahead of the May 2021 Scottish Parliamentary election.

For the second consecutive year, the risks and uncertainties that prevailed during the year have been the most challenging this organisation has had to address.

A fair review of the business

In terms of our priorities:

Conduct a full household canvass under the individual electoral registration (IER) regime

The 2020 canvass was the first canvass that used data to determine the appropriate approach to be taken on a household by household basis. This has been a most welcome and long-awaited development in the delivery of the annual canvass and meant that resources could be focussed where the need was greatest – namely where data indicated that changes in household composition were likely to have taken place.

MANAGEMENT COMMENTARY (continued)

Where existing data suggested that there was no change in the household composition, the household received information but was not required to respond unless there were changes in the household composition that needed to be reported. Where data indicated that changes in household composition had taken place, a different canvass procedure followed that required a response from the household and follow-up actions by the ERO. The usual door to door follow-up procedures were not possible for households in this grouping that failed to respond however telephone canvassing was mandated and implemented where possible as an alternative to door to door visits.

In order to manage customer contact volumes, the issue of the canvass documentation to each dwelling was phased over a number of weeks in August and by the conclusion of the canvass on 31 November 2020 the service had issued 328,224 canvass communication letters to 286,999 residential addresses in the Grampian area. This compares to 475,153 canvass forms and reminders issued during the 2018 household canvass. The reduction in mailings is a key benefit of the reformed canvass procedure that focuses resources where the need is greatest.

There were two additional elements to the canvass process that require to be reported. The first element was the extension of the franchise to prisoners and foreign nationals beyond those of EU and Commonwealth citizenship. The second element was the necessity to service two by-elections held on different polling days during the canvass period. Engagement with the Scottish Prison Service, the Scottish Refugee Council and local migrant settlement officers sought to ensure that the widened franchise was promoted with information targeted appropriately. The conduct of two by-elections with new emergency proxy provisions for those electors having to isolate provided an invaluable opportunity to test systems of processing and contact handling with a largely home-based team. They also provided an ideal opportunity to work with the relevant Returning Officers on an electoral event during a pandemic.

Publish revised registers 1 December 2020

During the period from 1 February 2020 to 31 November 2020 48,848 additions and deletions were made to the registers and 21,017 initial invitations to register were issued along with 24,142 first and second reminders. The table below provides summary details for the last three revised registers for local government and Scottish Parliament elections.

Revised registers	1 December 2018	1 February 2020	1 December 2020
Number of electors	432,135	445,690	448,331
Number of postal voters	87,422	91,070	88,494

Prepare for the Scottish Parliamentary election scheduled for 6 May 2021

National and local planning commenced in August 2020 with scenario modelling focussing on the potential for a significant increase in demand for absent voting during the pandemic. The modelling was supported by voter attitudes research conducted by the Electoral Commission and this informed the modelling and ultimately influenced mandatory directions for EROs being issued by the Convenor of the Electoral Management Board for Scotland. The local response was to build capacity by increasing our call handling and processing establishment by more

MANAGEMENT COMMENTARY (continued)

than 100% through an additional 24 full time equivalent temporary electoral registration assistants. This additional manpower was sourced through secondment agreements for furloughed sports and leisure personnel, existing temporary canvass personnel and employment from the open market. Various operational configurations were planned within the scenarios but the December lockdown dictated that the increased capacity would largely work from home with full internet and telephone links to our systems.

Two major innovations helped ensure successful delivery of registration services ahead of the election; an early letter to every household and an earlier deadline for applications to vote by post. The Scottish Government provided separate funding for a letter to be issued to every household in early February as an early call to action. This was particularly successful in Grampian where this initiative was supported by a new dedicated voter information online landing page and TV publicity campaign. The landing page enabled voters to request pre-populated absent vote application forms that were generated through bulk processes rather than individual interactions and handled some 20,000 requests for application forms. In the period from 1 December 2020 to 6 April 2021 (the postal vote deadline) the number of postal voters increased from 88,494 to 123,567.

Continue to upgrade IT systems to deliver the non-domestic rates reform changes that include more frequent revaluations, greater transparency and improved information gathering powers

Work on this project was to a degree interrupted by the move to re-base operational staff to home-based working however this work has continued to progress at local and national levels. Further in a move to increase resilience and maximise cost effectiveness we have entered into an IT service sharing agreement with Aberdeenshire Council that will present opportunities to develop and maintain our IT infrastructure in partnership with the council.

Maximise valuation roll appeal resolution

The 2017 revaluation had a significant impact on ratepayers in the North East and the volume of appeals is greater than had been the case in previous revaluation years. As previously recognised, the sensitivity of the situation was principally due to the slowdown in the NE property market that became apparent after the valuation date of 1 April 2015 but before the revaluation values came into force on 1 April 2017. The service has continued to be severely challenged by ratepayers pursuing appeals against their rateable values and the resultant appeal resolution process has continued to be particularly demanding throughout 2020/21. The Lands Valuation Appeal Court upheld the approach adopted by the Grampian Assessor in its decisions issued in February². These decisions will assist in the disposal of some 700 appeals that had been suspended pending the outcome of the Lands Valuation Appeal Court cases. The continuing high level of accuracy and success in defending the valuation roll is evidenced for 2020/21 by Grampian continuing to show the lowest loss in rateable value through of revaluation appeal resolution across Scotland³.

² Carlton Rock and The Strathglen Trust v Grampian Assessor and Grampian Assessor v Lloyds Register [2021] CSIH 9 XA42/20 <https://www.scotcourts.gov.uk/docs/default-source/cos-general-docs/pdf-docs-for-opinions/2021csih09.pdf?sfvrsn=0>

³ Non-domestic rates revaluation appeal statistics, 2020-21 Q3, Scottish Government, <https://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2019/08/non-domestic-rates-revaluation-appeals/documents/2020-21/non-domestic-rates-revaluation-appeals-2020-21q3-bulletin/non-domestic-rates-revaluation-appeals-2020-21q3-bulletin/govscot%3Adocument/RVAPP%2B2020-21%2BQ3%2B-%2BPublication.pdf>

MANAGEMENT COMMENTARY (continued)

The pandemic interrupted the independent Valuation Appeal Committees' appeal hearing and disposal programmes across Scotland and the Scottish Government extended the appeal disposal deadline to 31 December 2021 to cater for the delays in hearings. Discussions and negotiations have however continued wherever possible although the opportunity for site survey and inspections has been very limited due to the pandemic-related restrictions and difficulties encountered with appellant agents not being able to access their offices and filed information.

Over 10,000 running roll appeals have been lodged since the onset of the pandemic and whilst Assessors across Scotland have engaged with appellants little progress has been possible during 2020/21.

Maintain a complete and accurate Valuation roll in terms of the Local Government (Scotland) Act 1975

&

Maintain a complete and accurate valuation list in terms of the Local Government Finance Act 1992

The last two priorities use of quantitative target based performance indicators rather than qualitative measures and as such can at times be misleading. The key element that has impacted on the organisation's performance in relation to the updating of the valuation roll and list during 2020/21 has been the pandemic and the related restrictions on travel and access to properties. The indirect impact of the pandemic in terms of the high volume of appeals lodged as a result of the pandemic and the large volume of Covid-19 business grant enquiries along with move to home-based working have also impacted on the organisation's headline performance. Performance has also been negatively impacted by difficulties in obtaining information from property occupiers as many businesses have experienced difficulties responding to our enquiries and correspondence during the periods of lockdown.

Commercial activity levels during 2020/21 were significantly constrained by the pandemic and this is reflected in the statistics that show that 1,430 updates to the valuation roll were made compared to 1,984 for the year 2019/20. The target performance of making 70% of those updates within 90 days of the event taking place however slipped from 59.3% in 2019/20 to 29.7% however as set out above, the service encountered many external barriers to its drive to turnaround updates within the 90 day performance target.

New dwelling completions during 2020/21 did however show no slowdown with 2,212 new dwellings entering the valuation list during 2020/21. This compares to 1,749 for 2019/20. During 2020/21 61.3% of all new dwellings entered the list within the 90 days of their completion. This compares to 92.2% achieved in 2019/20 against a performance target of 94%.

On taking a fair view and in particular taking account of the unique and extraordinary background to 2020/21, the organisation has performed exceptionally well in fulfilling its statutory requirements to maintain the valuation roll and list, albeit with slower turnaround times that were heavily influenced by factors that were external to the organisation.

Future developments

The priorities over the next two years have been reassessed as a result of the current pandemic and the government's response to it. The overarching priority is to continue to operate across all three service strands; valuation for rating, council tax and electoral registration, whilst ensuring the safety and well-being of employees and the public.

MANAGEMENT COMMENTARY (continued)

In relation to the valuation roll, the challenges presented by the pandemic and their impact on the courts and tribunals of Scotland has been recognised by the Scottish Government with the deadline for resolution of revaluation and running roll appeals extended by 12 months to 31 December 2021. The high volume of pandemic-related running roll appeals presents a unique challenge and it is clear to all observers that the independent valuation appeal committees will not be able to programme disposal of these appeals within the current timetable. The wider issue is under active consideration across the four jurisdictions of the home nations with legislation recently published for England that essentially excludes pandemic related issues from valuation considerations between revaluations. A further complication is that the independent valuation appeal committees are scheduled to be replaced by a new chamber in the Scottish Tribunal Service from 1 April 2022. Progress in terms of policy and legislation in these areas will impact significantly on the demands placed on the organisation.

The Government has postponed the next general revaluation of non-domestic subjects from 1 April 2022 by 12 months to 1 April 2023. This postponement did however include bringing forward the 12 month tone period which was one of the reforms that had been scheduled for implementation with the 2025 Revaluation.

We are able to be proactive to a degree in our process planning and system upgrades to cater for the NDR reforms, there remain however barriers to final specification and delivery as the detail of the secondary legislation in relation to proposals and appeals to the new Tribunal Service has yet to be drafted. Operational agility will therefore continue to be a key requirement for success in implementation and delivery of the NDR reforms and the subsequent revaluation in 2023.

Current thinking suggests that there will be no significant changes to the council tax in Scotland in the short term however the organisation needs to be alert to the possibility of reforms being made to domestic local taxation in the medium to long term.

