

## **Notice of Meeting and Agenda Clyde Muirshiel Park Authority Joint Committee.**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 19 June 2020	11:30	Remotely by BT Conference Call,

KENNETH GRAHAM  
Clerk

### **Membership**

Councillor Audrey Doig: Councillor Andy Doig: Councillor Tom Begg and Councillor Bill Binks (Renfrewshire Council): Councillor Innes Nelson and Councillor David Wilson (Inverclyde Council): and (vacant position) and Councillor Todd Ferguson (North Ayrshire Council).

Councillor Audrey Doig (Chair): Councillor David Wilson (Vice Chair): vacant position (Vice Chair).

### **Members of the Press and Public**

Members of the press and public wishing information in relation to this meeting should contact Elaine Currie, [elaine.currie@renfrewshire.gov.uk](mailto:elaine.currie@renfrewshire.gov.uk)

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minute of Joint Committee</b>  | <b>3 - 8</b>   |
|          | Minute of meeting of the Joint Committee held on 14 February 2020.                              |                |
| <b>2</b> | <b>Financial Outlook 2020/21</b>  | <b>9 - 14</b>  |
|          | Report by Treasurer.  |                |
| <b>3</b> | <b>Clyde Muirshiel Regional Park: Lockdown Activity</b>   | <b>15 - 18</b> |
|          | Report by Interim Park Co-ordinator.  |                |
| <b>4</b> | <b>Unaudited Annual Accounts 2019/20</b>  | <b>19 - 56</b> |
|          | Report by Treasurer.  |                |
| <b>5</b> | <b>Internal Audit Annual Report 2019/20</b>   | <b>57 - 68</b> |
|          | Report by Chief Auditor.  |                |
| <b>6</b> | <b>Date of Next Meeting</b>   |                |
|          | Note that the next meeting of the Joint Committee will be held at 11.30 am on 4 September 2020. |                |



## Minute of Meeting Clyde Muirshiel Park Authority Joint Committee.

Date	Time	Venue
Friday, 14 February 2020	11:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Audrey Doig, Councillor Andy Doig, Councillor Tom Begg and Councillor Bill Binks (all Renfrewshire Council); and Councillor David Wilson and Councillor Innes Nelson (both Inverclyde Council).

### Chair

In the absence of a Chairperson, Councillor Wilson, Vice Chair, presided.

### In Attendance

F Carswell, Interim Park Co-ordinator, F Carlin, Head of Planning and Housing Services (Lead Officer), A MacArthur, Head of Finance, S Jones, Assistant Regeneration Manager, M Ball, Principal Accountant (Managing Accounting) and E Currie, Senior Committee Services Officer (all Renfrewshire Council); and P Bonfanti, Auditor (Audit Scotland).

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

### Additional Items

The Vice Chair intimated that there were additional items of business in relation to North Ayrshire Council and Rigghill Wind Farm, Skelmorlie which had not been included in the notice calling the meeting. The Vice Chair, being of the opinion that the items which are dealt with at items 3 and 11 below, were urgent in view of the need to advise members of the position, authorised their consideration.

## **1 Minute of Joint Committee**

There was submitted the Minute of the meeting of the Joint Committee held on 6 September 2019.

**DECIDED:** That the Minute be approved.

## **2 Minute of Consultative Forum**

There was submitted the Minute of the meeting of the Consultative Forum held on 6 September 2019.

**DECIDED:** That the Minute be noted.

## **Sederunt**

Councillor Andy Doig entered the meeting prior to consideration of the following item of business.

## **3 North Ayrshire Council**

The Lead Officer advised that at a meeting held on 12 February 2020 North Ayrshire Council considered a report which sought approval to withdraw from Clyde Muirshiel Regional Park.

At the meeting it had been agreed that North Ayrshire Council would serve notice to withdraw from Clyde Muirshiel Regional Park Joint Committee and that officers would agree the date of North Ayrshire's withdrawal from the Joint Committee with Renfrewshire and Inverclyde Councils.

**DECIDED:** That the decision taken by North Ayrshire Council be noted.

## **4 Revenue Budget Monitoring**

There was submitted a revenue budget monitoring report by the Treasurer in respect of the Joint Committee for the period 1 April 2019 to 3 January 2020.

The report intimated that gross expenditure was currently £19,000 underspent and income was currently £5,000 over-recovered resulting in a net underspend of £24,000. The projected year end position showed an increase to the general reserve of £17,500.

At the meeting of the Joint Committee held on 21 June 2019 it was decided that the one-off costs for the early release of staff, estimated to be £68,761, would be funded by utilising £20,000 of reserves with the remaining balance being funded by constituent authorities in proportion to the requisition level in 2017/18. It was noted that the actual one-off costs were £73,250 and that due to the projected year end underspend the additional costs would be met from the current year revenue budget.

**DECIDED:** That the report be noted

## 5 Revenue Estimates 2020/21

Under reference to item 4 of the Minute of the meeting of this Joint Committee held on 21 June 2019 there was submitted a report by the Treasurer relative to the revised revenue estimates for 2020/21 and associated requisitions, a copy of which were appended to the report.

The report intimated that revised revenue estimates for 2019/20 had been agreed at the meeting of the Joint Committee held on 21 June 2019 following the outcome of a service review and associated voluntary redundancy exercise.

The general financial environment in which the Park Authority and constituent authorities operated continued to be characterised by cost and income pressures and the Park Authority had a demonstrable history of seeking operational savings and alternative income sources to ensure financial sustainability.

However, the level of requisition income available from constituent authorities had been reducing in recent years, most significantly in the case of North Ayrshire Council who had intimated that it would not be in a position to make any requisition payment in 2020/21. Given this position, and the impact this loss of income would have on the already pressured financial position of the Park, budget estimates for a single year only had been outlined in this report, with the expectation that an updated financial outlook would be presented to the next meeting of the Joint Committee to be held on 19 June 2020.

The report provided information on the revised expenditure forecast constructed on the basis of the budget assumptions detailed in the report; the level of revised requisition in 2020/21; and the savings required in 2020/21 in order for the Park Authority to break even.

The report proposed that in order to continue park operations in the coming months, the Joint Committee agree to the utilisation of up to £30,000 of reserves for the period to the end of June 2020, at which point a further update with regards the financial outlook for the Park would be considered by the Joint Committee.

The Interim Park Co-ordinator and Lead Officer would continue to control expenditure on a 'bottom line' basis and any significant factors which affected either expenditure or income would be reported to the Joint Committee at the earliest opportunity.

### **DECIDED:**

(a) That the revenue estimates of the Joint Committee for 2020/21, as detailed in the appendix to the report, be approved and that the requisitions payable by each constituent authority, as detailed in paragraph 4.3 of the report, be agreed;

(b) That the utilisation of reserve balances to meet the projected funding gap over the period to the end of June 2020, as detailed in paragraph 4.5 of the report, be approved; and

(c) That it be noted that an updated financial outlook would be developed and submitted to the next meeting of the Joint Committee to be held on 19 June 2020.

## **6 Audit Scotland Annual Audit Plan 2019/20**

There was submitted a report by Audit Scotland relative to the annual audit plan 2019/20 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2019/20 financial year. A copy of the annual audit plan was appended to the report.

