

UNAUDITED ACCOUNTS



# **GRAMPIAN VALUATION JOINT BOARD**

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**ANNUAL ACCOUNTS  
FOR THE YEAR ENDED  
31 MARCH 2025**

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## **MANAGEMENT COMMENTARY**

### **Strategy and objectives**

The Assessor & Electoral Registration Officer is responsible for the provision of valuation assessment and registration services across the Aberdeen City Council, Aberdeenshire Council and Moray Council areas.

These strictly defined and regulated services are delivered by the Assessor & Electoral Registration Officer, as an independent statutory official, in partnership with the Grampian Valuation Joint Board, an independent local government body established by The Valuation Joint Boards (Scotland) Order 1995 and comprising members from each of the constituent authorities. The Board is required to appoint and resource an Assessor. The constituent authorities are required to appoint and resource an Electoral Registration Officer (ERO) and, by agreement, the Board has undertaken this responsibility on behalf of the local authorities. Costs incurred by the Board are apportioned between the councils based on the respective population of each council area.

The priorities for 2024/25 were:

- Implement a full household canvass
- Publish revised registers of electors
- Maintain a complete and accurate Valuation Roll in terms of the Local Government (Scotland) Act 1975
- Disposal of proposals and appeals under the new two-stage non-domestic proposal and appeal system
- Maintain a complete and accurate Council Tax 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 statistics are provided annually to the Commission and to the Cabinet Office following the completion of the annual canvass and the publication of revised registers.

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

Key performance indicators to monitor performance in relation to the updating of the Council Tax Valuation List and the Valuation Roll are set by the Board and are reported quarterly to the Board and annually to Scottish Government.

### **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 electoral registration. The organisation operates a hybrid home/office working model and has physical offices in Aberdeen, Banff and Elgin.

The Assessor & ERO and his staff work closely with the other Scottish Assessors and EROs via the Scottish Assessors' Association (SAA) to deliver a service across

## **MANAGEMENT COMMENTARY (continued)**

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 good 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.

The organisation met the demands placed upon it in terms of its valuation assessment and electoral registration duties during the 2024/25 financial year.

### **Key performance indicators (KPI)**

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 at the end of every calendar year. Revised KPI targets for the three years from 2024/25 onwards were agreed by the Board at its January 2024 meeting. The KPI outcomes for 2024/25 are shown in the "*Maintain a complete and accurate Valuation Roll in terms of the Local Government (Scotland) Act 1975 & Maintain a complete and accurate Council Tax Valuation List in terms of the Local Government Finance Act 1992*" sections below.

### **A review of the organisation's priorities and operations**

#### ***Implement a full household canvass***

The 2024 canvass was delayed slightly due to the snap general election and commenced in August 2024, extending through to January 2025. It used the established method of firstly using a data matching exercise to determine the appropriate approach to be taken on a household-by-household basis. The data matching exercise compared the registration database to government records and the results returned to the registration officer. Where the results suggested that there was no change in the household composition, a canvass communication letter summarising the registration information for the household was issued and the household was invited to only respond if there were changes at the property. Where the results indicated that changes in a household composition may have taken place, a different canvass procedure followed that required a response from the household and follow-up actions by the ERO. All properties which required a personal visit were canvassed by a member of the canvass team. For the 2024 canvass we used e-communications to contact over 90,000 households, representing a saving in staff and financial resources, and a reduction in the amount of printed material issued.

During the course of the 2024 canvass, a total of 332,005 canvass communications were issued by post, a slight increase compared to the 323,691 issued in 2023, and well below the numbers issued prior to the introduction of the reformed canvass model. Canvass staff

made over 50,000 personal visits to households during the canvass period and over 7,000 personal contacts were made by telephone.

## MANAGEMENT COMMENTARY (continued)

### ***Publish revised registers of electors***

As a result of the snap general election and the delayed start of the annual canvass, revised registers were published on 1 February 2025 rather than in December 2024. The table below provides a summary of the last three revised registers for local government and Scottish Parliament elections. The revised registers showed a slight increase in the number of registered electors and small decrease in the number of electors with postal votes.

Revised registers	Number of electors	Number of postal voters
1 December 2022	448,915	119,611
1 December 2023	452,084	117,065
1 February 2025	454,284	113,064

During the period from 1 December 2023 to 31 January 2025, 53,075 additions and 49,804 deletions were made to the registers. During the same period, 39,546 initial invitations to register (ITRs) were issued along with 15,625 first and second reminders and staff carried out ITR visits to 9,716 properties.

### ***Disposal of proposals and appeals following the 2023 Revaluation under the new two-stage non-domestic proposal and appeal system***

The two-stage process involves the ratepayer setting out the details of their challenge to the valuation roll entry made by the Assessor, including an alternative valuation. The Assessor is then required to review the challenge, the “proposal”, and either accept or reject the proposal or implement a different outcome, either by agreement or at his own discretion. Depending on the particular circumstances, the proposer may be able to appeal the decision to the Local Taxation Chamber of the First-tier Tribunal for Scotland. This new system has resulted in a reduction in the number of “appeals” received by the Assessor following a revaluation but it is still a demanding workstream for ratepayers, their representatives, and the Assessor’s staff.

The disposal of proposal and appeals has been a challenging task for the valuation staff. The rigorous proposal disposal programme is currently on target although a national challenge to the methodology used in contractor’s basis valuations is ongoing and it is possible that this may only be resolved following a Tribunal hearing. Our new IT system to manage proposals and appeals has been successfully implemented and used to record and manage proposal and appeal outcomes. The administrative requirements of the new 2-stage system have proven to be particularly burdensome and time-consuming, but various templates have been created to help reduce this. Dealing with proposals and appeals has clearly impacted other workstreams during the year.

### ***Maintain a complete and accurate Valuation Roll in terms of the Local Government (Scotland)***

#### ***Act 1975 & Maintain a complete and accurate Council Tax Valuation List in terms of the Local Government Finance Act 1992***

These two priorities use quantitative target-based performance indicators rather than qualitative measures. Achieving these targets relies partly on the timely receipt of information from external parties, including the owners and occupiers of dwellings and non-domestic properties. The figures can therefore be misleading as an indicator of how the organisation has performed. Valuer vacancies during the year, along with

## MANAGEMENT COMMENTARY (continued)

a rigorous proposal disposal timetable and the second audit of self-catering properties have significantly affected the organisation's ability to meet the timescales suggested by the key performance indicators. The last 3 year's figures are shown in the tables below.