The organisation has been severely tested in relation to Electoral Registration during 2020/21 with the requirement to deliver a reformed canvass, by-elections, a boundary review and a national election whilst in the grip of the pandemic. Further developments are in the pipeline in terms of Voter ID and an extension to the overseas elector franchise. The priority for this service is to continue to seek opportunities to use other publically held data to improve the effectiveness of the registration service and build on the work carried out in 2020/21 to improve access to registration services.

Finally from a governance viewpoint progress has been challenging during 2020/21 however the major changes in our operational model provide a further opportunity in our process of updating and modernising our governance arrangements to streamline and improve efficiency across the organisation whilst also seeking to ensure that we maximise our effectiveness in terms of costs and service delivery.

Key performance indicators

The organisation's code of corporate governance established a KPI reporting and three-year review regime. They seek to quantify the effectiveness of the organisation's activities in relation to the valuation roll of non-domestic property assessments and the valuation list of domestic property council tax band allocations. The Assessor & ERO provides performance reports at every meeting of the Board and an annual public performance report is published online.

MANAGEMENT COMMENTARY (continued)

The Electoral Commission's performance framework for electoral registration officers focuses on both qualitative and quantitative performance monitoring. The Commission has confirmed that we met its 2020/21 performance standards.

Financial Performance for 2020/21

The public sector in Scotland continues to face severe financial pressures. In setting the 2020/21 budget the Board was conscious of the need of the constituent authorities to achieve savings. With employee costs representing over 76% of the revenue expenditure budget, there was little scope to make efficiencies without impacting on the level of service.

At the meeting of the Board on the 20 March 2020, the revenue budgeted net expenditure of £4.833m for 2020/21 was approved (2019/20 £4.463m), an 8.3% increase. The requisitions to constituent authorities were set at £4,703,000 with approved use of reserves of £130,000. The core budget was set at £4,339,000, with an additional £364,000 budgeted for NDR Reform.

The actual net expenditure was £4.177m (2019/20 £4.248m) resulting in an underspend of £0.526m for the year. Of this total, £0.48m was used to cover Capital Funded from Revenue (CFCR), £0.12m was transferred into the General Fund Reserve, the maximum permitted under the Board's Reserves Policy and £0.52m was transferred to the NDR Reserve for committed expenditure. The remaining £0.414m will be returned to the constituent authorities.

The Comprehensive Income and Expenditure Statement shows a deficit of £0.272m on the provision of services for the year. After allowing for the reversal of statutory charges for International Accounting Standard 19 (IAS19) of £0.354m, CFCR of £0.048m and depreciation totalling £0.030m, this gives the £0.012m surplus transferred to the General Fund and £0.52m to the NDR Reserve.

Note 7 to the Accounts reconciles the net expenditure charged to the General Fund; the total surplus of £0.064m, to the Net Expenditure charged to the Comprehensive Income and Expenditure Account; the deficit on provision of services of £0.272m.

The table below shows a summary of the figures for the main variances between budget and actual for the year to 31 March 2021. These figures are reported to the Board throughout the year, and exclude IAS19 charges, depreciation and impairment of assets.

MANAGEMENT COMMENTARY (continued)

	2020/21 Budget £000	2020/21 Actual £000	2020/21 Variance £000
Employee Benefit Expenses	3,704	3,053	651
Other Service Expenses	1,087	1,194	(107)
Support Service Recharges	57	63	(6)
Requisitions	(4,703)	(4,456)	(247)
Government Grants and other Service Income	(13)	(379)	366
Interest and Investment Income	(2)	(1)	(1)
Approved use of Reserves	(130)	-	(130)
Net Underspend Against Budget	-	(526)	526

Of the £0.651m underspend in Employee expenses, £0.640m relates to vacant posts and £0.011m of training. Other service expenses were over spent by £0.107m; this includes an over spend on Electoral Registration bulk mailing costs of £0.186m and other marginal over spends totalling £0.006m. This was offset by underspends of £0.035m on staff travel costs, £0.026 on printing and stationery costs, £0.14m on IT costs and Valuation Appeals of £0.010m.

The requisitions are below the budgeted income. An amount of £0.364m was requisitioned from the constituent authorities in 2020/21 for the Barclay Implementation which was allocated to authorities as a redetermination on their general revenue grant. The Assessor & ERO was informed in April 2021 that repayment of any 2020/21 underspend was required to be repaid direct to the Scottish Government. Provision for the repayment of £0.247m has been included in the accounts.

Government grants and other service income exceeded budget by £0.366m; various grants were awarded after the budget was approved for household enquiry forms, foreign national voters and increased applications for postal votes in the Scottish Parliament Elections, totalling £0.337m. Sales of electoral registers were on budget. The additional grant income meant the planned use of £0.130m general reserves was not required.

Principal risks and uncertainties

The organisation maintains and reviews an operational and strategic risk register.

The principal risks and uncertainties relate to a dynamic valuation assessment and registration statutory framework, challenges in terms of financial resources and also securing sufficient expertise to deliver our services. The global pandemic presents an overlay of challenges to operational activities that have a major influence of all decision making within the organisation.

Apart from the normal control measures in terms of financial and operational planning, the Assessor & ERO has sought to mitigate risk and uncertainty through partnership working via the Scottish Assessors Association (SAA) and also external agencies. In his capacity as former President he is a member of the SAA Executive. The Assessor & ERO is also a member of the Electoral Management Board for Scotland, the RICS rating and local taxation practice group and the Institute of Revenues Rating and Valuation. He has devised the SAA stakeholder consultation framework and since 2014 been called upon to give evidence to

MANAGEMENT COMMENTARY (continued)

parliamentary committees on many occasions. Through these roles the organisation has a unique insight, not only into potential developments in the valuation assessment and registration fields, but also into the resilience planning being undertaken by bodies such as the Electoral Management Board. This insight serves to assist risk identification and minimise uncertainties in what has become an extremely unpredictable and challenging business environment.

Going Concern

The accrual of pension liabilities has a significant impact on the Balance Sheet at 31 March 2021 which shows an excess of liabilities over assets of £0.946m (£3.333m at 31 March 2020). The North East Scotland Pension Fund is required to carry out actuarial valuations every three years. Future actuarial valuations of the North East Scotland Pension Fund will consider the appropriate employee/employer's rate to meet the commitments of the Fund and the constituent authorities of the Board are required to fund the liabilities of the Board as they fall due. Accordingly, it has been considered appropriate to adopt a going concern basis for the preparation of these Annual Accounts.

Councillor Graham Leadbitter
Convener

Mark J Adam MRICS AEA (Cert – Scotland)
Assessor & Electoral Registration Officer

Lorraine Paisey CA
Treasurer

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Board's Responsibilities

The Board is required to:

- make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Board has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In the Valuation Joint Board, that officer is the Treasurer to the Board.
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government Scotland Act 2003).
- approve the Annual Accounts for signature.

The Treasurer's Responsibilities

The Treasurer to the Board is responsible for the preparation of the Board's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Accounting Code).

In preparing these 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 legislation;
- complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- kept adequate accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Board at the reporting date and the transactions of the Board for the year ended 31 March 2021.

Lorraine Paisey CA
Treasurer

18 June 2021

ANNUAL GOVERNANCE STATEMENT

Scope of responsibility

The Board was established in terms of The Valuation Joint Boards (Scotland) Order 1995 and is the valuation authority for Aberdeen City Council, Aberdeenshire Council and Moray Council. The Board is responsible for the provision of valuation assessment services for local taxation purposes. Through an agreement to share services, the Board also provides electoral registration services for the same three constituent authorities.

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards. It must ensure that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Board is considered to be a local authority in terms of the Local Government etc. (Scotland) Act 1994 and has a duty to deliver continuous improvement as set out in the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Board is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its valuation and registration functions. This includes arrangements for the management of risk.

Responsibility for delivery - members and officers

In terms of the above Order, the Board membership comprises 6 members appointed by Aberdeen City Council, 6 members appointed by Aberdeenshire Council and 3 members appointed by Moray Council.

To fulfil its operational role, the Board is responsible for the appointment of an Assessor, and deposes as appropriate, in terms of section 27 of the Local Government etc. (Scotland) Act 1994. In practice the Assessor and deposes manage the provision of valuation assessment and electoral registration services on a day to day basis, with the Board providing resources, a governance framework and a monitoring regime for financial and operational performance.

The Assessor is also appointed as the Electoral Registration Officer (ERO) for the Board's three constituent authorities. This too is a statutory position with the ERO and deposes appointed in terms of section 8 of the Representation of the People Act 1983.

The Board has approved and adopted a local code of corporate governance that is reviewed biennially and is available at www.grampian-vjb.gov.uk

The purpose of the governance framework

The governance framework comprises the systems, processes, cultures and values by which the Board is directed and controlled, and the activities used to engage with the community. It enables the Board to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective valuation assessment and registration services.

The system of internal control is a significant part of that framework and is designed to manage risk to an acceptable level, and provide reasonable, but not absolute, assurance that the statutory requirements of the Assessor and ERO are met and policies, aims and objectives can be delivered. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Board's policies, aims and objectives,

ANNUAL GOVERNANCE STATEMENT (continued)

to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework

The key elements of the systems and processes that comprise the Board's governance arrangements are described in terms of the seven principles of good governance defined in the framework and summarised as follows:

Governance Principle 1 - behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

The Board's code of conduct provides a clear standard in terms of conduct and behaviour, as does the Board's personnel related policies that deal with mainstreaming equalities into the fabric of the organisation, dignity of the individual, whistleblowing, special leave and personal development. These policies go beyond behavioural matters and reflect the positive approach to workforce development to the extent that career development schemes are in place across all three service strands; non-domestic property valuation assessment, domestic property valuation assessment and electoral registration. As such, career pathways are available to almost all staff.

In order to avoid duplication the Board relies on the registers of interests and gifts maintained by the relevant constituent authorities for elected members. A register of interests has been established for all employees and a register of gifts is also maintained. The Assessor & ERO and deputies are bound by the policies of the Board and also must adhere to the professional standards regime set by the RICS.