**DECIDED:** That Audit Scotland's annual audit plan 2019/20 be noted.

## **7 Pricing Policy for Clyde Muirshiel Regional Park**

There was submitted a report by the Interim Park Co-ordinator relative to the proposed pricing policy for Clyde Muirshiel Regional Park for 2020, a copy of which was appended to the report.

The report intimated that prices were benchmarked and reviewed annually. A concession rate was provided for most activities to allow young people and disadvantaged groups access to services.

The outdoor learning activities provided by the Countryside Ranger Service was currently supported through the Park's core funding. In pursuit of best value, the report proposed that a new pricing policy for ranger led services be piloted in 2020 to enable a more efficient deployment of resources and to allow the service to respond to known peaks in demand.

**DECIDED:**

(a) That the pricing policy for 2020 be supported; and

(b) That the continued efforts to develop services and increase income from all sectors be recognised.

## **8 Clyde Muirshiel Regional Park Annual Report 2018/19**

There was submitted a report by the Interim Park Co-ordinator relative to the Clyde Muirshiel Regional Park Annual Report 2018/19, a copy of which was appended to the report.

The annual report provided a summary of outputs and achievements for the year in alignment with the approved Park Strategy and Action Plan 2016/21.

**DECIDED:**

(a) That the content of the Clyde Muirshiel Regional Park Annual Report 2018/19 be noted; and

(b) That the continued efforts to provide services effectively and efficiently be recognised.

## **9 Quarterly Health and Safety Report**

There was submitted a report by the Interim Park Co-ordinator providing information on the quarterly health and safety monitoring for the period July to September 2019.

The report intimated that there had been no RIDDOR reportable accidents. It was noted that staff continued to work with Renfrewshire Council Health and Safety officers to align its health and safety policies, plans and accident prevention programmes with those currently in use within Renfrewshire Council.

**DECIDED:** That it be noted that there had been no RIDDOR reportable accidents during the period.

## **10 Quarterly Absence Statistics**

There was submitted a report by the Interim Park Co-ordinator relative to the quarterly absence statistics for the period 24 June to 22 September 2019.

The report provided information relating to the absence statistics and reasons for absence.

**DECIDED:** That the quarterly absence statistics for the period 24 June to 22 September 2019 be noted.

## **11 Rigghill Wind Farm**

Councillor Nelson advised that this matter had been discussed at the earlier meeting of the Consultative Forum when it had been decided that the Consultative Forum would submit a formal objection to North Ayrshire Council in connection with the planning application for Rigghill Wind Farm, Skelmorlie.

Councillor Nelson proposed that the Joint Committee also submit a formal objection to North Ayrshire Council in connection with the planning application for Rigghill Wind Farm, Skelmorlie and this was agreed unanimously. It was then proposed that members of the Joint Committee advise Councillor David Wilson, Vice Chair of the Joint Committee and Councillor Audrey Doig, Renfrewshire Council of the grounds for refusal they wished included in the objection for submission to North Ayrshire Council. This was agreed unanimously.

### **DECIDED:**

(a) That the Vice Chair submit a formal objection to North Ayrshire Council, on behalf of the Joint Committee, in connection with the planning application for Rigghill Wind Farm, Skelmorlie; and

(b) That members of the Joint Committee advise Councillor David Wilson, Vice Chair of the Joint Committee and Councillor Audrey Doig, Renfrewshire Council of the grounds for refusal they wished included in the objection for submission to North Ayrshire Council.

## **12 Date of Next Meeting**

### **DECIDED:**

- (a) That it be noted that the next meeting of the Joint Committee would be held at 11.30 am on 19 June 2020 in the offices of North Ayrshire Council; and
- (b) That members be advised if the venue for the meeting required to be changed.

**CLYDE MUIRSHIEL PARK AUTHORITY**

**To:** Joint Committee

**On:** 19 June 2020

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**Report by:** The Treasurer

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**Heading:** Financial Outlook 2020/21

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**1. Summary**

- 1.1 The following report has been prepared by the Park Treasurer to update the Joint Committee with regards the financial position of the Park Authority.
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**2 Recommendations**

- 2.1 It is recommended that members:

- (a) Note the financial outlook, and that this outlook is subject to considerable volatility as the impact of the Coronavirus pandemic on Park activities evolves
  - (b) approve the utilisation of reserve balances to meet the projected funding gap as outlined in paragraph 4.5.
  - (c) note that further financial support from member councils may be required in order for the Park Authority to remain financially sustainable in 2020/21.
  - (d) note that further updates will be provided to future meetings of the Joint Committee
- 

**3 Background**

- 3.1 The Annual Revenue Estimates for 2020/21 were agreed by the Joint Committee in February 2020; at which point it was also agreed that an updated financial outlook would be provided to the Joint Committee in light of

the significant reduction in requisition income in order for officers to assess what actions were required to ensure the park operations remain sustainable.

- 3.2 The revenue estimates agreed reflected the continuing of park operations as normal but recognised that the reduction in requisition income presented a challenging financial environment; with a deficit of £82,000 being forecast.
- 3.3 Since the revenue estimates were agreed, services delivered in the Park have been severely affected by the Coronavirus pandemic. Park staff continue to carry out essential work recognising the restrictions placed on them in terms of social distancing and limited movement; but organised activities and commercial operations have ceased. This has a significant financial impact – in effect no commercial income is being generated. Commercial income is crucial to the financial sustainability of the Park and accounts for nearly half of the Park Authority's income.
- 3.4 The impact on park operations from the pandemic and associated lockdown restrictions will continue to evolve as the government's advice also evolves; however it is clear that restrictions on movement and social distancing are likely to remain in place for some time. The summer season is critical for the park in terms of activities and income generation with the majority of income being generated during this period, therefore it is not an unrealistic proposition that no or very limited commercial income will be generated in 2020/21.
- 3.5 The Park Coordinator is working closely with the Treasurer and the finance team to as far as possible mitigate ongoing costs in order to try and address the financial gap expected. This position will continue to be closely monitored with updates provided to the Joint Committee at future meetings.

#### **4 Budget Forecast**

- 4.1 A potential "pessimistic" expenditure forecast has been constructed (see Appendix 1) on the basis of the following assumptions:-
  - No commercial income being generated in 2020/21
  - Staff costs have been adjusted to reflect limited park activities ie core staff costs are included but no overtime or seasonal staff costs are expected
  - Non-pay costs have been adjusted and mitigated where possible eg food provisions costs are reduced as there is no café services operating
  - Council requisition income remains as per the agreed revenue estimates
- 4.2 The agreed revenue estimates forecast a deficit of £82,400; with the Joint Committee agreeing the use of reserves up to £30,000 in advance of this updated financial outlook. The impact of Coronavirus is expected to increase the forecast deficit to £166,700 based on the above assumptions. While this forecast is deliberately pessimistic in order that the Park has a clear view of the potential financial position, it is not implausible.

- 4.3 It is possible that given the recent publication by the Scottish Government of a “routemap” for restrictions potentially being lifted that some element of activities may still be possible and income generation may recommence, this is at this stage difficult to forecast.
- 4.4 The unaudited annual accounts for 2019/20 confirm a reserves balance of £112,000 as at 31 March 2020. This amount is insufficient to meet the potential deficit forecast above. The Park Coordinator and the Treasurer will continue to examine all options for cost mitigation and income generation in the coming weeks, including the investigation of existing project balances as to whether these balances (reflected as creditors in the annual accounts) may be released to support the financial position. However, it is possible that additional financial support from requisitioning councils will be required in order to allow the Park Authority to remain financially sustainable. Any significant factors which affect either expenditure or income would be reported to Members at the earliest opportunity.
- 4.5 In the interim, authority is requested to allow the use of reserves and provisions to their full extent in order to ensure the continuation of park operations.