### Valuation Roll – number of alterations made to Valuation Roll/time taken from effective date of alteration to Valuation Roll to date of issue of valuation notice (KPIs)

Year	< 3 months		3-6 months		> 6 months		Total Number
	Number	%	Number	%	Number	%	
2022/23	527	30.4	338	19.5	867	50.1	1,732
2023/24	915	36.0	424	16.7	1,206	47.4	2,545
2024/25	542	27.8	303	15.5	1,105	68.2	1,950
Target		65		20		15	

### Council Tax – number of dwellings entered into Valuation List/time taken from date of entry in Valuation List to date of issue of valuation notice (KPIs)

Year	< 3 months		3-6 months		> 6 months		Total Number
	Number	%	Number	%	Number	%	
2022/23	1,938	71.1	623	22.9	164	6.0	2,725
2023/24	1,961	64.7	507	16.7	563	18.6	3,031
2024/25	2,109	67.8	497	16.0	505	16.2	3,111
Target		94		3		3	

Despite the challenges of the year, particularly the level of valuer vacancies, the organisation has still fulfilled its statutory requirements to maintain the Valuation Roll and the Valuation List. The figures in the council tax table above shows a slight positive trend in performance, but the particular circumstances and challenges of each year can still provide an additional narrative. The self-catering audit in 2024 was resource intensive and led to significant retrospective alterations to the council tax valuation list and the non-domestic valuation roll. If self-catering properties were excluded from the KPI statistics for 2024/25, the KPI figures would have been as follows;

2024/25	< 3 months		3-6 months		> 6 months		Total Number
	Number	%	Number	%	Number	%	
Valuation Roll	542	32.7	303	18.3	812	49.0	1,657
Council Tax	2,109	75.2	497	17.7	200	7.1	2,806

## **MANAGEMENT COMMENTARY (continued)**

### **Future challenges**

The priority for the next year is, as always, to continue to fulfil our statutory duties across all three service strands: council tax, valuation for rating, and electoral registration.

The Scottish Parliament's Local Government, Housing and Planning Committee is currently holding a short inquiry on the potential for changes to the current council tax system. In addition, proposed amendments have been put forward to the Housing (Scotland) Bill, currently making its way through the Scottish Parliament, to implement a council tax revaluation no later than 1 April 2029. The organisation will need to be ready to adapt to meet the challenges any revaluation or reform might entail. The Assessor and the wider management team will monitor the situation through the Scottish Assessors Association and its regular liaison with Scottish Government officials.

In relation to valuation for rating, work in advance of the implementation of the next general revaluation will continue alongside the disposal of the proposals and appeals lodged following the 2023 revaluation. The level of vacancies in the valuation team will make these tasks challenging but we will continue to develop IT solutions to assist. The recruitment of suitably qualified professional staff has been a particular difficulty for the Grampian Assessor although some posts were successfully filled during 2024/25. Work to promote career opportunities in Assessors' offices is underway at a national level but in the meantime we are still actively trying to recruit, and the vacancies remain advertised on our website.

The coming year is another demanding one in relation to electoral registration. A significant exercise relating to the renewal of reserved absent votes involves contacting close to 100,000 electors before the end of January 2026. In addition, legislative changes to allow electors at devolved elections to apply online for absent votes are planned, as is a change to allow 16-year-olds to vote in reserved elections. Coupled with Scottish Parliamentary boundary changes and the planned Holyrood elections in May 2026, this will ensure that 2025/26 is another busy year on the electoral front. Advance planning and operational agility will be crucial.

### **Principal risks and uncertainties**

The organisation maintains an operational and strategic risk register which is continually monitored and reviewed by the management team.

The principal risks and uncertainties relate to dynamic valuation assessment and electoral registration statutory frameworks, challenges in terms of financial resources and, particularly, securing sufficient valuation expertise to deliver our services. Cyber security is an ever-present and high-profile risk and the provision of IT services by Aberdeenshire Council and the support of their IT team is a key factor in mitigating risks to the Board.

Apart from the normal control measures in terms of financial and operational planning, the Assessor & ERO and the management team continue to mitigate risk and uncertainty through partnership working through the Scottish Assessors Association (SAA) and external agencies. The Assessor & ERO is Chair of the Association's Basic Principles Committee, Secretary to the Domestic Subjects Committee, Vice-Chair of the Electoral Registration Committee and a member of the Electoral Management Board for Scotland and the UK Government's Nations Review Group. Together with the management team's representation on all the SAA committees, the organisation is well placed to monitor and meet the challenges of any changes to its valuation assessment and registration functions.



## **MANAGEMENT COMMENTARY (continued)**

### **Financial Performance**

#### **Revenue Expenditure**

The Grampian Valuation Joint Board, at its meeting on 26 January 2024, approved the 2024/25 Revenue Budget of £5.178m (2023/24 £5.210m), a decrease of 1%. The requisitions to constituent authorities were set at £5.022m (2023/24 £5.034m) with approved use of reserves of £0.156m. The core budget was set at £4.754m, with an additional £0.268m budgeted for NDR Reform.

The Joint Board receive quarterly Revenue Monitoring reports during the year in order to keep the board members fully informed as to the latest position, and projected outturn.

The actual net expenditure in 2024/25 was £4.167m (2023/24 £4.536m) resulting in an underspend of £1.011m for the year. The budgeted use of General Reserve of £0.156m is not required, thus giving an overall variance of £0.855m. Of this total, £0.058m was transferred to the NDR Reserve and £0.376m to an earmarked reserve for Electoral Integrity Programme (EIP) for future commitments of the government grant received in the year, while £0.001m was transferred from the General Fund Reserve to bring the balance back to the maximum permitted under the Board's Reserves Policy.

In 2024/25, the Board adopted IFRS 16 Leases, as incorporated into the 2024/25 Code of Practice on Local Authority Accounting. The primary impact of the new standard is that arrangements previously treated as operating leases must now be accounted for by recognising a right-of-use asset and a corresponding lease liability as of 1 April 2024. IFRS 16 has been applied, with the cumulative effect recognised on 1 April 2024. This means that a right-of-use asset and lease liability for the office accommodation at Woodhill House, Aberdeen has been created and is reflected in the accounts. The underspend in the service budget is due to the removal of the lease payment, which was previously recorded as a service cost. However, this change does not affect the overall surplus because the lease payment has been replaced by two separate entries: lease interest and lease principal repayments. These are now accounted for below the service line, in line with accounting standards. So while the service appears to have underspent, the cost has simply been reclassified, not removed. Factoring in IFRS16 Leases payments for Woodhill House of £0.125m the remaining balance of £0.297m is available to return to the constituent authorities.

The Comprehensive Income and Expenditure Statement shows a surplus of £0.220m on the provision of services for the year. After allowing for the reversal of statutory charges for International Accounting Standard 19 Employee Benefits (IAS19) of (£0.174m), depreciation totalling (£0.146m) and IFRS 16 Leases principal £0.107m this leaves the net £0.433m to be transferred in to reserves: £0.058m to the NDR Reserve, £0.376m to the EIP Reserve and £0.001m out of the General reserve.

The following table shows a summary of the figures for the main variances between budget and actual for the year to 31 March 2025. These figures are monitored and reported to the Board throughout the year, and exclude accounting adjustments related to pensions, short-term accumulating absences and depreciation. Actual under/overspends are explained in the detailed variance analysis below.