Issues relating to actions taken or not taken by officials can be addressed internally through the complaints handling procedure. This procedure was updated during 2020/21 following revision of the national CHP scheme by the Scottish Public Services Ombudsman.

The organisation maintained its commitment to combating fraud during the year by assisting with the National Fraud Initiative. The Assessor & ERO also works closely with the Electoral Commission, the Electoral Management Board and Police Scotland. If necessary, suspected fraudulent registration or absent vote applications are referred to the Police Scotland single point of contact.

Governance Principle 2 – ensuring openness and comprehensive stakeholder engagement.

The Board's decision-making processes are well established with decisions concerning finance, performance and governance being taken by the Board. Standing orders and regulations govern how decisions are made and appropriate legal, financial and other professional advice is considered as part of the decision-making process.

At an operational level, stakeholder involvement falls within the domain of the Assessor & ERO.

The engagement work following the 2017 revaluation has continued with the focus being on appeal resolution and NDR reform. The Assessor and ERO's engagement strategy is to maintain a high level of accessibility and visibility in the public domain. Significant changes in the information gathering regime took place during 2020/21 and this was highlighted to all non-domestic property owners, tenants and occupiers by a write –out during November 2020.

ANNUAL GOVERNANCE STATEMENT (continued)

Further moves to encourage stakeholder engagement has been the design, delivery and promotion of a new online landing page that enables service users to quickly reach the service or action that they require. This proved to be highly successful during Spring 2021 in the run up to the Scottish Parliamentary election.

On a wider footing, the Assessor & ERO completed his period of office as a member of the Scottish Assessors Association Executive that included participation in meetings of the Scottish Ratepayers Forum and Scottish Rating Surveyors Forum, the two principal fora of the national consultation framework established by the Scottish Assessors Association. The Assessor and ERO is also a member of the UK and Ireland Harmonisation Steering Committee that works to further understanding and harmonisation of rating practice across the four home nation jurisdictions and Ireland,

The Board's performance management framework is reviewed regularly to drive continuous improvement and ensure effective monitoring of progress and outcomes against stated objectives. Reporting arrangements include regular updates to the Board, the Electoral Commission, the Electoral Management Board, the cabinet Office, the Scottish Government, and online publication of annual performance reports.

Protocols are in place to meet requests made under the Freedom of Information Act and Assessors through the Scottish Assessors' Association have established procedures to improve the response standards where common requests for information are made.

As part of the Equalities mainstreaming regime progress has been made towards capturing service user feedback that will inform future service design and delivery.

Governance Principle 3 – defining outcomes in terms of sustainable economic, social and environmental benefits.

The Board, being focussed around delivery of specialised valuation and registration services has a limited role to play in the wider community planning aspects anticipated by the governance framework set out by CIPFA/Solace. The Board is therefore conscious of the need to ensure that its mode of operation and the delivery of the valuation and registration services reflect the responsibilities towards the communities in Grampian in terms of devolved service delivery models that support the sustainability of communities across the whole region and minimise natural resource demands. In terms of the two specialised services the Board delivers, they are foundation stones to local government and democracy at local, national and international levels, as they provide the means to raise local taxation and to conduct elections/referendums.

Operational outcomes for these services are essentially driven by statute and it is pertinent to this governance principle that moves are underway to improve the sustainability and economic and social benefits through reform to local taxation and electoral registration.

The pandemic and the response to the pandemic has been the prime focus for all stakeholders during 2020/21 however local taxation has continued to be the subject of scrutiny during the last year and The Assessor and ERO, as a member of the government's Barclay Implementation Advisory Group, has continued to work with other stakeholders to ensure that Scotland has a more sustainable and effective system for NDR. Work in relation to the information gathering regime and the future shape of the appeal process has continued throughout 2020/21.

The electoral registration regime has undergone a period of intense change following the introduction of individual electoral registration in 2014 and enfranchisement of 16 and 17 year

ANNUAL GOVERNANCE STATEMENT (continued)

olds in 2016. The Scottish and UK governments implemented major reforms to the annual canvass took effect from 1 July 2020. These reforms addressed the concerns over the unsustainable nature of the annual canvass that had been raised by many EROs and the Electoral Commission by allowing EROs to compare electoral registers to other trusted data sources to identify and focus canvass resources on those addresses where comparison data suggests that there has been a recent change in household composition. The widening of the franchise in Scotland to include prisoners and non-EU and non-Commonwealth foreign nationals also took effect during 2020/21 and as such seek to address social and democratic inequalities.

Governance Principle 4 – determining the interventions necessary to optimise the achievement of intended outcomes.

As a specialised outcome – orientated organisation; our activities of producing, maintaining and defending valuation rolls, lists and electoral registers; essentially drive the organisation's agenda. The Board and the Assessor & ERO recognise the financial challenges they face and through established reporting arrangements ensure that Board members have full detail of resource inputs and performance outputs. Regular and detailed financial reports are made to the Board and the outcomes for the organisation that are essentially driven by statute, are monitored in terms of performance.

The Management Team focus on these outcomes and work closely to innovate and optimise them. Innovation and agility were key requirements to maintain service delivery during 2020/21. The formation of a Covid Crisis Management Team (CCMT) in March 2020 was a key aspect of the organisation's response to the challenges of the pandemic and proved to be an effective intervention that ensured uninterrupted service delivery throughout 2020/21.

Governance Principle 5 - developing the entity's capacity, including the capability of its leadership and the individuals within it.

Roles of elected members and officers are clearly defined and constructive working relationships are achieved to ensure clear relationships between the Board, the Assessor and ERO, corporate stakeholders and the public.

Standing orders regulate the form and content of board meetings and the Board's financial regulations provide a framework for financial decisions. Performance reports are made at each board meeting and the Board's key performance indicators are subject to regular periodic review.

As part of its commitment to lifelong learning and to foster a personal development culture and seek to retain personnel the organisation operates an internal recruitment procedure that encourages personal development and ultimately improves leadership capacity.

New employees receive induction training on arrival and in the vast majority of cases are able to participate in a career grade development scheme that seeks to promote personal and professional development. Surveyors, who are members of the RICS, are subject to additional compulsory continuing professional development training that is monitored by the RICS.

The organisation's training officer is responsible for monitoring training provision and recording progress. The training officer is also responsible for identifying appropriate training opportunities.

ANNUAL GOVERNANCE STATEMENT (continued)

Functions and roles of statutory posts including the Clerk, Treasurer and Assessor & ERO are clearly defined and the postholders work closely together to achieve the objectives of the organisation.

Governance Principle 6 – managing risks and performance through robust internal control and strong public financial management.

The Board's decision-making process is well established with governance, finance and performance issues being reported at board meetings that take place in public (unless exempt under statutory provision) and the board reports are published online and made available to the media. Rules and procedures govern how decisions are made and appropriate legal, financial and other professional advice is considered as part of the decision-making process. Scrutiny is secured through internal and external audit.

Decisions of the Assessor & ERO are subject to public scrutiny, scrutiny via appeal and complaint processes to the respective judicial bodies and external stakeholders that monitor performance such as the Electoral Commission and the Electoral Management Board for Scotland. In addition the SAA website provides practice notes that provide details on how rateable values are determined and allows individual taxpayers to look up the assessment of every non-domestic and domestic property in Scotland.

The compliance and monitoring regime was strengthened during 2020/21 with a new requirement to report to Ministers on the absent vote processing ahead of the Scottish Parliamentary election. During the last year the Board and Assessor & ERO has updated its complaints handling procedure and reported on performance to the Electoral Management Board, the Electoral Commission, the Cabinet Office, the Scottish Government and the Information Commissioner.

Risk management is a fundamental part of the organisation's decision making process and as such is a standing item on the Assessor & ERO's management team agenda, with the Board reviewing the risk register on an annual basis.

To mitigate against and control risk the Board's system of internal control is based on a framework of financial regulations that are revised and updated periodically and supplemented by regular management information, administrative procedures, management supervision and a code of corporate governance. Establishing and maintaining an effective system of internal control is a management function. The Board, through its consideration of reports by internal and external auditors, monitors the effectiveness of internal control procedures.

Policies to combat fraud, theft, bribery and corruption are in place, not only in order to protect public finance, but also to ensure the veracity of the statutory rolls, lists and registers that the Assessor & ERO is required to provide. The Assessor and ERO works closely with Police Scotland at a local and national level. Moves to increase IT resilience and effectiveness with entering into a shared services agreement for with Aberdeenshire council's IT team.

A performance management system is in place which calls for reporting of established performance measures to the Board at quarterly intervals throughout the year. An annual Public Performance Report is also published

Strong financial management procedures are secured through the work of the Treasurer appointed in terms of s.95 of the Local Government (Scotland) Act 1973. This officer provides advice to the Board and Assessor & ERO on all financial matters and ensures the timely production and reporting of budget estimates, budget monitoring reports and annual accounts.

ANNUAL GOVERNANCE STATEMENT (continued)

Governance Principle 7 – implementing good practices in transparency, reporting, and audit to deliver effective accountability.

Board business is conducted through an established cycle of quarterly meetings held online in 2020/21. Meeting dates are published in advance. Reports follow a corporate style and include: the purpose of the report, information relevant to the matter under consideration, a conclusion and recommendations. Minutes of meetings are prepared and are available via the Board's website.

Information is disseminated in many forms targeted at different audiences for different purposes ranging from statutory returns that follow prescribed layouts, through to media releases and presentations which may be focussed on specific groups of service users. The organisation's website is frequently updated with news items to ensure that the Grampian community is kept up to date.

Assurance and accountability oversight is a key role for the Board which comprises members of a variety of political backgrounds. The Board receives reports on the work of the internal auditor and the external auditor placing particular focus on recommendations arising from audit work and on the corrective actions proposed by the officials of the Board.

Review of effectiveness of governance arrangements

The review of effectiveness of the governance framework including the system of internal control is pursued throughout the year by various means involving:

- **The Board**

In practice, governance arrangements are monitored over the year with board meetings taking place four times during each year. Every time the Board meets, it considers reports on financial and operational performance. It also considers annual public performance and audit reports along with reports on governance.