## Clyde Muirshiel Park Authority

## Revised Revenue Estimates for 2020/21

	Approved February 2020/21 £	COVID-19 Adjustments 2020/21 £	Recommended 2020/21 £
<b>Expenditure</b>			
Employee costs	587,200	(147,400)	439,800
Property Costs	36,900	(11,500)	25,400
Supplies & Services	132,900	(90,800)	42,100
Contractors	12,500	-	12,500
Transport	32,500	(2,500)	30,000
Administration Costs	62,800	(11,600)	51,200
Payments to Other Bodies	1,800	-	1,800
<b>Total Budgeted Expenditure</b>	<b>866,600</b>	<b>(263,800)</b>	<b>602,800</b>
<b>Income</b>			
Shop Retail Income	157,700	(157,700)	-
Sales, fees & charges	180,000	(180,000)	-
Other Income	10,900	(10,400)	500
Total Generated Income	348,600	(348,100)	500
<b>Requisition Payable by Member Councils</b>			
Renfrewshire	311,000	-	311,000
Inverclyde	124,600	-	124,600
North Ayrshire	-	-	-
<b>Total Budgeted Income</b>	<b>784,200</b>	<b>(348,100)</b>	<b>436,100</b>
<b>Budgeted (Surplus)/Deficit for Year</b>	<b>82,400</b>	<b>84,300</b>	<b>166,700</b>



# Clyde Muirshiel Park Authority



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**To: Joint Committee**

**On: 19 June 2020**

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**Report by: Clyde Muirshiel Regional Park, Park Coordinator**

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**Heading: CMRP – Lockdown Activity**

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## **1. Summary**

- 1.1 This report seeks to provide the Joint Committee with an update on activity during the current lockdown due to the Covid-19 pandemic.
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## **2. Recommendations**

- 2.1 It is recommended that the Joint Committee notes this report.
- 

## **3. Background**

- 3.1 The Covid-19 pandemic has delivered unusual environmental benefits: cleaner air, lower carbon emissions and a respite for wildlife. This report highlights the effects of lockdown on the Park community and the natural environment.
- 3.2 Park staff have adapted to working from home or working remotely and continue to operate within current Government guidance on social distancing and good hygiene.
- 

## **4. Activity during lockdown**

- 4.1 All Regional Park facilities were closed to the public on 23 March 2020 and all education and leisure activity suspended. However, the open

spaces of the Regional Park remained a valuable outdoor resource for all those able to access these spaces on foot or by bike during lockdown

- 4.2 There are many stories of how people have had time to reflect and appreciate the benefits of accessing green spaces and engaging with wildlife through online platforms. Many people are taking a new interest in walking and cycling and appreciating the outdoors.
- 4.3 Wildlife is flourishing with highlights including ospreys fishing in the lochs, sightings of brown hares and otters, starlings nesting in the swift boxes and many bird species more clearly seen and heard. Roe deer are being seen more often in Parkhill Wood and at Muirshiel as there is less wildlife disturbance. There have also been new sites identified for butterflies including reported sightings of rare species which have not been officially sighted for 15 years.
- 4.4 Plant life is also flourishing and a change in management from strimming to scything will continue to benefit species diversity. More relaxed grass cutting regimes in parks and green spaces have resulted in impressive displays of wildflowers which are an important aspect of our biodiversity.
- 4.5 4000 native trees species are now planted at Muirshiel to replace the sitka spruce. This includes Scots pine, silver birch, downy birch, common alder, hazel, rowan and oak. The aspen, planted two years ago, are growing well. Close to Muirshiel, maintenance of the 850 planted juniper, aspen and eared willow has been completed. All these trees, along with blueberry and heather – create a ‘local’ wild upland. The work at Muirshiel is part of a 25 year woodland management plan.
- 4.6 Muirshiel Country Park is officially 50 years old this month, the oldest Country Park in Scotland. During lockdown Ranger staff are developing an online display of historical images and memories of the Park to celebrate 50 years of people working in and visiting Muirshiel.

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## **5. Conclusion**

- 5.1 During the lockdown the number of people and vehicles in the park have reduced considerably, resulting in nature thriving. With the closure of the visitor centre and suspension of all activity, there has been no income during this period. As we move into a phased road to recovery process the importance of our green spaces for our physical and mental wellbeing, outdoor learning and leisure activities are more

important than ever. In line with Government guidance, when appropriate, the services provided in the Park, including education and leisure activities will be delivered to meet the demand for outdoor activity.

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**Author:** Clyde Muirshiel Regional Park, Park Coordinator

**Date** 19 June 2020



**CLYDE MUIRSHIEL PARK AUTHORITY**

**To:** Joint Committee

**On:** 19 June 2020

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**Report by:** The Treasurer

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**Heading:** Unaudited Annual Accounts 2019/20

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## **1. Summary**

- 1.1. The Annual Accounts for the year ended 31 March 2020 will be submitted to Audit Scotland in advance of the statutory deadline of 30 June 2020 and a copy is attached for consideration.
  - 1.2. The Joint Committee has ended the 2019/20 financial year with a surplus of £14,191 for the financial year 2019/20, compared to a budgeted deficit of £20,000; resulting in an underspend of £34,191.
  - 1.3. The Management Commentary within the accounts provides an overview of the Committee's financial performance during 2019/20, along with the outlook for the future.
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## **2. Recommendations**

- 2.1 The Joint Committee is asked to:
    - a) Consider the Unaudited Annual Accounts for 2019/20;
    - b) Approve the Annual Governance Statement (pages 7-9); and
    - c) Note the final budget monitoring position for 2019/20.
- 

## **3. Background**

- 3.1. The Local Authority Accounts (Scotland) Regulations 2014 require the Committee to prepare and publish a set of accounts, including an annual governance statement, by 30 June each year.
- 3.2. The unaudited accounts are then required to be formally considered by the Committee no later than 31 August and the Annual Governance Statement should be formally approved at this time.

- 3.3. In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the Unaudited Annual Accounts have been signed only by the Treasurer as proper officer.
- 3.4. The accounts are then subject to external audit by the Committee's appointed auditor, Audit Scotland, by 30 September. The 2019/20 Audited Annual Accounts are scheduled to be presented to the Joint Committee on 4 September 2020 for approval and signing by the Chair, the Lead Officer and the Treasurer, in accordance with the regulations.
- 3.5. The Comprehensive Income and Expenditure Statement on page 12 shows an accounting Deficit on the provision of Services of £91,784.
- 3.6. The Expenditure and Funding Analysis on page 15 shows how this differs from the budgetary surplus of £34,191 due to accounting adjustments for pension costs, capital charges and the statutory employee leave accrual.
- 3.7. The Balance Sheet on page 14 of the Annual Accounts shows an increase in net worth of £370,216 compared to last year, which is largely driven by the movement in the pension liability. This is explained further in the Management Commentary within the accounts.