## MANAGEMENT COMMENTARY (continued)

2023/24		2024/25	2024/25	2024/25
Actual		Budget	Actual	Variance
£000		£000	£000	£000
3,491	Employee Costs	3,942	3,530	(412)
331	Property Costs	356	233	(123)
57	Transport Costs	50	53	3
730	Supplies and Services	784	775	(9)
69	Support Service Recharges	65	71	6
(76)	Interest and Investment Income	(4)	(97)	(93)
(66)	Government Grants and other Service Income	(15)	(398)	(383)
4,536	<b>Net (Under)/Overspend Against Budget</b>	5,178	4,167	(1,011)
	Funded by:			
(5,034)	Requisitions	(5,022)	(5,022)	-
-	Approved use of Reserves	(156)	-	156
(498)	<b>Outturn for the year</b>	-	(855)	(855)
-	Add: IFRS 16 Lease Interest and Principal	-	125	125
(498)	<b>Adjusted Outturn for the year</b>	-	(730)	(730)

The main variances from budget during the year were:

- **Employee Costs**
  - Local Government pay award exceeded the 3% budget provision, but the additional cost was offset by the overall underspend in staffing. The underspend was primarily due to vacancies and part-year vacancies throughout the year, largely due to staff vacancies and ongoing challenges in recruiting suitably qualified staff.
- **Property Costs**
  - Accommodation Charges are underspent by £0.100m, primarily due to IFRS 16 Leases payment.
  - Repairs and Maintenance costs are £0.023m under budget.
- **Supplies and Services**
  - Postages and ER Printing costs are £0.014m under budget.
  - Printing and stationery costs had an underspend of £0.014m.
  - An overspend of £0.010m for Specialist Services, SAA Portal Contributions for 2024/25 is a large contributor to this.
- **Interest and Investment Income**
  - The £0.093m variance in interest income is mainly due to favourable interest rates during the year.
- **Government Grants**
  - £0.376m of the variance in Government Grants is for the Electoral Integrity Programme funding received which is in an earmarked reserve for use in 2025/26.

## **MANAGEMENT COMMENTARY (continued)**

- **Approved use of reserves**

- Due to the above variances, the approved use of reserves was not required.

### **General Reserve**

In setting the 2024/25 Revenue Budget, the Treasurer clarified that the cumulative balance on the uncommitted part of the General Fund should be calculated on the budget for the Joint Board's core costs alone and exclude budgets with a separate funding stream e.g. NDR earmarked reserve for implementation of the Barclay Review.

The NDR reserve does not go by the same principles, given the nature of funding for NDR reform by the Scottish Government.

The General Reserve balance at 31 March 2025 is £0.237m, with an additional £0.567m and £0.376m earmarked for the NDR reform Implementation and the Electoral Integrity Programme respectively.

### **Going Concern**

The Balance Sheet at 31 March 2025 shows an excess of assets over liabilities of £1.561m (net asset of £1.200m at 31 March 2024). 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 Donald Gatt  
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 the Local Authority (Capital Finance and Accounting) (Scotland) (Coronavirus) Amendment Regulations 2021, 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.

I confirm that these Annual Accounts were approved for signature by the Board at its meeting on

Signed on behalf of the Grampian Valuation Joint Board

Councillor Donald Gatt  
Convener

## **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 2024/25 (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 2025.

Lorraine Paisey CA  
Treasurer

## **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 Deputies 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 Deputies appointed in terms of section 8 of the Representation of the People Act 1983. In 2024 the Board agreed to appoint the Principal Admin Officer as a Deputy Electoral Registration Officer to provide additional resilience and support to the ERO.

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

## **ANNUAL GOVERNANCE STATEMENT (continued)**

### **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 must also adhere to the professional standards regime set by the Royal Institution of Chartered Surveyors (RICS). The Management Team make fresh declarations of interest annually.

Issues relating to actions taken or not taken by officials can be addressed through the organisation's complaints handling procedure. This procedure was updated in 2021 following the revision of the national Complaints Handling Procedures (CHP) scheme by the Scottish Public Services Ombudsman.

The Assessor & ERO works closely with the Electoral Commission, the Electoral Management Board for Scotland 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 ERO and the Principal Admin Officer attend regular meetings with other ERO colleagues and the Electoral Commission as part of an electoral registration communications and outreach network. One of the principal aims in attending these meetings is to develop best practice in how to engage with underrepresented groups, put relevant information into the consciousness of electors and to learn from the experiences of others. The introduction of Voter ID was a focus for the ERO during the year as it was required to be shown when voting in person at the 2024 general election.

The online voting information page on the Board's website continues to be updated so users can easily access information or application forms for the service or action that they require. This was particularly important again during 2024/25 due to the changes brought in by the Elections Act 2022.

## **ANNUAL GOVERNANCE STATEMENT (continued)**

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 for Scotland, 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, through the Scottish Assessors' Association, Assessors 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 employee and 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 electoral 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 to note that legislation has now been laid to reform local taxation<sup>1</sup> and electoral registration<sup>2</sup> and thus improve sustainability and economic and social benefits.

The implementation of local taxation reform continues to be the subject of scrutiny with the Local Government, Housing and Planning Committee currently holding a short enquiry on the potential for changes to the current council tax system in Scotland. Through the work of the various committees of the Scottish Assessors Association, the Assessor and his team continue to work with other stakeholders to ensure that any changes that may be implemented at a local and national level is sustainable and effective.

Electoral registration officers, through the SAA Electoral Registration Committee, were represented on various groups involved in the development and implementation of the Elections Act 2022 and Scottish EROs are now represented in the Nations Review Group which provides feedback and views on the new UK Government's electoral reform plans.

### **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, Valuation 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

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<sup>1</sup> [Non-Domestic Rates \(Scotland\) Act 2020 \(legislation.gov.uk\)](https://legislation.gov.uk)

<sup>2</sup> [Elections Act 2022 \(legislation.gov.uk\)](https://legislation.gov.uk)



## **ANNUAL GOVERNANCE STATEMENT (continued)**

are made available 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 with internal and external colleagues to innovate and optimise them. Innovation and agility is a fundamental requirement to maintain service delivery, particularly due to changes in legislation, vacancies and the number of colleagues working on a hybrid home/office basis.

### **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 reviewed at Board meetings 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 improve leadership capacity.

New employees receive induction training on arrival and in the 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 Royal Institution of Chartered Surveyors (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. All colleagues now have access to Aberdeenshire Council's online training platform which has greatly expanded the amount of training and personal development resources available.

Two colleagues are currently undergoing the Association of Electoral Administrators Certificate in Electoral Administration which should ensure the organisation has a more qualified and knowledgeable workforce in a very specialised field. Further opportunities to study for the certificate will be offered to colleagues later in the year.

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.

## **ANNUAL GOVERNANCE STATEMENT (continued)**

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 Scottish Assessors' website at [saa.gov.uk](http://saa.gov.uk) 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 and the valuations of an expanding range of subject types.

The Board and the Assessor & ERO reported on performance to the Electoral Commission, the Scottish Government and the Scottish Information Commissioner during 2024/25.

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 control and mitigate against 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 has direct contact with Police Scotland at a local and national level through an allocated Single Point of Contact, the SAA and the Electoral Management Board for Scotland. IT resilience and effectiveness continued to be improved during 2024/25. Close collaboration with Aberdeenshire Council's IT team has continued and they now have the responsibility for managing the Board's IT infrastructure and providing IT support to users.

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.

The Board's governance arrangements have been developed and maintained to comply with the core functions of various good framework guidelines including Code of Practice on Managing the Risk of Fraud and Corruption, Public Sector Internal Audit Standards (incorporating the principles of the Role of the Head of Internal Audit), Audit Committees: Practical Guidance for Local Authorities and Police, etc.

Strong financial management procedures are secured through the work of the Treasurer appointed in terms of s95 of the Local Government (Scotland) Act 1973. This officer provides advice to the Board and the Assessor & ERO on all financial matters and ensures the timely production and reporting of budget estimates, budget monitoring reports and annual accounts.

### **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. These meetings continued to be held in hybrid form during 2024/25 with some members attending in person and others attending via a video link. Meeting dates are published in advance and 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 by a member of Moray Council's Committee Services team on behalf of the Clerk to

## **ANNUAL GOVERNANCE STATEMENT (continued)**

the Board and are made available on Moray Council's website with links also available via the Board's website.