- **The Covid crisis management team**

The CCMT comprises the Assessor & ERO, two deposes, the Principal Admin Officer and the IT Manager. The CCMT was established in March 2020 as an agile executive body to direct resources and ensure business continuity throughout the pandemic. It met on a weekly basis (or more frequently when required) throughout 2020/21.

The CCMT implemented contingency management arrangements based around virtual teams of home-based personnel working across the Grampian area rather than working within traditional divisional and office-based teams.

- **The management team**

The management team which has overall responsibility for good governance arrangements, comprises the Assessor & ERO, two deposes, four assistant assessors and the principal admin officer. The management team is normally scheduled to meet on a quarterly basis but this frequency was reduced to reflect the fact that the CCMT has been established.

ANNUAL GOVERNANCE STATEMENT (continued)

- **The Assessor and ERO**

The Assessor & ERO has the statutory responsibility for the valuation rolls, valuation lists and electoral registers. The Assessor is essentially the chief executive for the organisation and has a wide range of financial, personnel, governance and reporting responsibilities.

- **The Treasurer**

The Treasurer has statutory responsibility for the Board's financial affairs in terms of Section 95 of the Local Government (Scotland) Act 1973. This officer provides relevant financial advice and support to the Assessor and ERO and elected members at meetings of the Board and otherwise as required. The Board's financial management arrangements generally conform to the governance requirements of the CIPFA statement on the role of the chief financial officer, and whilst the Treasurer is not a member of the management team, she is actively involved in, and is able to influence, decision-making processes.

The Treasurer is responsible for ensuring that an effective system of internal financial control is maintained. The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability. The system includes comprehensive budget setting and monitoring arrangements and the preparation of regular financial reports indicating actual expenditure against forecasts that are reported at each board meeting.

- **Internal Audit**

Internal Audit is an assurance function that primarily provides an independent and objective opinion to the Board on the control environment comprising risk management, internal control, and governance by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

The Internal Audit Manager is accountable on a day-to-day basis to the Treasurer and to the Board. Internal Audit operates in accordance with Public Sector Internal Audit Standards and in line with the requirements of the Standards is subject to periodic external inspection.

Internal audit and the subsequent report by the external auditors in their annual audit letter and in other reports, informs the effectiveness of the financial control environment as an element of the Board's governance arrangements. No fundamental control weaknesses were reported during the period covered by this statement. It is the opinion of the Internal Audit Manager that reasonable assurance can be placed on the Board's internal financial control systems in place for the year ended 31 March 2021.

- **External Agencies**

In addition to the various internal review processes and the financial audit referred to above, there are a number of bodies that the organisation is required to report to/submit governance

ANNUAL GOVERNANCE STATEMENT (continued)

arrangement for approval. The Information Commissioner collects data on responses to requests for information and will intervene where it considers enforcement action is required. The Keeper of Records reviewed and approves records management arrangements.

The way the organisation delivers its valuation and registration services is also subject to scrutiny by external agencies, with the valuation assessment aspect reported to the Scottish Government and subject to a case by case scrutiny on appeal; and the Electoral Commission and Electoral Management Board reviewing and reporting on the performance of the ERO.

Ultimately this organisation has possibly one of the largest service communities in the Grampian area providing registration services to 447,000 citizens, and property valuation assessments for 317,000 properties. Such a wide and comprehensive reach throughout the Grampian region also provides a barometer for the success or otherwise of the organisation's service delivery.

Significant governance issues

Securing good governance has been and remains of prime importance to elected members and senior officials of the Board; a considerable task at a time when budgets are under significant pressure and major changes such as NDR and electoral reform are being implemented and operational effectiveness cannot be compromised by the pandemic

In the 2019/20 governance statement, the key challenges facing the organisation for 2020/21 were to:

- Meet all operational demands whilst not compromising employee or public safety during the Covid-19 pandemic.
- Continue to upgrade our operational capacity in terms of workforce, processes and IT systems to meet the challenges of moving to a 3 year revaluation cycle for Revaluation 2022.
- Maintain the drive to improve and streamline our governance arrangements progress equalities mainstreaming and performance monitoring and widen our existing customer consultation framework.
- Optimise the new electoral registration system to capitalise upon information sources.
- Continue to manage the resourcing required to ensure that this organisation meets all statutory commitments including the Valuation Appeal Committees' Revaluation 2017 appeal disposal deadline of 31 December 2020.

The requirement to meet all operational demands whilst not compromising employee or public safety during the Covid-19 pandemic has proved to be one of the greatest challenges to face the public and private sectors in post-war times. The organisation re-based all staff to home working and increased its overall workforce on a temporary basis by some 25% to meet the demands for increased absent vote processing capacity ahead of Scottish Parliamentary election in May 2021. In contrast to many public sector bodies' response to the pandemic, the organisation has continued to offer a full range of communication options to service users including telephone, email and post and continued to deliver services across all areas of operational activity with the exception of in-person meetings and site visits which could not

ANNUAL GOVERNANCE STATEMENT (continued)

take place due to pandemic-related health and safety considerations and/or government restrictions on activity.

Meeting the challenge of service continuity through the pandemic necessitated the diversion of resources and interruption of some development programmes. Mainstream workforce recruitment was largely put on hold until late 2020 however subsequent recruitment drives whilst successful for administrative posts have not succeeded to meet the demand for qualified surveyors. Process re-design and IT developments have continued and some aspects of the response to the pandemic will inform and form part of future process and IT development.

Work to improve and streamline governance arrangements, progress mainstreaming and performance monitoring and widen the customer consultation framework has been to an extent slowed due to the focus on pandemic response. Availability of HR resources has been reduced and this has had an impact on the refresh of governance policies. Progress has however been made towards widening customer consultation but this work will continue into 2021/22 before empirical data will be available for analysis.

The work to optimise the new electoral registration system took a major step forwards during 2020/21 with the introduction of a reformed and data-driven canvass process. There are however further opportunities to investigate and assess the potential benefit of additional information sources.

The organisation has faced unique challenges during 2020/21, not least the delivery of registration services ahead of the Scottish Parliament election in early 2021/22. Mandatory capacity building was supported with additional financial support provided by the Scottish Government. Appeal disposal has also proved to be a unique challenge and the interruption of hearings by the independent Valuation Appeal Committees led to an extension of the Revaluation appeal disposal deadline to 31 December 2021 and also the 2022 revaluation being postponed by 12 months to 1 April 2023. The variation and rescheduling of demands on the organisation do challenge resource management for the organisation however close monitoring and reporting along with a degree of flexibility and close management work ensured that adequate resourcing was in place and all commitments met.

Looking ahead the key challenges for 2021/22 are:

- Continue to meet all operational demands whilst not compromising employee or public safety during the Covid-19 pandemic.
- Continue to upgrade our operational capacity in terms of workforce, processes and IT systems to meet the challenges of moving to a 3 year revaluation cycle for Revaluation 2023.
- Maintain the drive to improve and streamline our governance arrangements progress equalities mainstreaming and performance monitoring and complete the work to widen our existing customer consultation framework.
- Continue in the work to maximise the effectiveness of the new electoral registration system in order to capitalise upon information sources and build upon the groundwork of the 2020/21 online landing page to streamline voter contact and engagement.
- Continue to manage the resourcing required to ensure that this organisation meets all statutory commitments.

ANNUAL GOVERNANCE STATEMENT (continued)

Concluding Remarks

In our respective roles as Convener of the Board and Assessor & ERO, we are committed to good governance and recognise the contribution it makes to securing delivery of service outcomes in an effective and efficient manner. This annual governance statement summarises current governance arrangements, provides evidence of progress and affirms our commitment to ensuring that the Board's governance framework is responsive to the dynamic and challenging environment in which we serve.

Councillor Graham Leadbitter
Convener

Mark J Adam MRICS AEA (Cert - Scotland)
Assessor & Electoral Registration Officer

18 June 2021

REMUNERATION REPORT

This report has been written to provide details of the Grampian Valuation Joint Board's remuneration arrangements for its senior councillors and senior employees. This is required under the Local Authority Accounts (Scotland) Amendment Regulations 2014.

All information disclosed in the tables 1 to 6 in this Remuneration Report is audited by the external auditors Audit Scotland. The other sections of the Remuneration Report are reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

Remuneration of Councillors, Senior Councillors, Convener and Depute Convener

The remuneration of councillors is regulated by The Local Governance (Scotland) Act 2004 (Remuneration and Severance Payments) Amendment Regulations 2018. These regulations set out the amounts a councillor may be paid for being a Convener or Depute Convener of a Joint Board. This is inclusive of any amounts payable to them as either a councillor or senior councillor of their own Local Authority.

The Board consists of 15 members comprising 6 from Aberdeen City Council, 6 from Aberdeenshire Council and 3 from Moray Council. The local authority of which the Convener or Depute Convener is a member pays the remuneration appropriate to the member's work with the Joint Board. Conveners receive a remuneration which when added to their existing remuneration as a Councillor/Senior Councillor equals 75 percent of the Leader of a "Band A" council, i.e. £22,320 per annum. The Depute Convener's remuneration is calculated on the basis of the basic salary plus 75 percent of the difference between the basic salary and the Convener's salary, i.e. £21,204 per annum. These rates are effective for the year ending 31 March 2021.

The Board has an arrangement with each Council which remunerates the Convener and Depute Convener/s to reimburse the Council for the additional costs of that councillor arising from them being a Convener or Depute Convener of the Board.

Councillor Leadbitter is Convener of the Grampian Valuation Joint Board. He receives a Special Responsibility Allowance from Moray Council. This allowance is paid for in full by Moray Council and will be included in their remuneration report. Consequently no additional award is due for undertaking duties for the Valuation Board.

Councillor Cormie has been Depute Convener of the Board since 30 June 2017. The Board pays a Special Responsibility Allowance to the Depute Convener of the Board. Details of his salary are included in the remuneration report for Aberdeen City Council.

All other Councillors' expenses are paid directly by the authority that they serve and will also be included in the individual authority's remuneration report.

Remuneration of Senior Councillors, Convener and Depute Convener (Table 1)

Councillor Name and Responsibility	Salary, fees and allowances	Total Remuneration 2020/21	Total Remuneration 2019/20
	£	£	£
Councillor Cormie Depute Convener	3,350	3,350	3,358
Total	3,350	3,350	3,358

No taxable expenses were paid in 2020/21.