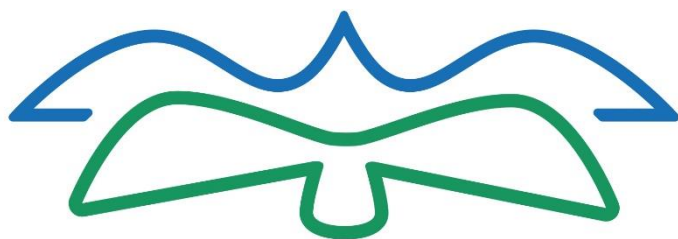
**CLYDE MUIRSHIEL PARK AUTHORITY**  
**REVENUE BUDGET MONITORING STATEMENT 2019/20**  
**1st April 2019 to 31st March 2020**

Description	Approved Annual Budget	Full Year Actual	Variance	
	£000's	£000's	£000's	
Employee Costs	644	651	(7)	overspend
Premises Related	38	45	(7)	overspend
Supplies and Services	186	181	5	underspend
Transport Costs	36	33	3	underspend
Support Services	38	41	(3)	overspend
Transfer Payments	2	2	(0)	breakeven
<b>GROSS EXPENDITURE</b>	<b>944</b>	<b>953</b>	<b>(9)</b>	<b>overspend</b>
Contributions from Local Authorities	(547)	(547)	0	breakeven
Other Income	(377)	(420)	43	over-recovery
<b>GROSS INCOME</b>	<b>(924)</b>	<b>(967)</b>	<b>43</b>	<b>over-recovery</b>
<b>TRANSFER (TO)/FROM RESERVES</b>	<b>20</b>	<b>(14)</b>	<b>34</b>	<b>underspend</b>

	<b>£000s</b>
Opening Revenue Reserve at 1 April 2019	<b>(98)</b>
Budgeted Draw Down from Reserves	20
Projected Year End Variance	(34)
<b>Closing Revenue Reserve at 31 March 2020</b>	<b>(112)</b>

Note that the Supplies and Services and Other Income vary to the figures shown in the Management Commentary due only to reclassification in the Annual Accounts; there is no change to the surplus for the year.





# Clyde Muirshiel

## REGIONAL PARK

# Unaudited Annual Accounts 2019/20



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# Management Commentary

## Introduction

The purpose of the Management Commentary is to present an overview of Clyde Muirshiel Regional Park Authority's financial performance during the year 2019/20 and to help readers understand its financial position at 31 March 2020. In addition, it outlines the main risks and uncertainties facing Clyde Muirshiel Regional Park Authority (the Park) for the financial year 2019/20 and beyond.

## Background

The Clyde Muirshiel Regional Park Authority is managed by a joint committee of eight councillors drawn from the three participating authorities of Renfrewshire, Inverclyde, and North Ayrshire Councils. The Park covers 281 square kilometres of

countryside and organises and manages conservation, recreation and tourism activities within the regional park.

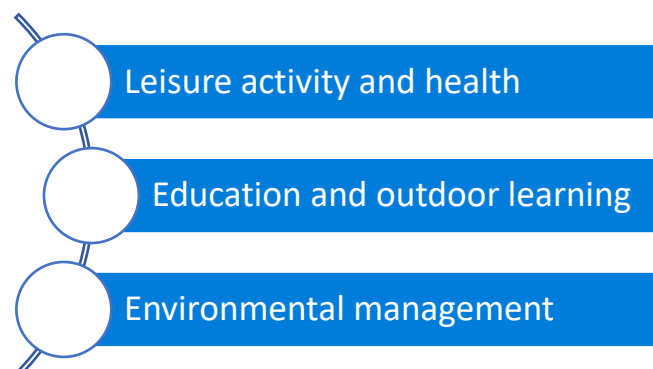
Its goals are:

- to conserve and enhance the natural beauty, biodiversity and cultural heritage of Clyde Muirshiel Regional Park
- to encourage and enable learning, understanding and enjoyment of Clyde Muirshiel Regional Park
- to promote and foster environmentally sustainable development for the social and economic well-being of the people and communities within the Clyde Muirshiel Regional Park area.

North Ayrshire Council	Inverclyde Council	Renfrewshire Council
Todd Ferguson Donald Reid (until 16/08/19)	David Wilson (Vice Chair) Innes Nelson	Audrey Doig from 05/12/19 (Chair from 27/02/20) Andy Steel until 05/12/19 (Chair until 05/12/19) Tom Begg Bill Binks Andy Doig

## Strategy

Clyde Muirshiel Regional Park Strategy and Action Plan was approved by the Joint Committee in September 2016. This document sets out three priorities which focus activity in the Park over a period of five years. The priorities are:



These strategic priorities sit within the wider aspirations of the constituent authorities that comprise the Joint Committee, particularly in relation to inclusion, health and wellbeing and skills development.

The associated Action Plan sets out the objectives for each priority and a series of actions to be delivered over life of the strategy. The actions are grouped into short, medium and long term and inform the Park's annual workplan. Currently, all actions are either complete or on track.

A copy of the Park Strategy and Action Plan 2016-2021 can be found at the following link:  
[www.renfrewshire.gov.uk/Agendas and Minutes/Meetings/2 Sep 2016](http://www.renfrewshire.gov.uk/Agendas%20and%20Minutes/Meetings/2%20Sep%202016)

## The Park Workplan

The Park produces an annual workplan which sets out how it will meet its strategic aims. Staff resource is allocated in line with these aims and service demand.

Looking ahead, the Park will continue to build on the suite of projects and events currently being delivered to raise the Park's profile. The Park will also look to maximise income generation and secure further external funding to deliver projects to meet the strategic aims.

## Performance

For a full analysis of the Committee's performance please see the Clyde Muirshiel Regional Park Annual Report 2018/19, which was presented to the Committee on the 14 February 2020.

This can be found at the following link:

[www.renfrewshire.gov.uk/Agendas and Minutes/Meetings/14 Feb 2020](http://www.renfrewshire.gov.uk/Agendas%20and%20Minutes/Meetings/14%20Feb%2020)

The 2019/20 Clyde Muirshiel Regional Park Annual Report is currently underway, however a few highlights during the year include:

- around 620,00 people visited the Park;
- around 5,800 attended Ranger facilitated events and activities;
- around 2,600 young people took part in outdoor learning and eco schools activity;
- it was year 2 of for ospreys nesting in the Regional Park, with one pair successfully raising 3 osprey chicks.

## Primary Financial Statements

The Annual Accounts are prepared in accordance with the International Accounting Standards Board Framework for the Preparation and Presentation of Financial Statements as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom (the Code). Under Section 106 of the Local Government (Scotland) Act 1973, joint committees are classed as local authorities.

The Annual Accounts summarise the Park's transactions for the year and its year-end position at 31 March 2020. The Primary Financial Statements include the Comprehensive Income and Expenditure Statement (CIES), the Movement in Reserves Statement (MIRS) and the Balance Sheet.

These statements are accompanied by Notes to the Accounts, which provide more details on the figures shown in the statements and set out the Accounting Policies adopted by the Park.

The cash balance at 31 March 2020 of £1,700 in the Balance Sheet represents petty cash held by officers of the Park.

## Financial Performance

### Revenue

The Comprehensive Income and Expenditure Statement on page 12 summarises the total costs of providing services and the income available to fund those services.

Excluding accounting adjustments relating to pensions and short-term accumulating absences, the Park Authority has returned a surplus of £14,191 for the financial year 2019/20, compared to a budgeted deficit of £20,000; resulting in an underspend of £34,191. The difference between the employee costs figure below and the figure reported in the Comprehensive Income and Expenditure statement is

due to accounting adjustments for pension costs (£109,000) and accrued employee benefits (£9,030).