Information is disseminated in many forms and 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 regularly updated with news items to ensure that the Grampian community is kept up to date with pertinent information.

Assurance and accountability oversight is a key role for the Board which comprises members from 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. The Board consists of members from each of the three councils and from across the political spectrum and considers reports on financial and operational performance and governance matters. It also examines the annual public performance and audit reports.

- **The management team**

The management team which has overall responsibility for good governance arrangements, currently comprises the Assessor & ERO, two Depute Assessors & EROs, four Assistant Assessors and the Principal Admin Officer & Depute ERO.

- **The Assessor and ERO**

The Assessor & ERO has the statutory responsibility for the publication and maintenance of the Valuation Rolls, Council Tax 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.

## **ANNUAL GOVERNANCE STATEMENT (continued)**

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.

Responsibility for the delivery of the Internal Audit Service is provided by the Audit and Risk Manager of the Moray Council. The Audit and Risk Manager provides the Board with independent assurance on risk management, governance and internal control in line with the Public Sector Internal Audit Standards.

Internal Audit informs the effectiveness of the financial control environment as an element of the Board's governance arrangements. At the date of writing this statement, the internal audit process has still to be completed. The Audit and Risk Manager is therefore unable to make any definitive statement on the Board's internal financial control systems. Management are, however, unaware of any fundamental weaknesses at this time.

- **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 arrangement for approval. The Scottish Information Commissioner collects data on requests and responses under Freedom of Information and Environmental Information legislation and will intervene where it considers enforcement action is required. The Keeper of Records reviews and approves records management arrangements and has requested that a revised plan is submitted during 2025/26.

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 reviewing and reporting on the performance of the ERO.

### **Significant governance issues**

Securing good governance continues to be of prime importance to elected members, senior officials of the Board and members of the management team. It is a significant task, particularly at a time when budgets remain under significant pressure and legislative changes are being considered and implemented.

In the 2023/24 governance statement, the key challenges facing the organisation for 2024/25 were to:

- Continue to upgrade our operational capacity in terms of workforce, processes and IT systems to meet the challenges of the 3-yearly revaluation cycle and the 2 stage proposal and appeal system.

## **ANNUAL GOVERNANCE STATEMENT (continued)**

- Continue the work to improve our governance arrangements, progress equalities mainstreaming and performance monitoring and complete the work to widen our customer consultation framework.
- Continue the work to utilise the full functionality of the electoral management system and online resources to improve registration levels and engagement with electors.
- Continue to manage resources to ensure that the organisation meets all statutory commitments. In particular, there is still a requirement to tackle the level of vacancies in the valuation team.

All operational demands were met during 2024/25 and we continued with a hybrid home/office approach to working.

Recruitment of suitably qualified valuation staff has continued to be challenging although there were some successful appointments in the latter part of the year. We continue to advertise our vacancies and develop a career pathway framework with colleagues at a national level.

The shift of our IT systems to Aberdeenshire Council infrastructure has been generally successful although the upgrading and migration of one system is still to be completed, and we are liaising closely with the external contractor and the software supplier to have this work finished. Our IT application to deal with the new 2-stage proposal and appeals process has been successfully used to program the disposal of proposals arising from the 2023 revaluation and we have developed templates to remove some repetitive administrative work. We will continue to monitor and develop our IT applications and processes to assist staff and other stakeholders as the need and opportunity arises.

We used e-communications during the 2024 annual canvass in connection with the register of electors and, as in the previous year, this led to financial and resource savings for the Board. We intend to make use of e-communications for the 2025 canvass and in the reserved absent vote reapplication process.

The 2025 equalities mainstreaming report has been completed and we are analysing the results of a staff survey that has recently been carried out. A customer feedback survey has also been implemented but it is too early to report on any findings from this.

The need to vary and reschedule tasks is challenging but monitoring, management and flexibility means that the appropriate resources can be placed where they are needed to ensure that statutory commitments are met.

Despite the challenges noted above, no significant governance issues have been identified.

### **Looking ahead the key challenges for 2025/26 are:**

- Continue to upgrade our operational capacity in terms of workforce, processes and IT systems to meet the challenges of the 3-yearly revaluation cycle, the 2 stage proposal and appeal system, and proposed legislative changes in electoral registration and council tax.
- Continue the work to progress equalities mainstreaming objectives and to improve registration levels and engagement with electors and other service users.
- Continue to manage resources to ensure that the organisation meets all statutory

## **ANNUAL GOVERNANCE STATEMENT (continued)**

- commitments. In particular, the continuing requirement to improve the level of vacancies in the valuation team.

### **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. During the financial year to 31 March 2025 and to the date of this statement, no significant control weaknesses or issues have arisen and no significant failures have been identified in the expected standards for good governance, risk management and control.

Councillor Donald Gatt  
Convener

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

## 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) Regulations 2014.

All information disclosed in the tables 1 to 6 in this Remuneration Report is audited by the external auditors, Grant Thornton UK LLP. The other sections of the Remuneration Report are reviewed by Grant Thornton UK LLP 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) Amendment Regulations 2024 (SSI No. 2024/24). 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 (including 1 current vacancy), 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. £26,686 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. £25,352 per annum. These rates are effective for the year ending 31 March 2025.

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 Gatt was elected as Convener of the Grampian Valuation Joint Board on 26 August 2022. From this date Councillor Gatt has received a Special Responsibility Allowance for his role as Convener and the Board reimburses Moray Council for the additional cost.

Councillor Smith of Aberdeenshire Council was elected Vice Convener at the meeting on 28 June 2024. Councillor Smith already receives a Special Responsibility Allowance for duties within the Council which will be reimbursed by the Board.

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	Total Remuneration 2023/24	Salary, fees and allowances 2024/25	Total Remuneration 2024/25
	£	£	£
Councillor Gatt Convener	4,818	5,341	5,341
Councillor Smith Depute Convener (from 28 June 2024)	-	3,039	3,039
<b>Total</b>	4,818	8,380	8,380

No taxable expenses were paid in 2024/25 or in 2023/24.

## 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	2023/24	2024/25
	£	£
Salaries	4,818	8,380
<b>TOTAL</b>	<b>4,818</b>	<b>8,380</b>



## **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 pay scales are set locally and were last agreed by the Board on 23 January 2004.

### **Remuneration of Senior Employees of the Board (Table 3)**

<b>Name and Post Title</b>	<b>Total Remuneration 2023/24</b>	<b>Salary, fees and allowances 2024/25</b>	<b>Taxable Expenses 2024/25</b>	<b>Total Remuneration 2024/25</b>
	<b>£</b>		<b>£</b>	<b>£</b>
Mark Adam Assessor & ERO	130,037	133,862	791	134,653
Gavin Oag Depute Assessor & ERO	102,696	105,003	742	105,745
Jim Barron Depute Assessor & ERO	93,254	95,131	776	95,907
<b>TOTAL</b>	<b>325,987</b>	<b>333,996</b>	<b>2,309</b>	<b>336,305</b>

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 2025, 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.

From 1 April 2009, a five-tier contribution system was introduced 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. The members' contribution rates for 2024/25 remain at the 2009/2010 rates although the pay bandings have been adjusted. The tiers and contribution rates are shown below.