Remuneration of Councillors (Table 2)

Grampian Valuation Joint Board paid the following salaries, allowances and expenses for all councillors (including senior councillors) during the year. It includes expenses met directly by the Board and expenses reimbursed to Councillors.

Type of Remuneration	2020/21	2019/20
	£	£
Salaries	3,350	3,358
Expenses	-	1,049
TOTAL	3,350	4,407

Remuneration of Senior Employees

The Local Authority Accounts (Scotland) Amendment Regulations 2014 require remuneration information to be disclosed for senior employees as defined below:

- i. A person who has responsibility for the management of a local authority to the extent that the person has power to direct or control the major activities of the authority whether solely or collectively with other persons.
- ii. A person who holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of the Local Government and Housing Act 1989.
- iii. A person whose annual remuneration, including any annual remuneration from a local authority subsidiary body is £150,000 or more.

These regulations apply equally to Joint Boards and remuneration disclosure is therefore required for the Assessor and Electoral Registration Officer (ERO) and two Depute Assessor and Depute Electoral Registration Officers who are deemed to be senior employees for the Grampian Valuation Joint Board. Details are shown on Table 3 below.

The salary of senior employees is set by reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) sets the terms and conditions and pay bandings for senior employees but remuneration levels and payscales are set locally and were last agreed by the Board on 23 January 2004.

Remuneration of Senior Employees of the Board (Table 3)

Name and Post Title	Salary, fees and allowances	Taxable Expenses	Total Remuneration 2020/21	Total Remuneration 2019/20
	£	£	£	£
Ian Milton Assessor & ERO	115,244	822	116,066	116,300
Gavin Oag Depute Assessor & ERO	90,239	822	91,061	88,753
Mark Adam Depute Assessor & ERO	81,682	822	82,504	86,876
TOTAL	287,165	2,466	289,631	291,929

The Treasurer and the Clerk to the Board do not receive remuneration from the Valuation Joint Board. The duties of the posts are covered by the post holders' substantive posts in Moray Council. Details of their salaries are included in the remuneration report for Moray Council.

Pension Benefits

Pension benefits for Councillors and Local Government employees are provided through the North East Scotland Pension Fund, a Local Government Pension Scheme (LGPS).

Councillors' pension benefits are based on career average pay. For benefits earned up to 31 March 2021, the councillor's pay for each year or part year ending 31 March (other than the pay in the final year commencing 1 April) is increased by the increase in the cost of living, as measured by the appropriate index (or indices) between the end of that year and the last day in the month in which their membership of the scheme ends. The total of the revalued pay is then divided by the year of membership to calculate the career average pay. This is the value used to calculate the pension benefits.

The Board pay a contribution to the Pension Fund for the Convener and Depute Convener's pensions if they are members of the scheme and this is based on a percentage of the cost of the Special Responsibility Allowance. Details are shown on Table 4 below.

For local government employees, up until 31 March 2015 pension benefits accrued are based on final salary. This means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme. Benefits earned from 1 April 2015 are based on 'career average'. The scheme's normal retirement age for both councillors and employees is 65 for benefits up to 31 March 2015 and the State Pension Age for benefits built up after 1 April 2015.

The Scottish Public Pension Authority has issued a new look up table for the amended 2020/21 employee contribution rates. These new rates are to be used from 1st April 2020, using the member's actual take home pay as at 1st April 2020. Prior to this, from 1 April 2009, a five tier contribution system was used, with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non-manual employees.

If a person works part-time, their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

A LGPS member's contribution depends upon his or her full time equivalent pay. The tables of rates for 2019/20 and 2020/21 are shown below.

Pension Benefits (continued)

Tiered Contribution Pay Rates

Whole time pay 2019-20	Contribution rate 2019/20	Whole time pay 2020-21	Contribution rate 2020/21
On earnings up to and including £22,441	5.50%	On earnings up to and including £22,852	5.50%
On earnings above £22,442 and up to £29,193	Between 5.6% - 6.0%	On earnings above £22,853 and up to £29,683	Between 5.6% - 6.0%
On earnings above £29,194 and up to £36,652	Between 6.1% - 6.5%	On earnings above £29,684 and up to £37,262	Between 6.1% - 6.5%
On earnings above £36,653 and up to £51,713	Between 6.6% - 7.5%	On earnings above £37,263 and up to £52,567	Between 6.6% - 7.5%
On earnings above £51,714 and up to £58,259	Between 7.6% - 8.0%	On earnings above £52,568 and up to £59,221	Between 7.6% - 8.0%
On earnings above £58,260 and up to £78,008	Between 8.1% - 9.0%	On earnings above £59,222 and up to £79,296	Between 8.1% - 9.0%
On earnings above £78,009 and up to £118,012	Between 9.1% - 10.0%	On earnings above £79,297 and up to £119,961	Between 9.1% - 10.0%
On earnings above £118,013	10.1% and over	On earnings above £119,962	10.1% and over

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) some pension for a lump sum up to the limit set by the Finance Act 2004. Up until 31 March 2015, the accrual rate guarantees a pension based on 1/60th of the final pensionable salary and years of pensionable service. (Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of the final pensionable salary and years of pensionable service). From 1 April 2015, the accrual rate guarantees a pension of 1/49th of pensionable pay for each year. At the end of each year the benefits are revalued and increased by inflation.

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The pension figures shown relate to the benefits that the person has accrued as a consequence of their local government service, and not just their current appointment.

Senior Councillors (Table 4)

	In-year pension contributions	
	For the year to 31 March 2021	For the year to 31 March 2020
	£	£
Councillor Cormie Depute Convener	647	648
Total	647	648

The above amounts show the in-year contributions relating to the Special Responsibility Allowance shown in Table 1. The total pension benefits relating to Councillor Cormie are detailed in the remuneration report of Aberdeen City Council.

Senior Employees (Table 5)

The pension entitlements of Senior Employees for the year to 31 March are shown in the table below, together with the contribution made by the Board to each Senior Employees' pension during the year.

	In-year pension contributions			Accrued pension benefits	
	For the year to 31 March 2020	For the year to 31 March 2021		As at 31 March 2021	Difference from March 2020
	£	£		£	£
Ian Milton Assessor and ERO	21,570	22,217	Pension	61,107	3,790
			Lump Sum	106,666	3,107
Gavin Oag Depute Assessor & ERO	16,884	15,737	Pension	41,688	2,788
			Lump Sum	65,128	1,897
Mark Adam Depute Assessor & ERO	15,279	15,737	Pension	41,853	2,645
			Lump Sum	71,551	2,084
Total	53,733	53,691		387,993	16,311

All senior employees shown in the tables above are members of the North East Scotland Pension Fund. The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government service and not just their current appointment.

General Disclosure by Pay Band

The Regulations require information to be provided for the number of persons whose remuneration is £50,000 or more. This information is disclosed in bands of £5,000 and is shown overleaf.

General Disclosure by Pay Band (Table 6)

The Table includes the remuneration of the senior employees detailed in Table 3.

Remuneration Band	Number of Employees	
	2020-21	2019-20
£50,000 - £54,999	8	5
£55,000 - £59,999	1	5
£60,000 - £64,999	3	-
£80,000 - £84,999	1	-
£85,000 - £89,999	-	2
£90,000 - £94,999	1	-
£115,000 - £119,999	1	1
	15	13

Councillor Graham Leadbitter
Convener

Mark J Adam MRICS AEA (Cert - Scotland)
Assessor & Electoral Registration Officer

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

This Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices. This differs from the expenditure to be funded from the requisitions raised by the Board from the three constituent Local Authorities in accordance with statute. The effect on the General Fund is shown in the Movement in Reserves Statement and Note 7 Expenditure and Funding Analysis and Adjustments between Accounting Basis and Funding Basis under Regulations.

2019/20			Note	2020/21		
£000 Expenditure	£000 Income	£000 Net		£000 Expenditure	£000 Income	£000 Net
4,952	(166)	4,786		4,598	(379)	4,219
4,952	(166)	4,786		4,598	(379)	4,219
115	(5)	110		96	(1)	95
		(4,347)				(4,042)
		549				272
		(1,389)				(4,603)
		(1,389)				(4,603)
		(840)				(4,331)

MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

This Statement shows the movement in the year on the different reserves held by the Board, analysed into usable reserves (those that can be applied to fund expenditure) and unusable reserves. The Statement shows how the movements in the year are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable against requisitions for the year. The Increase or Decrease line shows the statutory General Fund movements in the year.

2019/20

	General Fund £000	Capital Fund £000	Total Usable Reserves £000	Unusable Reserves (Note 17) £000	Total Board Reserves £000
Balance at 31 March 2019	215	-	215	(4,388)	(4,173)
Total Comprehensive Income and Expenditure	(549)	-	(549)	1,389	840
Adjustments between accounting basis & funding basis under regulations (Note 7)	648	-	648	(648)	-
Increase / (Decrease) in Year	99	-	99	741	840
Balance at 31 March 2020	314	-	314	(3,647)	(3,333)

2020/21

Balance at 31 March 2020	314	-	314	(3,647)	(3,333)
Total Comprehensive Income and Expenditure	(272)	-	(272)	4,603	4,331
Adjustments between accounting basis & funding basis under regulations (Note 7)	336	-	336	(336)	-
Increase / (Decrease) in Year	64	-	64	4,267	4,331
Balance at 31 March 2021	378	-	378	620	998

BALANCE SHEET AS AT 31 MARCH 2021

The Balance Sheet shows the value as at the Balance Sheet date of assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board.

31 March 2020			31 March 2021
£000		Note	£000
730	Property, Plant & Equipment	11	748
-	Other Long Term Assets	23	8
730	Long Term Assets		756
39	Short Term Debtors	12	39
651	Cash and Cash Equivalents	13	1,367
690	Current Assets		1,406
(476)	Short Term Creditors	14	(1,164)
(476)	Current Liabilities		(1,164)
(4,277)	Other Long Term Liabilities	23	-
(4,277)	Long Term Liabilities		-
(3,333)	Net Liabilities		998
	Usable reserves	16	
314	General Fund		378
314	Total		378
	Unusable Reserves	17	
257	Revaluation Reserve		252
472	Capital Adjustment Account		495
(4,277)	Pensions Reserve		8
	Employee Statutory Adjustment Account		
(99)			(135)
(3,647)	Total		620
(3,333)	Total Reserves		998

The notes on Pages 37 to 64 form part of the Financial Statements.