The overspend in Employee Costs is due to one-off VR/VER costs that have been recovered within Other Income (£48,761). Excluding this, Employee Costs would have been underspent due to various vacancies during the year and a reduction in casual and overtime hours due to reduced activities.

The Supplies and Services and Transport Costs underspends are due to the careful management of the individual budgets within these categories. This is offset by an overspend in utility costs within the Premises category.

Included in the Supplies and Services expenditure is the cost for a tractor. This is detailed in Note 8: Plant and Equipment, per below.

The under recovery within Sales, Fees and Charges results from a reduced volume of activities, café and shop income. This has partly been offset by the vacancies mentioned above.

Other Income is over-recovered due to the funding received from the Semple Stories project (£15,535), funding levered in for project expenditure as well as a one-off recovery of VR/VER costs, as previously mentioned.

A summary of the outturn position against the agreed budget is shown below:

	Budget £	Actual £	Variance £
Employee Costs	644,263	650,885	(6,622)
Premises Related	37,900	44,610	(6,710)
Supplies and Services	185,500	180,606	4,894
Transport Costs	36,000	32,586	3,414
Support Services	37,900	40,994	(3,094)
Transfer Payments	2,137	2,313	(176)
<b>Total Expenditure</b>	<b>943,700</b>	<b>951,994</b>	<b>(8,294)</b>
Requisition Income	(546,500)	(546,500)	0
Sales, Fees and Charges	(345,100)	(293,958)	(51,142)
Other Income	(32,100)	(125,727)	93,627
<b>Total Income</b>	<b>(923,700)</b>	<b>(966,185)</b>	<b>42,485</b>
<b>(Surplus)/Deficit for Year</b>	<b>20,000</b>	<b>(14,191)</b>	<b>34,191</b>

## The Balance Sheet at 31 March 2020

The Balance Sheet sets out the total net worth of the Park at a snapshot in time. When comparing the net worth of the Park at 31 March 2020 to that of the prior year, an overall increase in net worth of the organisation of £0.370m can be seen. This is primarily due to the decrease in pension liability explained below.

## Net Pension Position

The disclosure requirements for pension benefits under IAS19 are detailed at Note 16: Retirement Benefits. The appointed actuaries have confirmed a net deficit position of £0.256m, representing an improvement of £0.337m in their assessment of the position of the pension fund. This can be attributed to a higher net discount rate which serves to reduce the value placed on the obligations (corporate bond yields

are at a similar level to 2019 but inflation expectations are significantly lower).

There is no further impact in 2019/20 relating to the McCloud/Sargeant case noted in last year's accounts, whereby transitional protections on implementation of the new pension benefit structure in 2015 for members close to retirement age are argued to be unlawful on the grounds of age discrimination. The 2018/19 impact was an additional £0.065m of pension liability.

The net deficit position of the pension reserve impacts on the net asset position of the Joint Committee as a whole, however the funding of these future liabilities will be met from future requisitions from members and as such the going concern assumption is valid.

The appointed actuaries remain of the view that the asset holdings of the Strathclyde Pension Scheme and the contributions from employees and employers provide sufficient security and income to meet future pension liabilities.

A further potential change to pension rules is outlined in Note 17: Contingent Liabilities and Assets on page 24; however, this has not been reflected in the pension liability reported in the Balance Sheet.

## Risks and Uncertainties

The general financial environment in which the Park and member authorities operate continues to be characterised by cost and income pressures, and the Park has a demonstrable history of seeking operational savings and alternative income sources to ensure financial sustainability.

North Ayrshire Council formally agreed on 12 February 2020 to withdraw from the Joint Committee. Under the minute of agreement a two year notice period is required, however the Council intimated that

they will not be in a position to make a requisition payment in 2020/21.

At the 14 February 2020 meeting of the Clyde Muirshiel Regional Park Authority Joint Committee, a temporary budget was approved, which utilises reserve balances as an interim measure to address the reduced requisition funding available.

Due to the current lockdown conditions imposed by the government in relation to the COVID-19 pandemic, the Park facilities closed in March 2020. The position is being kept under constant review to judge when services may resume in line with national government guidance; however, while facilities remain closed this has a significant effect on the finances of the Park. As an indication, if the Park remains closed until the end of June, the net loss for this period is likely to be in the region of £61,000.

## Outlook and Future Plans

The adopted Park Strategy and Action Plan seeks to build upon the strengths of the Park and make full use of its assets. The short, medium and long-term activities prescribed by the Action Plan will help simplify work streams, maximise customer benefits and capitalise on income generating opportunities for financial stability.

A review intended to modernise and streamline the Park's governance is currently underway. The aim is for the Park to be a more efficient and more proactive organisation, better poised to take advantage of opportunities to enhance its services once it re-opens.

The Park will remain receptive to change and embrace opportunities for improved ways of working while maintaining and gaining the full value of the landscape and natural environment that visitors across the constituent authorities and beyond enjoy at Clyde Muirshiel Regional Park.

## Conclusion

We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our thanks to all the staff involved for their continued hard work and support.

**Councillor Audrey Doig**  
Chair  
19 June 2020

**Alan Russell CPFA**  
Treasurer  
19 June 2020

**Fraser Carlin**  
Lead Officer  
19 June 2020

## Statement of Responsibilities for the Annual Accounts

### The Joint Committee's Responsibilities

The Joint Committee is required to:

- make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Joint Committee has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). The designated officer is Renfrewshire Council's Director of Finance and Resources, who is also the Treasurer of Clyde Muirshiel Park Authority;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- ensure that the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Joint Committee at its meeting on the 19 June 2020.

Signed on behalf of Clyde Muirshiel Park Authority:

**Councillor Audrey Doig**

Chair

19 June 2020

### The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Joint Committee'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 (the Accounting Code).

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation; and
- complied with the local authority Accounting Code (in so far as it is compatible with legislation).

The Treasurer has also:

- kept adequate accounting records that were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Joint Committee at the reporting date and the transactions of the Joint Committee for the year ended 31 March 2020.

**Alan Russell CPFA**

Treasurer

19 June 2020

# Annual Governance Statement

## Scope of Responsibility

Clyde Muirshiel Park Authority's Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Joint Committee also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Authority's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

## The Joint Committee's Governance Framework

The governance framework comprises the systems and processes, and culture and values, by which the Joint Committee is directed and controlled. It also describes the way it engages with, and accounts to its stakeholders.

The Joint Committee has also put in place a system of internal control designed to manage risk to a reasonable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Minute of Agreement between the member councils of the Joint Committee, setting out the arrangement for governance of the Park Authority;
- Clearly defined Procedural Standing Orders, Scheme of Delegation, Financial Regulations and Standing Orders Relating to Contracts. The financial regulations are currently being reviewed;
- Comprehensive business planning arrangements and continuous improvement arrangements including, setting key performance targets and developing work plans designed to achieve our corporate objectives. The Park Strategy 2016 – 2021, sets out the organisational objectives and the actions required to implement those objectives;
- Regular communication and engagement with stakeholders through the Consultative Forum and other local community groups;
- Regular review of performance and public performance reporting through the Annual Report;
- Comprehensive arrangements for monitoring health and safety;
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures;
- Arrangements to manage risk are included in the Park Authority Annual Work Plan, supported by a risk management framework and comprehensive risk register
- Clear customer complaints procedures;
- Comprehensive policies and procedures for data protection and information security;
- An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines.