### **Tiered Contribution Pay Rates**

<b>Pensionable pay 2023-24</b>	<b>Rate (%) 2023/24</b>	<b>Pensionable pay 2024-25</b>	<b>Rate (%) 2024/25</b>
On earnings up to and including £23,000	5.50%	On earnings up to an including £27,000	5.50%
On earnings above £23,001 and up to £28,100	7.25%	On earnings above £27,001 and up to £33,000	7.25%
On earnings above £28,101 and up to £38,600	8.50%	On earnings above £33,001 and up to £45,300	8.50%
On earnings above £38,601 and up to £51,400	9.50%	On earnings above £45,301 and up to £60,400	9.50%
On earnings above £51,401	12.00%	On earnings above £60,401	12.00%

### **Pension Benefits (continued)**

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.

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 1/60<sup>th</sup> of the final pensionable salary and years of pensionable service. (Prior to 2009 the accrual rate guaranteed a pension based on 1/80<sup>th</sup> and a lump sum based on 3/80<sup>th</sup> of the final pensionable salary and years of pensionable service). From 1 April 2015, the accrual rate guarantees a pension of 1/49<sup>th</sup> 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 2024	For the year to 31 March 2025
	£	£
Councillor Gatt Convener	930	764
Councillor Smith Depute Convener	0	486
<b>Total</b>	<b>930</b>	<b>1,250</b>

The above amounts show the in-year contributions relating to the Special Responsibility Allowance shown in Table 1.

### **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.

**Pension Benefits (continued)**

	In-year pension contributions			Accrued pension benefits	
	For the year to 31 March 2024	For the year to 31 March 2025		As at 31 March 2025	Difference from March 2024
	£	£		£	£
Mark Adam Assessor & ERO	24,911	13,506	Pension	75,603	5,833
			Lump Sum	117,339	4,078
Gavin Oag Depute Assessor & ERO	19,537	10,592	Pension	57,923	4,640
			Lump Sum	75,799	2,634
Jim Barron Depute Assessor & ERO	17,721	9,594	Pension	47,048	3,877
			Lump Sum	62,820	2,098
<b>Total</b>	<b>62,169</b>	<b>33,692</b>		<b>436,532</b>	<b>23,160</b>

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 below.

**General Disclosure by Pay Band (Table 6)**

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

**Pension Benefits (continued)**

Remuneration Band	Number of Employees	
	2023-24	2024-25
£50,000 - £54,999	-	1
£55,000 - £59,999	3	1
£60,000 - £64,999	-	3
£65,000 - £69,999	3	3
£70,000 - £74,999	-	1
£90,000 - £94,999	1	-
£95,000 - £99,999	-	1
£100,000 - £104,999	1	-
£105,000 - £109,999	-	1
£130,000 - £134,999	1	1
	9	12

Councillor Donald Gatt  
Convener

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

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2025

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.

			2023/24			2024/25
£000	£000	£000			£000	£000
Expenditure	Income	Net		Note	Expenditure	Income
			Rating and Council Tax Valuation and Electoral Registration			
4,556	(66)	4,490			4,980	(398)
<b>4,556</b>	<b>(66)</b>	<b>4,490</b>	<b>Cost Of Services</b>		<b>4,980</b>	<b>(398)</b>
			Financing and Investment Income and Expenditure	10	20	(97)
(6)	(76)	(82)	Requisitions and Non-Specific Grant Income	21		(4,725)
		(4,587)	<b>(Surplus)/Deficit on Provision of Services</b>	8		<b>(220)</b>
		<b>17</b>	Deficit on revaluation of PPE	11		-
			Remeasurement of the Net Defined Benefit Liability	24		(142)
		113	<b>Other Comprehensive (Income) and Expenditure</b>			<b>(142)</b>
		<b>130</b>	<b>Total Comprehensive (Income) and Expenditure</b>			<b>(362)</b>
		<b>(49)</b>				

## MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2025

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.

	General Fund £000	Total Usable Reserves £000	Unusable Reserves (Note 18) £000	Total Board Reserves £000
<b>2024/25</b>				
<b>Balance at 31 March 2024</b>	<b>747</b>	<b>747</b>	<b>453</b>	<b>1,200</b>
Total Comprehensive Income and Expenditure	220	220	142	362
Adjustments to usable reserves permitted by accounting standards	5	5	(5)	-
Adjustments between accounting basis & funding basis under regulations (Note 7)	208	208	(208)	-
<b>Increase / (Decrease) in Year</b>	<b>433</b>	<b>433</b>	<b>(71)</b>	<b>362</b>
<b>Balance at 31 March 2025</b>	<b>1,180</b>	<b>1,180</b>	<b>382</b>	<b>1,562</b>
<b>2023/24</b>				
<b>Balance at 31 March 2023</b>	<b>696</b>	<b>696</b>	<b>455</b>	<b>1,151</b>
Total Comprehensive Income and Expenditure	179	179	(130)	49
Adjustments to usable reserves permitted by accounting standards	5	5	(5)	-
Adjustments between accounting basis & funding basis under regulations (Note 7)	(133)	(133)	133	-
<b>Increase / (Decrease) in Year</b>	<b>51</b>	<b>51</b>	<b>(2)</b>	<b>49</b>
<b>Balance at 31 March 2024</b>	<b>747</b>	<b>747</b>	<b>453</b>	<b>1,200</b>

## BALANCE SHEET AS AT 31 MARCH 2025

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 2024 £000	Note	31 March 2025 £000
680 Property, Plant & Equipment	11	872
<b>680 Long Term Assets</b>		<b>872</b>
38 Short Term Debtors	12	70
1,463 Cash and Cash Equivalents	13	1,709
<b>1,501 Current Assets</b>		<b>1,779</b>
(817) Short Term Creditors	14	(795)
<b>(817) Current Liabilities</b>		<b>(795)</b>
(164) Unfunded Pension Liability	24	(176)
- Other Long Term Liabilities	15	(118)
<b>(164) Long Term Liabilities</b>		<b>(294)</b>
<b>1,200 Net Assets</b>		<b>1,562</b>
Usable reserves	17	
238 General Fund		237
509 Earmarked NDR Reform Reserve		567
- Earmarked Electoral Integrity Programme		376
<b>747 Total</b>		<b>1,180</b>
Unusable Reserves	18	
220 Revaluation Reserve		215
459 Capital Adjustment Account		426
(164) Pensions Reserve		(176)
(62) Employee Statutory Adjustment Account		(83)
<b>453 Total</b>		<b>382</b>
<b>1,200 Total Reserves</b>		<b>1,562</b>

The notes on Pages 31 to 57 form part of the Financial Statements.

**Lorraine Paisey CA**  
Treasurer



## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2025

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.

31/03/2024 £000		31/03/2025 £000
179	Net surplus/(deficit) on the provision of services	220
79	Adjust net deficit on the provision of services for non cash movements (Note 20)	133
<u>258</u>	Net cash flows from Operating Activities	<u>353</u>
-	Financing Activities	(107)
<u>258</u>	Net increase/(decrease) in cash and cash equivalents	<u>246</u>
1,205	Cash and cash equivalents at the beginning of the financial year	1,463
<u>1,463</u>	Cash and cash equivalents at the end of the financial year	<u>1,709</u>

## **NOTES TO THE ACCOUNTS**

### **Note 1 Accounting Policies**

#### **1 General Principles**

The Annual Accounts summarise the Board's transactions for the 2024/25 financial year and its position at the year ended 31 March 2025. The Board is required to prepare Annual Accounts under 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 2024/25 and the Service Reporting Code of Practice 2024/25, 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 2025. Interest is received from Moray Council on the balance held.