Lorraine Paisey CA
Treasurer

18 June 2021

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

The Cash Flow statement shows the changes in cash and cash equivalents of the Board during the financial year. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of requisition and grant income or from the recipients of services provided by the Board. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery, i.e. assets.

31 March 2020		31 March 2021
£000		£000
(549)	Net deficit on the provision of services	(272)
587	Adjust net deficit on the provision of services for non cash movements (Note 19)	1,036
38	Net cash flows from Operating Activities	764
-	Investing Activities	(48)
38	Net increase/(decrease) in cash and cash equivalents	716
613	Cash and cash equivalents at the beginning of the financial year	651
651	Cash and cash equivalents at the end of the financial year	1,367

NOTES TO THE ACCOUNTS

Note 1 Accounting Policies

1 General Principles

The Annual Accounts summarise the Board's transactions for the 2020/21 financial year and its position at the year-end of 31 March 2021. The Board is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014, which section 12 of the Local Government in Scotland Act 2003 requires to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and the Service Reporting Code of Practice 2020/21, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act. The principal accounting policies have been applied consistently throughout the year. The accounting convention adopted in the Annual Accounts is principally historical cost, modified by the revaluation of property, plant and equipment.

2 Accruals of Income and Expenditure

Income and expenditure are accounted for in the year in which they take place, not simply when cash payments are made or received. Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Where the debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

3 Charges to Revenue for Non-Current Assets

The service is charged with the following amounts to record the cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the relevant service
- Revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

4 Requisitions and Contributions

Requisitions and contributions relating to capital and revenue expenditure are accounted for on an accruals basis and recognised immediately in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has a condition(s) (as opposed to restrictions) that the Board has not satisfied.

5 Cash and Cash Equivalents

The Board uses Moray Council's bank account for financial transactions and the balance is invested in the Council's Loans Fund. This balance is repayable on demand and therefore treated as a cash equivalent and is included in the Balance Sheet at amortised cost, which equates to the actual cash value at 31 March 2021.

Note 1 (continued)

6 Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the Board. An accrual is made for the cost of holiday entitlements earned by employees but not taken before the year-end which employees can carry forward into the next financial year.

7 Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Board to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis in the Comprehensive Income and Expenditure Statement at the earlier of when the Board can no longer withdraw the offer of those benefits or when the Board recognises costs for a restructuring.

8 Going Concern

The Pension Fund overall liability demonstrates the Board's commitment to pay retirement benefits in the long term. As a consequence there is a significant impact on the net worth of the Board as recorded on the Balance Sheet, which shows a net liability. Statutory arrangements for the funding of the deficit mean that the financial position of the Board remains assured. On the basis of this funding arrangement, the Board considers it appropriate that the Annual Accounts should follow the going concern basis of accounting.

9 Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received.

10 Value Added Tax

VAT is included in the Comprehensive Income and Expenditure Statement only to the extent that it is irrecoverable. The net amount due to or from HM Revenue and Customs in respect of VAT is included as part of debtors or creditors.

11 Reserves

The Board sets aside specific amounts as reserves for future policy purposes. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against requisitions for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, retirement and employee benefits and do not represent usable resources for the Board.

Note 2 Accounting Standards That Have Been Issued But Have Not Yet Been Adopted

The Code requires the Board to identify any accounting standards that have been issued but have yet to be adopted and could have a material impact on the accounts.

This applies to the adoption of the following new or amended standards within the 2020/21 Code:

- Definition of a Business: Amendments to IFRS 3 Business Combinations
- Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7
- Interest Rate Benchmark Reform – Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16

The Code requires implementation from 1 April 2021 and there is, therefore, no impact on the 2020/21 Financial Statements.

The above amendments are not anticipated to have a material impact on the information provided in the Financial Statements.

Note 3 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Treasurer has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Annual Accounts are:

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

Note 4 Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The Annual Accounts contains estimated figures that are based on assumptions made by the Board about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Board's Balance Sheet at 31 March 2021 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

Note 4 (continued)

Item	Uncertainties	Effect if Actual Results Differ From Assumptions
Pension Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in an increase in the pension surplus of £637m.
Valuation of Property, Plant & Equipment	Due to the COVID-19 pandemic, there is significant uncertainty in property markets.	It is not yet known what the impact will be, but there is potential for asset values to change significantly.

Note 5 Material Items of Income and Expenditure

Where material items of income and expenditure are not disclosed on the face of the Comprehensive Income and Expenditure Statement, the Code requires that the nature and amount of these items are disclosed in a note to the accounts. The following items are regarded as material:

	2019/20	2020/21
Nature	£000	£000
Grant income from the UK Government for Individual Electoral Registration (IER)	152	232
Grant income from the Scottish Government	-	134

The grant received for Individual Electoral Registration (IER) is intended to fund the additional costs incurred by the Board. Other grant income from the Scottish Government was additional funding to support the expected increase in postal voting ahead of the 2021 Scottish Parliament elections.

Note 6 Events After The Reporting Period

The unaudited Annual Accounts were issued on 18 June 2021 by Lorraine Paisey, Treasurer. Any events that would affect the Balance Sheet at 31 March 2021 have been considered up to this date.

Note 7 Expenditure and Funding Analysis and Adjustments between Accounting Basis and Funding Basis under Regulations

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (requisitions and government grants) by the Board in comparison with those resources consumed by the Board in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making.

Income and Expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

31 March 2020			31 March 2021		
Net Expenditure chargeable to General Fund £000	Adjustments between Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000	Net Expenditure chargeable to General Fund £000	Adjustments between Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
4,253	533	4,786	3,979	240	4,219
4,253	533	4,786	3,979	240	4,219
(4,352)	115	(4,237)	(4,043)	96	(3,947)
(99)	648	549	(64)	336	272
(215)			(314)		
(99)			(64)		
(314)			(378)		

Note 7 (continued)

Adjustments between the Funding and Accounting Basis

	2019/20			
	Adjustment for Capital Purposes £000	Net Change for Pensions Adjustments £000	Other Differences £000	Total Adjustments £000
Rating and CT valuation & Electoral Registration	23	528	(18)	533
Net Cost of Services	23	528	(18)	533
Other Income and Expenditure	-	115	-	115
Difference between the General Fund Deficit and the Comprehensive Income and Expenditure Statement (Surplus) or Deficit	23	643	(18)	648

	2020/21			
	Adjustment for Capital Purposes £000	Net Change for Pensions Adjustments £000	Other Differences £000	Total Adjustments £000
Rating and CT valuation & Electoral Registration	(18)	222	36	240
Net Cost of Services	(18)	222	36	240
Other Income and Expenditure	-	96	-	96
Difference between the General Fund Deficit and the Comprehensive Income and Expenditure Statement (Surplus) or Deficit	(18)	318	36	336

Note 7 (continued)

a) Adjustments for Capital Purposes

This column adds in depreciation and impairment and revaluation gains and losses in the services line.

b) Net Change for the Pensions Adjustments

This column reflects the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related income and expenditure.

For the service this reflects the removal of the employer pension contributions made by the Board as allowed by statute and the replacement with current service costs and past service costs.

c) Other Differences

This column adjusts for differences between the amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable recognised under statute.

For the service this reconciles the impact of accruals for accumulating compensated absences e.g. holiday pay as required by IAS19 Employee Benefits, to the salaries actually payable in the financial year in accordance with statute.

Note 8 Expenditure and Income Analysed by Nature

The Board's expenditure and income is analysed as follows:

Expenditure and Income

	2019/20 £000	2020/21 £000
	Rating, Council Tax Valuation and Electoral Registration	Rating, Council Tax Valuation and Electoral Registration
Employee benefit expenses	3,803	3,311
Other service expenses	1,069	1,194
Support service recharges	57	63
Depreciation, amortisation and impairment	23	30
Interest payments	115	96
Total Expenditure	5,067	4,694
Requisitions	(4,347)	(4,042)
Government grants and other service income	(166)	(379)
Interest and investment income	(5)	(1)
Total Income	(4,518)	(4,422)
(Surplus) or deficit on the provision of services	549	272

Note 9 Earmarked Portions of the General Fund

Portions of the General Fund are earmarked for specific purposes as described below. Underspends or overspends against budget for these activities are transferred in or out of the earmarked funds at the year end.

	General Services £000	NDR Reform £000	Total £000
Balance at 31 March 2020	223	91	314
Increase/(Decrease) 2020/21	12	52	64
Balance at 31 March 2021	235	143	378

NDR Reform

The purpose of this fund is to ring-fence funding received from constituent authorities to implement reforms from the Barclay Report which followed a review into the non-domestic rates system in Scotland. The Non-Domestic Rates (Scotland) Bill took effect from 1 April 2020.

Note 10 Financing and Investment Income and Expenditure

	2019/20 £000	2020/21 £000
Pensions interest cost and expected return on pensions assets	115	96
Interest receivable and similar income	(5)	(1)
	110	95

Note 11 Property, Plant and Equipment

Recognition

All expenditure on the acquisition, creation, enhancement or replacement of an asset or part of an asset is capitalised, providing the asset yields benefit for more than one year to the Board and the services it provides and the cost can be reliably measured.

Where a component is replaced or restored, the carrying amount of the old component is derecognised and the new component reflected in the carrying amount.

Measurement

New assets are measured at cost. Cost includes the original purchase of the asset and the costs attributable to bringing the assets to its working condition for its intended use.

Assets are measured at current value which is Existing Use Value for Land and Buildings and Depreciated Historic Cost for Equipment and Furniture which is used as a proxy for current value.

Derecognition

The carrying amount of an item of property, plant and equipment is derecognised when an asset is disposed of or when no future economic benefits or service potential are expected from its use. The value of the asset in the Balance Sheet and any receipt is written to the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

The gain or loss on disposal is not a charge against Requisitions, as the cost of non current assets is fully provided for under separate arrangements for Capital Financing. The carrying amount of the non current asset disposal is transferred to the Capital Adjustment Account and the disposal proceeds transferred to the Capital Fund and reported in the Movement in Reserves Statement.