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

The system includes:

- Financial management is supported by comprehensive financial regulations and codes;
- Comprehensive budgeting systems, and detailed guidance for budget holders;
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts;
- Setting targets to measure financial and other performance;
- The preparation of regular financial reports that indicate actual expenditure against the forecasts;
- The Chief Finance Officer is the Treasurer who complies with the CIPFA Statement on the Role of The CFO in Public Services.

With Renfrewshire Council being the lead authority, all financial transactions of the Joint Committee are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of Renfrewshire Council. This includes regular reviews by the Chief Auditor of Renfrewshire Council.

## Review of Effectiveness

Members and officers of the Joint Committee are committed to the concept of sound governance and the effective delivery of services and take into account comments made by internal and external auditors.

The effectiveness of the governance framework is reviewed annually by the Interim Park Co-ordinator /

Lead Officer using a self-assessment tool covering five key areas of governance:

- Service Planning and Performance Management;
- Internal Control Environment;
- Budgeting, Accounting and Financial Control;
- Risk Management and Business Continuity;
- Impact of coronavirus (COVID-19).

This self-assessment indicated that the governance framework is being complied with in all material respects, although it is acknowledged that reduced resources may impact on the control environment in the medium term.

The Park has successfully delivered operational efficiencies and accommodated reductions in financial requisitions. A revised staff structure has been implemented to provide strategic direction and a review of the Park's assets and activities has identified several opportunities to improve the Park's financial sustainability in the longer term. Measures taken include the voluntary release of staff in line with the revised staff structure, and the disposal of surplus assets, however the review remains ongoing in an effort to ensure the sustainability of park operations in the medium term.

The Joint Committee has previously agreed to revise the existing governance framework, including the Minute of Agreement and supporting governance documents. While this review was ongoing, North Ayrshire Council have formally intimated a decision to withdraw from the Joint Committee. This notice was received in February 2020. Under the existing Minute of Agreement, a notice period of 2 years is required when a member Council intimates a decision to withdraw.

The Joint Committee and the remaining two Councils are considering the implications for the Joint Committee in light of this development; with an intention that revised governance arrangements are agreed during the course of 2020/21.

This governance framework has been in place throughout the year. The outbreak of coronavirus (COVID-19) did not result in any changes to the governance arrangements for 2019/20, however there has been a significant operational and financial impact. The risk of social distancing continuing and its potential impact on the governance arrangements will be considered in the review outlined above and will continue to be monitored through robust risk management arrangements.

The Joint Committee's internal audit service operates in accordance with the Public Sector Internal Audit Standards. Internal Audit undertakes an annual

programme following an assessment of risk completed during the strategic audit planning process.

The Chief Auditor provides an annual report to the Joint Committee and an independent opinion on the adequacy and effectiveness of the system of internal control.

The Chief Auditor's annual assurance statement concluded that a reasonable level of assurance can be placed upon the adequacy and effectiveness of the Joint Committee's governance framework, risk management and internal control.

## Action Plan

Following consideration of the review of adequacy and effectiveness, the following action plan has been agreed to ensure continual improvement of the Joint Committee's governance.

Agreed action	Responsible person	Date
Review and update where necessary the existing governance framework, including the Minute of Agreement, in light of the decision of North Ayrshire Council to withdraw from the Joint Committee.	Head of Planning and Housing Services – Renfrewshire Council	March 2021

## Assurance

In conclusion, it is our opinion that the review of governance outlined above, together with the work of internal audit, any comments received from external audit and certification of assurance from the Interim Park Co-ordinator / Lead Officer provide sufficient evidence that the principles of good governance operated effectively and the Joint Committee complies with its governance arrangements in all material respects. Future actions arising from the review of governance arrangements will be taken as necessary to ensure the sustainability of Park operations.

**Councillor Audrey Doig**

Chair

19 June 2020

**Alan Russell CPFA**

Treasurer

19 June 2020

## Remuneration report

All information disclosed in the tables in this Remuneration Report will be audited by the council's appointed auditor, Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

## Remuneration policy for elected members

The Joint Committee makes no remuneration payment to any elected member, nor does it pay any expenses, fees, or allowances to elected members.

## Remuneration policy for senior employees

The Interim Park Co-ordinator started on 10 December 2018 and works 0.6FTE (full-time equivalent).

There are no Park Authority employees remunerated at Chief Officer salary scales.

The following table shows the relevant amounts, before tax and other deductions, paid to each of the persons named for the year to 31 March 2020, whether or not those amounts were actually paid to, or received by, those persons within that period.

2018/19 (restated) Total Salary, fees and allowances £	Name	Post Held	2019/20 Total Salary, fees and allowances £
7,531	Fiona Caswell	Interim Park Co-ordinator	25,916
<b>7,531</b>	<b>Total</b>		<b>25,916</b>

## Pension rights

Pension benefits for Joint Committee employees are provided through the Local Government Pension Scheme (LGPS).

From 1 April 2015, benefits are based on career average pay. Pension benefits are based on the pay received for each year in the scheme increased by the increase in the cost of living, as measured by the appropriate index (or indices). The scheme's normal retirement age is linked to the state pension age for each member.

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.

Tiered contribution rates on whole time pay 2019/20		Equivalent bandings for 2018/19
Up to £21,800	5.5%	Up to £21,300
£21,801 to £26,700	7.25%	£21,300 to £26,100
£26,701 to £36,600	8.5%	£26,100 to £35,700
£36,601 to £48,800	9.5%	£35,700 to £47,600
Over £48,801	12%	Over £47,601

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) pension for a lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49<sup>th</sup> of the pensionable pay for each year of membership, adjusted in line with the cost of living (prior to 2015 the accrual rate guaranteed a pension based on 1/60<sup>th</sup> of final pensionable salary).

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 total local government employment, not just that relating to their current post.

Name	Post Held	Accrued Pension Benefits				Pension Contributions made by Joint Committee	
		As at 31 March 2020		Change from 31 March 2019		2019/20	2018/19
		Pension	Lump Sum	Pension	Lump Sum		
		£000	£000	£000	£000	£000	£000
Fiona Carswell	Interim Park Co-ordinator	10	12	1	1	5	4

## Remuneration of Employees

In terms of the regulations, the Joint Committee is obliged to provide a statement of the number of employees whose remuneration, excluding pension contributions, was in excess of £50,000 during 2019/20, in bands of £5,000. There were no employees whose salary exceeded £50,000 during 2019/20.

The total projected costs of these six exit packages is £0.073m. This includes redundancy, pension strain, any compensatory lump sum payments and also the notional capitalised costs of compensatory added years. These notional costs are not based on actual costs, but are the estimated present value of projected costs over the lifetime of the individuals in receipt of the exit package, based on the following assumptions:

## Exit Packages

Clyde Muirshiel Park Authority agreed six exit packages in 2019/20. They were all agreed on a voluntary basis, with no compulsory redundancies.