## **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 Annual Accounts have been prepared on a going concern basis. As at 31 March 2025, the Balance Sheet of the Board shows a net asset position of £1.593m.

### **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.

### **12 Leases**

In 2024/25, the Board adopted IFRS 16 Leases, as incorporated into the 2024/25 Code of Practice on Local Authority Accounting. The primary impact of the new standard is that arrangements previously treated as operating leases—where leased vehicles, plant, equipment, property, and land were not recognised on the balance sheet—must now be accounted for by recognising a right-of-use asset and a corresponding lease liability as of 1 April 2024. Leases for low-value items (under £6,000) and those expiring on or before 31

March 2025 are excluded from these requirements. IFRS 16 has been applied retrospectively, with the cumulative effect recognised on 1 April 2024. This means that right-of-use assets and lease liabilities have been calculated as if IFRS 16 had always been in effect, but are recognised in 2024/25 without restating prior year figures.

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

The Code requires the Council to identify any accounting standards that have been issued but have yet to be adopted and could have a material impact on the accounts. At the balance sheet date, the following new standards and amendments to existing standards have been published but not yet adopted by The Code:

- IAS 21 The Effects of Changes in Foreign Exchange Rate (Lack of Exchangeability)
- IFRS17 Insurance Contracts

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:

- Assets held at current value are revalued on a five-year basis as set out in the accounting policy for Property, Plant and Equipment. Moray Council's Asset Manager (Commercial Property), who undertakes valuations on behalf on the Board and is a qualified RICS valuer, asserts that the carrying amount does not materially differ from that which would be determined using current value. In between valuations, a review is conducted to ensure carrying value does not differ from current value.

## **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 2025 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
Property, Plant and Equipment (£0.627m)	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual buildings. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets	If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls. It is estimated that the annual depreciation charge for buildings would increase by £0.004m for every year that useful lives had to be reduced.
	Assets held at fair value are revalued on a five year rolling basis by a professionally qualified Royal Institution of Chartered Surveyors (RICS) valuer, Additional valuations are carried out on an ad hoc basis outwith the rolling programme arrangements where it is deemed necessary. The valuer also assess assets not formally revalued for material movements and indexation is applied where applicable.	The estimated effect of a 1% change in the rate used for valuations would be a change up or down of £0.006m.
Pension Liability (£0.176m)	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 pension liability of changes in individual assumptions can be measured and are detailed in Note 24.

## 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:

	2023/24	2024/25
<b>Nature</b>	<b>£000</b>	<b>£000</b>
Grant income from the Scottish Government	53	376
Barclay Implementation Funding (included in requisitions)	268	268

Grant income from the Scottish Government was received to provide for the introduction of the Electoral Integrity Programme (EIP) from May 2023 across the UK. The EIP falls under the new Elections Act 2022 which contains measures such as introducing the requirement to show ID at polling stations, improving the accessibility of elections to make it easier for people with disabilities to vote, and bringing in changes to postal and proxy voting. Unspent funding in 2024/25 will be put to the earmarked reserve and used in 2025/26. The Barclay Implementation Funding was paid to the three local authorities, Aberdeen City Council, Aberdeenshire Council, and Moray Council and requisitioned in full by the Board, to implement the recommendations from the Barclay review of Non Domestic Rates. Unspent Barclay Funding in 2024/25 will be put to the earmarked reserve and used in future years.

## Note 6 Events After The Reporting Period

The unaudited Annual Accounts were issued on 27 June 2025. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2025, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

## 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 2024 RESTATED					31 March 2025			
Net Expenditure chargeable to General Fund £000	Adjustments between Funding and Accounting Basis £000	Adjustments to usable reserves permitted by accounting standards	Net Expenditure in the Comprehensive Income and Expenditure Statement £000		Net Expenditure chargeable to General Fund £000	Adjustments between Funding and Accounting Basis £000	Adjustments to usable reserves permitted by accounting standards	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
4,612	(127)	5	4,490	Rating and CT valuation & Electoral Registration	4,264	313	5	4,582
4,612	(127)	5	4,490	Net Cost of Services	4,264	313	5	4,582
(4,663)	(6)	-	(4,669)	Other Income and Expenditure	(4,697)	(105)	-	(4,802)
(51)	(133)	5	(179)	(Surplus) or Deficit	(433)	208	5	(220)
(696)				Opening Balance	(747)			
(51)				(Surplus) or Deficit	(433)			
(747)				Closing Balance	(1,180)			

**Note 7 (continued)****Adjustments between the Funding and Accounting Basis**

	<b>2024/25</b>			
	<b>Adjustment for Capital Purposes £000</b>	<b>Net Change for pensions adjustments £000</b>	<b>Other Differences £000</b>	<b>Total £000</b>
Rating and CT valuation & Electoral Registration	141	152	20	313
Net Cost of Services	141	152	20	313
Other Income and Expenditure	-	2	(107)	(105)
Difference between the General Fund Deficit and the Comprehensive Income and Expenditure Statement Deficit	141	154	(87)	208

  

	<b>2023/24</b>			
	<b>Adjustment for Capital Purposes £000</b>	<b>Net Change for pensions adjustments £000</b>	<b>Other Differences £000</b>	<b>Total £000</b>
Rating and CT valuation & Electoral Registration	(5)	(73)	(49)	(127)
Net Cost of Services	(5)	(73)	(49)	(127)
Other Income and Expenditure	-	(6)	-	(6)
Difference between the General Fund Deficit and the Comprehensive Income and Expenditure Statement Deficit	(5)	(79)	(49)	(133)



## 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

	2023/24 £000	2024/25 £000
	Rating, Council Tax Valuation and Electoral Registration	Rating, Council Tax Valuation and Electoral Registration
Employee benefit expenses	3,370	3,702
Other service expenses	1,118	1,061
Support service recharges	69	71
Depreciation, amortisation and impairment	(1)	146
Interest payments	-	18
<b>Total Expenditure</b>	<b>4,556</b>	<b>4,998</b>
Requisitions	(4,588)	(4,725)
Government grants and other service income	(66)	(398)
Interest and investment income	(76)	(97)
Pensions Net Interest	(6)	2
<b>Total Income</b>	<b>(4,735)</b>	<b>(5,218)</b>
<b>(Surplus)/Deficit on the provision of services</b>	<b>(179)</b>	<b>(220)</b>

## 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.

	<b>General Services £000</b>	<b>NDR Reform £000</b>	<b>Electoral Integrity Programme £000</b>	<b>Total £000</b>
Balance at 31 March 2024	238	509	-	747
Increase/(Decrease) 2024/25	(1)	58	376	433
<b>Balance at 31 March 2025</b>	<b>237</b>	<b>567</b>	<b>376</b>	<b>1,180</b>

### 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

	<b>2023/24 £000</b>	<b>2024/25 £000</b>
Pensions interest cost/(gain) and expected return on pensions assets	(6)	2
Interest receivable and similar income	(76)	(97)
Interest on Right of Use Asset lease liability	-	18
	<b>(82)</b>	<b>(77)</b>

## 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.

## **Note 11 (continued)**

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 – 5-10 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 or fair value is revalued at least every five years, with an annual assessment to ensure the carrying value within the financial statements is materially accurate. The last revaluation of Land and Buildings was done with effect from 31 March

**Note 11 (continued)**

2024 and the next revaluation is scheduled during 2028/29. All valuations were carried out by Moray Council's Asset Manager (Commercial Property) 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.