Depreciation

Depreciation is provided for on all items of property, plant and equipment with a finite useful life by the systematic allocation of their depreciable amount over their useful lives. An exception is made for land where it can be demonstrated that it has an unlimited useful life.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately. Depreciation is calculated using the straight-line method. In the year of acquisition, a full year's depreciation is provided for on all assets. In the year of disposal, no depreciation is charged.

The following useful lives and depreciation rates have been used in the calculation of depreciation:-

Other Land & Buildings - 35-60 years, land is not depreciated

Vehicles, Plant, Furniture & Equipment - 10 years

Impairment

Assets are assessed at each year end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised.

Where an impairment loss is reversed subsequently, the reversal is credited to the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Revaluations

The Board carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at current value is revalued at least every five years. The last revaluation of Land and Buildings was done with effect from on 1 April 2018 and the next revaluation is scheduled during 2023/24. All valuations were carried out by Moray Council's Head of Estates in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant, furniture and equipment are based on depreciated historic cost as a proxy for current values.

Note 11 (continued)

	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Total Property, Plant and Equipment £000
Cost or valuation			
At 1 April 2019	696	290	986
At 31 March 2020	696	290	986
Accumulated Depreciation and Impairment			
At 1 April 2019	14	219	233
Depreciation charge at 31 March 2020	14	9	23
	28	228	256
Net Book Value			
at 31 March 2019	682	71	753
at 31 March 2020	668	62	730
Cost or valuation			
At 1 April 2020	696	290	986
Additions	-	49	49
At 31 March 2021	696	339	1,035
Accumulated Depreciation and Impairment			
At 1 April 2020	28	228	256
Depreciation charge at 31 March 2021	15	16	31
	43	244	287
Net Book Value			
at 31 March 2020	668	62	730
at 31 March 2021	653	95	748

Note 12 Short Term Debtors

	2019/20	2020/21
	£000	£000
Prepayments	39	39
	39	39

Note 13 Cash and Cash Equivalents

	2019/20	2020/21
	£000	£000
Temporary Investment in the Moray Council Loans Fund	651	1,367

Note 14 Short Term Creditors

	2019/20	2020/21
	£000	£000
Trade Payables	147	221
Other Payables	329	943
	476	1,164

Note 15 Financial Instruments

Classifications

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Non-exchange transactions, such as those relating to taxes and government grants, do not give rise to financial instruments.

Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Board and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Board.

The majority of the Board's financial liabilities held during the year are measured at amortised cost and comprised:

- Creditors for requisitions due to be returned to constituent authorities
- Trade payables for goods and services received

Financial Assets

A financial asset is a right to future economic benefits controlled by the Board that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Board. The financial assets held by the Board during the year are accounted for under the following classification:

- Amortised cost (where cash flows are solely payments of principal and interest and the business model is to collect those cash flows) comprising:
 - temporary investment in the Moray Council Loans Fund
 - trade receivables for goods and services provided

Financial assets held at amortised cost are shown net of a loss allowance reflecting the statistical likelihood that the borrower or debtor will be unable to meet their contractual commitments to the Board.

Financial Instruments – Balances

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories:

	2019/20	2020/21
	£000	£000
Short Term Creditors - Amortised Cost	476	1,164

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

	2019/20	2020/21
	£000	£000
Temporary Investment in the Moray Council Loans Fund	651	1,367
Short Term Debtors - Amortised Cost	39	39

Note 16 Usable Reserves

General Fund

The creation of a General Fund was agreed by the Board at its meeting on 28 January 2011. This was introduced to provide the Assessor with some flexibility to investigate any spend-to-save projects which would require one-off expenditure in order to deliver future budget savings. The reserve also acts as a contingency for any unexpected costs in future years. Transfers are restricted to 3% of revenue budget in any one year subject to the reserve having a cumulative balance not exceeding 5% of revenue budget.

	2019/20 £000	2020/21 £000
Usable Reserves		
General Fund	223	235
Earmarked NDR Reform Reserve	91	143
	314	378

Note 17 Unusable Reserves

	2019/20 £000	2020/21 £000
Revaluation Reserve	257	252
Employee Statutory Adjustment Account	(99)	(135)
Capital Adjustment Account	472	495
Pension Reserve	(4,277)	8
	(3,647)	620

Note 17 (continued)

Revaluation Reserve

The Revaluation Reserve contains gains made by the Board arising from increases in the value of its Property, Plant and Equipment.

The reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	2019/20 £000	2020/21 £000
Balance at 1 April	262	257
Revaluations		
Difference between fair value depreciation and historical cost depreciation written off to the Capital Adjustment Account	(5)	(5)
Balance at 31 March	257	252

Employee Statutory Adjustment Account

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

	2019/20 £000	2020/21 £000
Balance at 1 April	(117)	(99)
Settlement or cancellation of accrual made at the end of the preceding year	117	99
Amounts accrued at the end of the current year	(99)	(135)
Balance at 31 March	(99)	(135)

Note 17 (continued)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

	2019/20 £000	2020/21 £000
Balance at 1 April	490	472
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement		
Charges for depreciation and impairment of non-current assets	(23)	(30)
Adjusting amounts written out of the Revaluation Reserve	5	5
Net written out amount of the cost of non-current assets consumed in the year	(18)	(25)
Capital financing in the year:		
Use of government grant to finance new capital expenditure	-	29
Capital Expenditure charged against the General Fund	-	19
Balance 31 March	472	495

Note 17 (continued)

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2019/20 £000	2020/21 £000
Balance at 1 April	(5,023)	(4,277)
Remeasurements of the net defined benefit liability/asset	1,389	4,603
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(1,130)	(774)
Employer's pensions contributions and direct payments to pensioners payable in the year	487	456
Balance at 31 March	(4,277)	8

Note 18 External Audit Costs

The agreed external audit fee for 2020/21 was £0.008m for work undertaken in accordance with the Code of Audit Practice (2019/20 £0.007m).

Note 19 Cashflow – Analysis of Net Deficit on the provision of services for non cash movements

	2019/20	2020/21
	£000	£000
Depreciation/Impairment charges	(23)	(30)
Pension Liability	(643)	(318)
Increase/(Decrease) in Debtors	(3)	-
Decrease/(Increase) in Creditors	82	(688)
	<u>(587)</u>	<u>(1,036)</u>

Note 20 Requisition and Grant Income

The Board credited the following requisitions to the Comprehensive Income and Expenditure Statement. The requisitions are based on population.

	2019/20 £000	2020/21 £000
Credited to Requisitions and Non Specific Grant Income:		
Requisition from Aberdeen City Council	1,741	1,831
Requisition from Aberdeenshire Council	1,993	2,104
Requisition from Moray Council	729	768
	<hr/> 4,463	<hr/> 4,703
Returned to constituent authorities:		
Aberdeen City Council	(45)	(161)
Aberdeenshire Council	(52)	(185)
Moray Council	(19)	(68)
	<hr/> (116)	<hr/> (414)
Returned to Scottish Government (NDR)	<hr/> -	<hr/> (247)
Total Requisition & Grant Income	4,347	4,042

Note 21 Leases

Operating Leases – Board as Lessee

Operating lease payments are reflected in the Cost of Services heading in the Comprehensive Income and Expenditure Statement, as the rentals become payable. The Board does not have any finance leases.

The Board pays Aberdeenshire Council for the rental of their offices within Woodhill House under the terms of an operating lease. The amount paid under these terms in 2020/21 was £0.125m (£0.125m in 2019/20).

The future minimum lease payments due under non-cancellable leases in future years are:

Note 21 (continued)

	2019/20 £000	2020/21 £000
Not later than one year	125	125
Later than one year and not later than five years	500	500
More than five years	250	125
	875	750

Note 22 Related Parties

The Board is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Board or to be controlled or influenced by the Board. Disclosure of these transactions allows readers to assess the extent to which the Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board.

Constituent Authorities

The constituent authorities have the potential to control or influence the Board as they provide the majority of the Board's funding. Details are shown in Note 20. The Board also made payments to the constituent authorities in the normal course of business. The amounts are detailed below:

	2019/20 £000	2020/21 £000
Aberdeen City Council	82	78
Aberdeenshire Council	209	208
Moray Council	91	90

The amounts owed to the constituent authorities for requisitions and normal business activities at 31 March were:

Aberdeen City Council	50	161
Aberdeenshire Council	52	185
Moray Council	94	68

Members

Members of the Board have direct control over the Board's financial and operating policies. The total of members' allowances paid is shown in the Remuneration Report. There were no other material transactions with members other than the allowances shown in the Remuneration Report.

Note 23 Defined Benefit Pension Scheme

Participation in Pension Scheme

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until the employees retire, the Board has a commitment to make the payments for those benefits and must disclose them at the time that employees earn their future entitlement.

The Board participates in the North East Scotland Pension Fund (NESPF), a Local Government Pension Scheme, which is administered by Aberdeen City Council. Up until 31 March 2015 pension benefits accrued are based on final salary. This means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme. Benefits earned from 1 April 2015 are based on career average salary. The Scheme is a funded defined benefit scheme, meaning that the Board and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets over a period of time.

There are also arrangements in place for the award of discretionary post retirement benefits upon early retirement. This is an unfunded defined benefit arrangement under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pensions liabilities and cash has to be generated to meet actual pension payments as they eventually fall due.

The North East Scotland Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pensions Committee. The Committee is comprised of nine elected members of Aberdeen City Council. Policy is determined in accordance with the Pensions Fund Regulations. Following the introduction of The Local Government Pension Scheme (Governance) (Scotland) Regulations 2015, the Pension Fund took the opportunity to review its governance arrangements. To comply with these regulations, the Pension Fund implemented a Pension Board with representation from Unions and Employers from the 1 April 2015. With the introduction of the Pension Board, the Joint Investment Advisory Committee was disbanded.

The principal risks to the scheme are the longevity assumptions, statutory changes to the scheme, changes to inflation, bond yields and the performance of the investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge the General Fund the amounts required by statute as described in the accounting policy note.