	2019/20
Future Life Expectancy age 65 (male) in years	22.2
Future Life Expectancy age 65 (female) in years	24.6
Pension Increase Rate	1.9%
Discount Rate	2.3%

**Councillor Audrey Doig**

Convenor

19 June 2020

**Alan Russell CPFA**

Treasurer

19 June 2020

## Comprehensive Income and Expenditure Statement

This statement shows the accounting cost of providing services and managing the Joint Committee during the year. It includes, on an accruals basis, all of the Joint Committee's day-to-day expenses and related income. It also includes transactions measuring the value of non-current assets actually consumed during the year and the real projected value of retirement benefits earned by employees during the year. The statement shows the accounting cost in accordance with generally accepted accounting practices, rather than the cost according to the statutory regulations that specify the net expenditure that local authorities need to take into account. The required adjustments between accounting basis and funding basis under regulations are shown in the Movement in Reserves Statement.

2018/19 (restated)				2019/20		
Gross Expenditure £	Gross Income £	Net Expenditure £		Gross Expenditure £	Gross Income £	Net Expenditure £
885,864	0	885,864	Employee Costs	750,855	0	750,855
34,210	0	34,210	Premises Related	44,610	0	44,610
184,841	0	184,841	Supplies and Services	170,611	0	170,611
35,176	0	35,176	Transport Costs	32,586	0	32,586
40,443	0	40,443	Support Services	40,994	0	40,994
3,740	0	3,740	Transfer Payments	2,313	0	2,313
0	(338,515)	(338,515)	Sales, Fees & Charges	0	(293,958)	(293,958)
0	(103,527)	(103,527)	Other Income	0	(122,778)	(122,778)
<b>1,184,274</b>	<b>(442,042)</b>	<b>742,232</b>	<b>Cost of Services</b>	<b>1,041,969</b>	<b>(416,736)</b>	<b>625,233</b>
0	(2,949)	(2,949)	<b>Financing and Investment Income and Expenditure</b>			
			Interest receivable	0	(2,949)	(2,949)
7,000	0	7,000	Pension interest cost	16,000	0	16,000
			<b>Taxation and Non-Specific Grant Income</b>			
0	(576,500)	(576,500)	Requisitions from Member Authorities 15	0	(546,500)	(546,500)
<b>1,191,274</b>	<b>(1,021,491)</b>	<b>169,783</b>	<b>(Surplus) or deficit on the provision of services</b>	<b>1,057,969</b>	<b>(966,185)</b>	<b>91,784</b>
			<b>Other Comprehensive Income &amp; Expenditure</b>			
		260,000	Actuarial (Gains) or losses on pension assets and liabilities 16a			(462,000)
		<b>429,783</b>	<b>Total Comprehensive Income &amp; Expenditure</b>			<b>(370,216)</b>

Note that 2018/19 figures have been restated to analyse costs into recommended subjective categories, in line with 2019/20. There is no change to the overall Cost of Services or the Deficit on the Provision of Services.

## Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into usable reserves (that is, those reserves that can be applied to fund expenditure) and unusable reserves. The Total Comprehensive Income and Expenditure line shows the cost of providing the Joint Committee's services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

Movement in reserves during the year	Note	Usable Reserves £	Unusable Reserves £	Total Reserves £
<b>Balance at 1 April 2019</b>		<b>(97,845)</b>	<b>608,427</b>	<b>510,582</b>
Total Comprehensive Income and Expenditure		91,784	(462,000)	(370,216)
Adjustments between accounting basis and funding basis under regulations	6	(105,975)	105,975	0
<b>(Increase) or decrease in year</b>		<b>(14,191)</b>	<b>(356,025)</b>	<b>(370,216)</b>
<b>Balance at 31 March 2020 carried forward</b>		<b>(112,036)</b>	<b>252,402</b>	<b>140,366</b>

Comparative movements in 2018/19	Note	Usable Reserves £	Unusable Reserves £	Total Reserves £
<b>Balance at 1 April 2018</b>		<b>(100,121)</b>	<b>180,920</b>	<b>80,799</b>
Total Comprehensive Income and Expenditure		169,783	260,000	429,783
Adjustments between accounting basis and funding basis under regulations	6	(167,507)	167,507	0
<b>(Increase) or decrease in year</b>		<b>2,276</b>	<b>427,507</b>	<b>429,783</b>
<b>Balance at 31 March 2019 carried forward</b>		<b>(97,845)</b>	<b>608,427</b>	<b>510,582</b>

## Balance Sheet

The Balance Sheet shows the value as at 31 March 2020 of the assets and liabilities recognised by the Joint Committee. The net liability of the Joint Committee (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the Joint Committee may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves comprises those that the Joint Committee is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

As at 31 March 2019 £		Note	As at 31 March 2020 £
0	Plant and Equipment		9,995
<b>0</b>	<b>Long-term Assets</b>		<b>9,995</b>
357,409	Funds held by Renfrewshire Council		286,319
1,788	Debtors and Prepayments	11	9,254
7,017	Inventories	10	6,977
1,700	Cash in Hand		1,700
<b>367,914</b>	<b>Current Assets</b>		<b>304,250</b>
(285,496)	Creditors And Accruals	12	(181,136)
0	Provisions	13	(17,475)
<b>(285,496)</b>	<b>Current Liabilities</b>		<b>(198,611)</b>
(593,000)	Pension (Liability)/Asset	16c	(256,000)
<b>(593,000)</b>	<b>Long Term Liabilities</b>		<b>(256,000)</b>
<b>(510,582)</b>	<b>Net Liabilities</b>		<b>(140,366)</b>
(97,845)	Usable Reserves		(112,036)
608,427	Unusable Reserves		252,402
<b>510,582</b>	<b>Total Reserves</b>		<b>140,366</b>

The unaudited accounts were issued on 19 June 2020.

**Alan Russell CPFA**

Treasurer

19 June 2020

## Note 1: Expenditure Funding Analysis

This statement shows how annual expenditure is used and funded from resources and provides a reconciliation of the statutory adjustments between the Joint Committees financial performance on a funding basis and the (surplus) or deficit on the provision of service in the Comprehensive Income and Expenditure statement.

<b>2019/20</b>	<b>Net Expenditure chargeable to the Joint Committee £</b>	<b>Adjustments for pensions £</b>	<b>Adjustments for capital £</b>	<b>Other adjustments £</b>	<b>Net Expenditure in the CIES £</b>
Employee Costs	650,885	109,000		(9,030)	750,855
Premises Related	44,610				44,610
Supplies and Services	180,606		(9,995)		170,611
Transport Costs	32,586				32,586
Support Services	40,994				40,994
Transfer Payments	2,313				2,313
Other income	(419,685)			2,949	(416,736)
<b>Cost of Services</b>	<b>532,309</b>	<b>109,000</b>	<b>(9,995)</b>	<b>(6,081)</b>	<b>625,233</b>
Other income and expenditure	(546,500)	16,000		(2,949)	(533,449)
<b>(Surplus) or deficit on the provision of services</b>	<b>(14,191)</b>	<b>125,000</b>	<b>(9,995)</b>	<b>(9,030)</b>	<b>91,784</b>

<b>2018/19</b>	<b>Net Expenditure chargeable to the Joint Committee £</b>	<b>Adjustments for pensions £</b>	<b>Adjustments for capital £</b>	<b>Other adjustments £</b>	<b>Net Expenditure in the CIES £</b>
Employee Costs	725,357	164,000		(3,493)	885,864
Premises Related	34,210				34,210
Supplies and Services	184,841				184,841
Transport Costs	35,176				35,176
Support Services	40,443				40,443
Transfer Payments	3,740				3,740
Other income	(444,991)			2,949	(442,042)
<b>Cost of Services</b>	<b>578,776</b>	<b>164,000</b>	<b>0</b>	<b>(544)</b>	<b>742,232</b>
Other income and expenditure	(576,500)	7,000		(2,949)	(572,449)
<b>(Surplus) or deficit on the provision of services</b>	<b>2,276</b>	<b>171,000</b>	<b>0</b>	<b>(3,493)</b>	<b>169,783</b>

## Note 2: Accounting Standards Issued not Adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. The following new or amended standards are adopted within the 2020/21 Code:

- Amendments to IAS 28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures;
- Annual Improvements to IFRS Standards 2015 - 2017 Cycle;
- Amendments to IAS19 Employee Benefits: Plan Amendment, Curtailment or Settlement.