<b>2024/25</b>	<b>Other Land and Buildings £000</b>	<b>Vehicles, Plant, Furniture &amp; Equipment £000</b>	<b>Right of Use Assets £000</b>	<b>Total Property, Plant and Equipment £000</b>
<b>Cost or valuation</b>				
At 1 April 2024	627	355	-	982
Additions	-	-	-	-
Recognition of Right of Use Asset	-	-	338	338
Revaluation decreases recognised in the Revaluation Reserve	-	-	-	-
Revaluation increases recognised in the Provision of Services	-	-	-	-
<b>At 31 March 2025</b>	<b>627</b>	<b>355</b>	<b>338</b>	<b>1,320</b>
<b>Accumulated Depreciation and Impairment</b>				
At 1 April 2024	-	302	-	302
Depreciation charge	14	20	112	146
Depreciation written out to the Revaluation Reserve	-	-	-	-
Depreciation written out to the Provision of Services	-	-	-	-
<b>at 31 March 2025</b>	<b>14</b>	<b>322</b>	<b>112</b>	<b>448</b>
<b>Net Book Value</b>				
at 31 March 2024	627	53	-	680
<b>at 31 March 2025</b>	<b>613</b>	<b>33</b>	<b>226</b>	<b>872</b>

**Note 11 (continued)**  
**2023/24**

	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Right of Use Assets £000	Total Property, Plant and Equipment £000
<b>Cost or valuation</b>				
At 1 April 2023	696	355	-	1,051
Additions	-	-	-	-
Revaluation decreases recognised in the Revaluation Reserve	(77)	-	-	(77)
Revaluation increases recognised in the Provision of Services	8	-	-	8
<b>At 31 March 2024</b>	<b>627</b>	<b>355</b>	<b>-</b>	<b>982</b>
<b>Accumulated Depreciation and Impairment</b>				
At 1 April 2023	72	283	-	355
Depreciation charge	14	19	-	33
Depreciation written out to the Revaluation Reserve	(60)	-	-	(60)
Depreciation written out to the Provision of Services	(26)	-	-	(26)
<b>at 31 March 2024</b>	<b>-</b>	<b>302</b>	<b>-</b>	<b>302</b>
<b>Net Book Value</b>				
at 31 March 2023	624	72	-	696
at 31 March 2024	627	53	-	680

**Note 12 Short Term Debtors**

	2023/24 £000	2024/25 £000
Prepayments	38	70
	<b>38</b>	<b>70</b>

**Note 13 Cash and Cash Equivalents**

	2023/24 £000	2024/25 £000
Temporary Investment in the Moray Council Loans Fund	1,463	1,709

## Note 14 Short Term Creditors

	2023/24	2024/25
	£000	£000
Trade Payables	164	156
Other Payables ^	653	526
Right of Use Asset	-	113
Total	817	795
<b>^ Other Payables</b>		
Central Government Bodies	68	74
Short Term Employee Absences	82	112
Other Local Authorities	503	340
Other Payables	653	526

## Note 15 Other Long Term Liabilities

	2023/24	2024/25
	£000	£000
Right of Use Asset	-	(118)
Total	-	(118)

## Note 16 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.

### **Fair Value**

For all categories of financial assets and liabilities held by the Board, there was no difference between the carrying value and the fair value at the Balance Sheet date and all are in Level 2 of the fair value hierarchy.

### **Financial Instruments – Balances**

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

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
Short Term Creditors - Amortised Cost	164	269
Trade Payables	164	269
Other Payables	653	526
Total	<u>817</u>	<u>795</u>
Tax Creditors included above	(124)	(117)
Requisition Creditors included above	(447)	(297)
Short Term Employee Absences included above	(82)	(112)
Total Other Payables	<u>(653)</u>	<u>(526)</u>
Total Financial Liabilities Current Creditors	164	269

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

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
Temporary Investment in the Moray Council Loans Fund	1,463	1,709

## **Note 17 Usable Reserves**

### **General Fund**

The creation of a General Fund 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. Details of the earmarked reserve can be found in Note 9.

	2023/24	2024/25
Usable Reserves	£000	£000
General Fund	238	237
Earmarked NDR Reform Reserve	509	567
Earmarked Electoral Integrity Programme	-	376
	<b>747</b>	<b>1,180</b>

#### Note 18 Unusable Reserves

	2023/24	2024/25
	£000	£000
Revaluation Reserve	220	215
Capital Adjustment Account	459	426
Pension Reserve	(164)	(176)
Employee Statutory Adjustment Account	(62)	(83)
	<b>453</b>	<b>382</b>

#### 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.

	2023/24	2024/25
	£000	£000
<b>Balance at 1 April</b>	242	220
Revaluations	(17)	-
Difference between fair value depreciation and historical cost depreciation	(5)	(5)
<b>Balance at 31 March</b>	<b>220</b>	<b>215</b>



## Note 18 (continued)

### 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.

	2023/24 £000	2024/25 £000
<b>Balance at 1 April</b>	(110)	(62)
Settlement or cancellation of accrual made at the end of the preceding year	110	-
Amounts accrued at the end of the current year	(62)	(21)
<b>Balance at 31 March</b>	<b>(62)</b>	<b>(83)</b>

### 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.

	2023/24 £000	2024/25 £000
<b>Balance at 1 April</b>	<b>453</b>	<b>459</b>
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	6	(29)
Adjustment for depreciation of Right of Use asset	-	(112)
Adjustment for Principal Repayment of the IFRS16 Lease Liability	-	108
<b>Balance 31 March</b>	<b>459</b>	<b>426</b>

## Note 18 (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 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.

<b>Balance at 1 April</b>	(130)	(164)
Remeasurements of the net defined benefit (liability)/asset	(113)	142
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	(458)	(462)
Employer's pensions contributions and direct payments to pensioners payable in the year	537	308
<b>Balance at 31 March</b>	<b>(164)</b>	<b>(176)</b>

### Note 19 External Audit Costs

The agreed external audit fee for 2024/25 was £0.011m for work undertaken in accordance with the Code of Audit Practice (2023/24 £0.013m).

**Note 20 Cashflow – Analysis of Net Deficit on the provision of services for non cash movements**

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
Depreciation/Impairment charges	1	(146)
Pension Liability	79	(154)
Increase/(Decrease) in Debtors	(47)	32
Decrease in Revenue Creditors	(112)	135
	<u>(79)</u>	<u>(133)</u>

**Note 21 Requisition and Grant Income**

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

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
Credited to Requisitions and Non Specific Grant Income:		
Requisition from Aberdeen City Council	(1,952)	(1,947)
Requisition from Aberdeenshire Council	(2,255)	(2,249)
Requisition from Moray Council	(827)	(826)
Total	<u>(5,034)</u>	<u>(5,022)</u>
Returned to constituent authorities:		
Aberdeen City Council	173	114
Aberdeenshire Council	200	134
Moray Council	74	49
Total	<u>447</u>	<u>297</u>
Total Requisition and Grant Income	(4,587)	(4,725)

## **Note 22 Leases**

### **Board as Lessee**

The Board has adopted IFRS16 Leases from 1 April 2024. The Board pays Aberdeenshire Council for the rental of their offices within Woodhill House, previously under the terms of an operating lease. The amount paid in 2024/25 was £0.0125m (£0.125m in 2023/24).