Transactions relating to Post-employment Benefits

In relation to the North East Scotland Pension Fund, the Board recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against requisitions is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out in the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and Movement in Reserves Statement during the year:

Note 23 (continued)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2019/20	2020/21
	£000	£000
Cost of Services:		
Past Service Cost	138	-
Current Service Cost and administration expenses	877	678
Financing and Investment Income and Expenditure:		
Net Interest Expense	115	96
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	1,130	774
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement.		
Remeasurement of the Net Defined Benefit Liability comprising:		
Expected return on pension fund assets	1,508	(8,457)
Remeasurements (liabilities)	(2,897)	3,854
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement.	(1,389)	(4,603)
MOVEMENT IN RESERVES STATEMENT		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	1,130	774
Actual amount charged against requisitions for pensions in the year	487	456

Note 23 (continued)

Pensions Assets and Liabilities Recognised in the Balance Sheet

The change in the net pensions liability is analysed into the following components:

Current Service Cost: The increase in liabilities as a result of years of service earned this year.

Net Interest on the Net Defined Benefit Liability: The change during the year in the net defined benefit liability that arises from the passage of time – charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. It is the difference between the interest (increase) in the value of the liabilities as the benefits are one year closer to being paid and the interest on pension assets based on assets held at the start of the year. The calculation is based on the discount rate in force at the beginning of the year.

Remeasurements: This comprises the Return on Plan Assets (excluding amounts included in the Net Interest on the Net Defined Benefit Liability) and Actuarial Gains and Losses which are changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Contributions Paid to the Pension Fund: Cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

	31 March 2020	31 March 2021
	£000	£000
Present value of the defined benefit obligation	(36,369)	(40,846)
Fair value of plan assets	32,092	40,854
Net (liability)/asset arising from defined benefit obligation	(4,277)	8

Note 23 (continued)

The reconciliation of the Board's share of the present value of the North East Scotland Pension Fund's defined benefit liability is as follows:

	2020	2021
	£000	£000
1 April	(38,218)	(36,369)
Current Service Cost	(867)	(669)
Interest on pension liabilities	(907)	(861)
Remeasurements:		
Experience gain/(loss)	93	1,657
Gain/(Loss) on financial assumptions	601	(5,611)
Gain/(Loss) on demographic assumptions	2,203	100
Contributions by scheme participants	(166)	(157)
Benefits Paid	1,030	1,064
Past Service Cost	(138)	-
31 March	(36,369)	(40,846)

The reconciliation of the movements in the Board's share of the fair value of the North East Pension Fund's assets is as follows:

	2020	2021
	£000	£000
1 April	33,195	32,092
Interest on plan assets	792	765
Remeasurements (assets)	(1,508)	8,457
Administration expenses	(10)	(9)
Employer Contributions	487	456
Contributions by scheme participants	166	157
Benefits Paid	(1,030)	(1,064)
31 March	32,092	40,854

Note 23 (continued)

The Board's share of the Pension Fund's assets is:

	31 March 2020		
	Quoted Prices in Active Markets £000	Prices not Quoted in Active Markets £000	Totals £000
U.K. Equities	8,956	-	8,956
Overseas Equities	8,789	-	8,789
U.K Government Bonds	1,390	-	1,390
Other Government Bonds	716	-	716
Other U.K. Bonds	32	-	32
Other non U.K. Bonds	590	-	590
Property	-	2,344	2,344
Private Equity	-	1,668	1,668
Private Debt	-	461	461
Private Equity Infrastructure	-	579	579
Infrastructure Pooled fund	687	-	687
Private Equity Real Estate	-	395	395
Multi Asset Credit	-	2,695	2,695
Diversified Growth Funds	-	2,152	2,152
Cash Instruments	-	638	638
Total Assets	21,160	10,932	32,092

	31 March 2021		
	£000	£000	£000
U.K. Equities	10,383		10,383
Overseas Equities	13,780		13,780
U.K Government Bonds	1,635		1,635
Other Government Bonds	417		417
Other U.K. Bonds	20		20
Other non U.K. Bonds	364		364
Property		2,325	2,325
Private Equity		2,169	2,169
Private Debt		985	985
Private Equity Infrastructure		797	797
Infrastructure Pooled fund	756		756
Private Equity Real Estate		519	519
Multi Asset Credit		3,089	3,089
Diversified Growth Funds		2,410	2,410
Cash Instruments		1,205	1,205
Total Assets	27,355	13,499	40,854

Note 23 (continued)

Basis for Estimating Assets and Liabilities

The most recent valuation was carried out as at 31 March 2017 and has been updated by Mercer Limited, independent actuaries to the North East Scotland Pension Fund, in order to assess the liabilities of the Fund as at 31 March 2021. Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc.

The principal assumptions used by the actuary have been:

	31 March 2020	31 March 2021
Financial assumptions:		
Discount rate	2.40%	2.70%
Rate of increase in salaries	3.60%	4.20%
Rate of increase in pensions	2.20%	2.80%
Rate of CPI inflation	2.10%	2.10%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	21.5	21.5
Women	24.2	24.2
Longevity at 65 for future pensioners:		
Men	23.1	23.1
Women	26.3	26.3

Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period, and assume for each change that the assumption analysed changes while all the other assumptions remain constant. The assumption in longevity, for example, assumes that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

The effects of a 0.1% increase/decrease in the rate for discounting scheme liabilities, the rate of inflation, and the rate of increase in salaries, a 1 year increase/decrease in life expectancy, and a +/-1% change in the 2020/21 investment returns, are shown in the table below:

Note 23 (continued)

Sensitivity Analysis as at 31 March 2020

	Central	Sensitivity 1	Sensitivity 2	Sensitivity 3	Sensitivity 4	Sensitivity 5	
		+ 0.1% p.a. discount rate	+ 0.1% p.a. inflation	+ 0.1% p.a. pay growth	1 year increase in life expectancy	+1% change in 2020/21 investment returns	-1% change in 2020/21 investment returns
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Liabilities	40,846	40,209	41,494	40,953	42,101	40,846	40,846
Assets	(40,854)	(40,854)	(40,854)	(40,854)	(40,854)	(41,260)	(40,448)
Fund Deficit	(8)	(645)	640	99	1,247	(414)	398

Note 23 (continued)

Funding Strategy Statement (FSS)

The FSS sets out how the administering authority balances the potentially conflicting aims of affordability of contributions, transparency of process, stability of employers' contributions, and prudence in the funding basis.

The Pension Committee's long-term funding objective is to achieve and maintain assets equal to 100% of projected accrued liabilities, assessed on an ongoing basis. The current actuarial valuation of the Fund is effective as at 31 March 2017 and the results indicate that overall the assets represented 107% of projected accrued liabilities at the valuation date. Investments that would most closely match the pension liabilities would be gilts, predominantly index-linked, reflecting the nature of the Fund's liabilities. However, the Fund invests in other assets, in the expectation that these will provide higher returns albeit without any guarantee that higher returns will be achieved over any particular year. The benefit of higher investment return is that, over the long term, a higher level of funding should achieve lower employer contribution rates. However the additional investment returns from growth assets come with a price: greater volatility relative to the liabilities thus introducing risk. There is a trade-off between the benefits of additional investment return from greater exposure to growth assets and the greater predictability from having greater exposure to liability matching assets.

The asset proportions of the Fund at 31 March 2021, with March 2020 in brackets were: equities, including alternatives 85.4% (82.2%), bonds 6.0% (8.5%), property 5.7% (7.3%) and cash 2.9% (2.0%). This is based on the Board's proportion of assets held as supplied by the actuary, rather than the proportions held by the fund as a whole.

Impact on the Board's Cash Flows

While the Fund's main objective is to ensure solvency of the NESPF they also aim to keep employers' contributions at as constant a rate as possible. Following the 2017 valuation the Pensions Committee has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over an average surplus spread period of 24 years and have maintained an employer contribution rate requirement of 19.3% for local authorities across the scheme. During the valuation process employer rates are set for a period of three years with the next triennial valuation due as at 31 March 2020 to determine a funding level and set the rates for 2021/22 onwards.

The projected employer contributions expected to be made to the Local Government Pension Scheme in the year to 31 March 2022 is £0.434m.

The weighted average duration of the liabilities for scheme members at the 31 March 2020 valuation is 16 years.

GLOSSARY OF TERMS

EXPENDITURE

Employee Benefit Expenses

Includes direct and indirect employee expenses.

Direct expenses include salaries and overtime, employer's national insurance and superannuation contributions.

Indirect employee expenses include relocation cost, interview expenses, training and staff advertising.

Other Service Expenses

Includes

- rent, rates, repairs and maintenance and premises-related expenditure at the area offices in Banff, Elgin and Woodhill House headquarters.
- all costs associated with the hire or use of transport, including staff travel allowances and public transport and
- the cost of purchasing equipment, furniture and materials used in the operation or administration of the service, including printing and stationery, canvass expenses and valuation appeal panel costs.

Support Services

This is a charge from Moray Council for services that support the Board in its provision of services to the public. These include Legal Services, Financial Services, Internal Audit and Human Resources.

Depreciation

Depreciation is a charge to the Comprehensive Income and Expenditure Statement, reflecting the decline in value of assets as a result of their usage or ageing.

Impairment

Impairment is a charge to the Comprehensive Income and Expenditure Statement, reflecting that the recoverable amount of an asset is less than its carrying amount.

INCOME

Requisitions

Funding received from the constituent authorities for which the Board provides a service.

GLOSSARY OF TERMS (continued)

OTHER TERMS

CIPFA

The Chartered Institute of Public Finance and Accountancy

LASAAC

Local Authority (Scotland) Accounts Advisory Committee

IFRS

International Financial Reporting Standard

The Code

The Code of Practice on Local Authority Accounting in the United Kingdom

SeRCOP

Service Reporting Code of Practice

Fair Value

IFRS 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (i.e. an exit price). When measuring fair value, an entity uses the assumptions that market participants would use when pricing the asset or liability under current market conditions, including assumptions about risk.

Current Value

For operational land and buildings, current value is the amount that would be paid for the asset in its existing use.

Economic Cost

The total cost of performing an activity or following a decision or course of action.