Under IFRS16 where a lease contains a “right of use asset” they are now recognised on the balance sheet as a right of use assets with corresponding lease liabilities. The lease rentals comprise principal and interest elements. The principal element is applied to reduce the outstanding obligation and the interest element is charged to revenue on a straight line basis over the terms of the lease.

## **Note 23 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 21. The Board also made payments to the constituent authorities in the normal course of business. The amounts are detailed below.

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
Aberdeen City Council	61	65
Aberdeenshire Council	192	342
Moray Council	115	124

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

Aberdeen City Council	173	114
Aberdeenshire Council	207	138
Moray Council	160	139

## **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 24 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 pension liabilities and cash has to be generated to meet actual pension payments as they eventually fall due.

## **Note 24 (continued)**

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 24 (continued)****COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT**

	<b>2023/24</b>	<b>2024/25</b>
	<b>£000</b>	<b>£000</b>
<b>Cost of Services:</b>		
Past Service Cost	0	0
Current Service Cost and administration expenses	464	460
<b>Financing and Investment Income and Expenditure:</b>		
Net Interest Expense	(6)	2
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	458	462
<b>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement.</b>		
Remeasurement of the Net Defined Benefit Liability comprising:		
Expected return on pension fund assets	(412)	375
Actuarial (gain)/loss on financial assumptions	665	(3,625)
Effect of Asset Ceiling	(140)	3,108
<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement.</b>	113	(142)
<b>MOVEMENT IN RESERVES STATEMENT</b>		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	458	462
<b>Actual amount charged against requisitions for pensions in the year</b>	537	308

## Note 24 (continued)

### Pensions Assets and Liabilities Recognised in the Balance Sheet

The change in the net pensions asset 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 2024	31 March 2025
	£000	£000
Present value of the funded defined benefit obligation	(29,337)	(26,550)
Present value of the unfunded defined benefit obligation	(164)	(176)
Total present value of the defined benefit obligation	(29,501)	(26,726)
Fair value of plan assets	40,081	40,928
IFRIC 14 Asset Ceiling Adjustment	(10,744)	(14,378)
<b>Net liability arising from defined benefit obligation</b>	<b>(164)</b>	<b>(176)</b>

The Board has applied the asset ceiling test as prescribed by IFRIC 14 which limits the measurement of the defined benefit asset to the 'present value of economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan.' The pension asset can be recognised as the lower of the net pension asset or the present value of any economic benefits available. The Board's actuaries undertook this assessment and the asset value in the accounts has reduced as the present value of the benefits available were lower than the pension asset. The net liability arising from the unfunded defined benefit obligation remains as there is no right to offset this.



**Note 24 (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:

	<b>31 March 2024</b>	<b>31 March 2025</b>
	<b>£000</b>	<b>£000</b>
<b>1 April</b>	(28,165)	(29,501)
Current Service Cost	(453)	(460)
Interest on pension liabilities	(1,353)	(1,421)
Remeasurements:		
Experience loss	(1,016)	391
Gain on financial assumptions	0	3,582
Gain on demographic assumptions	351	(348)
Contributions by scheme participants	(174)	(154)
Benefits Paid	1,309	1,185
Past Service Cost	0	0
<b>31 March</b>	<b>(29,501)</b>	<b>(26,726)</b>

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:

	<b>31 March 2024</b>	<b>31 March 2025</b>
	<b>£000</b>	<b>£000</b>
<b>1 April</b>	38,411	40,081
Interest on plan assets	1,867	1,945
Remeasurements (assets)	412	(375)
Administration expenses	(11)	0
Employer Contributions	537	308
Contributions by scheme participants	174	154
Benefits Paid	(1,309)	(1,185)
<b>31 March</b>	<b>40,081</b>	<b>40,928</b>

## Note 24 (continued)

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

	Fair Value of Plan Assets 2023/24	%	Fair Value of Plan Assets 2024/25	%
	£000		£000	
<b>Equity Securities:</b>				
Consumer	-		-	
Manufacturing	-		-	
Energy and Utilities	-		-	
Financial Institutions	-		-	
Health and Care	-		-	
Information Technology	-		-	
Other	23,188.0	58%	22,535.4	55%
<b>Debt Securities:</b>				
Corporate Bonds (investment)	-		-	
Corporate Bonds (non-investment)	-		-	
UK Government	2,236.0	6%	2,597.1	6%
Other	-		559.7	1%
<b>Private Equity:</b>				
All	-		2,884.9	7%
<b>Real Estate:</b>				
UK Property	2,483.0	6%	2,750.8	7%
Overseas Property	-		165.1	1%
<b>Investment Funds and Unit Trusts:</b>				
Equities	-		-	
Bonds	-		4,400.4	11%
Hedge Funds	-		-	
Commodities	-		-	
Infrastructure	621.0	1%	3,327.1	8%
Other	10,468.0	26%	-	
<b>Derivatives:</b>				
Inflation	-		-	
Interest Rate	-		-	
Foreign Exchange	-		-	
Other	-		786.5	2%
<b>Cash and Cash Equivalents:</b>				
All	1,085.0	3%	921.0	2%
<b>Total Assets</b>	<b>40,081.0</b>		<b>40,928.0</b>	

## Note 24 (continued)

### Basis for Estimating Assets and Liabilities

The most recent valuation was carried out as at 31 March 2024 and has been updated by Hymans Robertson LLP, independent actuaries to the North East Scotland Pension Fund, in order to assess the liabilities of the Fund as at 31 March 2025. 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 2024	31 March 2025
Financial assumptions:		
Discount rate	4.90%	5.80%
Rate of increase in salaries	4.20%	4.30%
Rate of increase in pensions	2.80%	2.80%
Rate of CPI inflation	2.70%	2.80%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	20.7	20.9
Women	23.0	23.3
Longevity at 65 for future pensioners:		
Men	22.0	22.2
Women	24.8	25.1

### Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonable possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant.

The sensitivities regarding the principal assumptions used to measure the scheme obligations are set out below.

	Approximate % increase to Employer	Approximate Monetary Amount (£000)
<u>Change in assumptions at 31 March 2025:</u>		
0.1% decrease in Real Discount Rate	2%	425
1 year increase in member life expectancy	4%	1,069
0.1% increase in the Salary Increase Rate	0%	50
0.1% increase in the Pension Increase Rate	1%	386

## **Note 24 (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 2023 and the results indicate that overall the assets represented 128% 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 2025, with March 2024 in brackets were: equity securities 55% (58%), debt securities 7% (6%), private equity 7% (0%), real estate 8% (6%), investment funds and unit trusts 19% (27%), derivatives 2% (0%) and cash/cash equivalents 2% (3%). 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 2023 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 15 years and have maintained an employer contribution rate requirement of 10.1% 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 2026 to determine a funding level and set the rates for 2027/28 onwards.

The projected employer contributions expected to be made to the Local Government Pension Scheme in the year to 31 March 2026 is £0.285m.

The weighted average duration of the liabilities for scheme members at the 31 March 2023 valuation is 15 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.