The code requires implementation from 1 April 2020 and there is therefore no impact on the 2019/20

accounts. There is no material impact anticipated in future years from the implementation of these standards.

## Note 3: Assumptions made about the future

The Annual Accounts contains estimated figures that are based on assumptions made by the Joint Committee 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 Balance Sheet at 31 March 2020 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Results differ from Assumption
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Joint Committee with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the real discount rate assumption would result in an increase in the pension liability of £541,000. However, the assumptions interact in complex ways. During 2019/20, the appointed actuaries advised that the net pension liability had decreased by £337,000 attributable to updating of the financial assumptions.

## Note 4: Events after the balance sheet date

Events taking place after the authorised for issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

There are no non-adjusting events.

## Note 5: Details of Movement in Unusable Reserves

### Pension Reserve

The Pension 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 Joint Committee 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 Joint Committee makes employer's contributions to pension funds.

The credit balance on the Pension Reserve shows a surplus in the benefits earned by past and current employees and the Joint Committee's share of Strathclyde Pension Fund resources available to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2018/19 £	Pension Reserve	2019/20 £
(162,000)	Balance as at 1 April	(593,000)
(260,000)	Actuarial Gains and (Losses) (see note 16)	462,000
(171,000)	Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the	(125,000)
(593,000)	Balance as at 31 March	(256,000)

### Employee Statutory Adjustment Account

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on revenue balances from accruing for short-term accumulating compensated absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement or time in lieu has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on revenue balances is neutralised by transfers to or from the Employee Statutory Adjustment Account.

2018/19 £	Employee Statutory Adjustment Account	2019/20 £
(18,920)	Balance as at 1 April	(15,427)
18,920	Reversal of prior year accrual for short-term accumulating compensated absences	15,427
(15,427)	Recognition of the accrual for short-term accumulating compensating absences at 31 March	(6,397)
(15,427)	Balance as at 31 March	(6,397)

## Capital Adjustment Account

The Capital Adjustment Account absorbs timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, contraction or enhancement of those assets under statutory provisions. It is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the CIES and credited with the amount set aside as finance for these costs.

2018/19 £	Capital Adjustment Account	2019/20 £
0	Opening balance	0
0	Capital expenditure charged against Revenue balances	9,995
0	Closing balance	9,995

## Note 6: Adjustments between Accounting Basis and Funding Basis under Regulations

The surplus for the year on the Revenue Reserves was £105,975 more than the Comprehensive Income and Expenditure Statement result, which was a deficit on the Provision of Services. The table below gives a breakdown of the differences between the income and expenditure included in the Joint Committee's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Joint Committee to debit and credit the Revenue Reserve Balance.

2019/20	Usable Reserves £	Unusable Reserves £
<b>Adjustments primarily involving the Capital Adjustment Account:</b>		
Capital expenditure charged against Revenue balances	9,995	(9,995)
<b>Adjustments primarily involving the Pension Reserve:</b>		
Net charges made for retirement benefits in accordance with IAS19	(211,000)	211,000
Employers contributions payable to the Strathclyde Pension Fund	86,000	(86,000)
<b>Adjustments primarily involving the Employee Statutory Adjustment Account:</b>		
Net charges for employment short-term accumulating absences	9,030	(9,030)
<b>Net additional amount required to be debited or credited to the Revenue Reserves balance for the year</b>	<b>(105,975)</b>	<b>105,975</b>

2018/19	Usable Reserves £	Unusable Reserves £
<b>Adjustments primarily involving the Pension Reserve:</b>		
Net charges made for retirement benefits in accordance with IAS19	(270,000)	270,000
Employers contributions payable to the Strathclyde Pension Fund	99,000	(99,000)
<b>Adjustments primarily involving the Employee Statutory Adjustment Account:</b>		
Net charges for employment short-term accumulating absences	3,493	(3,493)
<b>Net additional amount required to be debited or credited to the Revenue Reserves balance for the year</b>	<b>(167,507)</b>	<b>167,507</b>

## Note 7: Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the following table, together with the resources that have been used to finance it.

The Capital Financing Requirement (CFR) is a measure of the capital expenditure incurred historically by the Committee that has yet to be financed.

2018/19 £		2019/20 £
0	<b>Opening CFR</b>	0
	<b>Capital investment</b>	
0	Plant and Equipment	9,995
	<b>Sources of finance</b>	
0	Direct revenue contributions	(9,995)
0	<b>Closing CFR</b>	0

## Note 8: Plant and Equipment

2018/19 £		2019/20 £
	<b>Cost or Valuation</b>	
0	<b>Opening balance at 1 April</b>	0
0	Additions	9,995
0	<b>Gross Book Value at 31 March</b>	9,995

0	<b>Closing Net Book Value</b>	9,995
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## Note 9: Operating Leases

Clyde Muirshiel Park entered into an operating lease for the hire of vehicles for the period December 2017 to December 2020. Expenditure charged in year to the CIES was £19,871 (2018/19 £22,200).

2018/19 £	Future Minimum Lease Payments	2019/20 £
20,127	Not later than one year	14,338
14,338	Between one and five years	0
34,465	<b>Total</b>	14,338

## Note 10: Inventories

2018/19 £		2019/20 £
8,061	<b>Carrying amount at 1 April</b>	7,017
65,329	Additions during the year	61,439
(64,546)	Recognised as an expense during the year : inventories sold, exchanged or distributed	(59,885)
(1,827)	Recognised as an expense during the year : inventories written down	(1,594)
7,017	<b>Total</b>	6,977

## Note 11: Debtors and Prepayments

As at 31 March 2019 £		As at 31 March 2020 £
0	Prepayments	3,372
1,788	Other receivable amounts	5,882
1,788	<b>Total</b>	9,254

## Note 12: Creditors

2018/19 £		2019/20 £
100,923	Project Creditors	68,951
92,735	Deferred Income	46,756
57,105	Accrued Payrolls	36,771
19,307	Trade Payables	28,658
15,427	Short-term Accumulating Absences	0
285,496	<b>Total</b>	181,136

## Note 13: Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a

transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

The provision associated with short-term accumulating compensated absence represents the amount that the Park would notionally owe employees for leave due by, but untaken at 31 March.

It is matched by the Employee Statutory Adjustment Account (an unusable reserve). In prior years, this has been accounted for as a Creditor balance.

The provision for ICT Equipment is set aside for the cost of updating the Park's ICT equipment and systems in 2020/21.

	2019/20		
	ICT Equipment	Short-term Accumulating Absences	Total
	£	£	£
<b>Balance at 1 April 2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transferred from Creditors	0	(15,427)	(15,427)
Amounts used in year	0	15,427	15,427
Additional Provision made in year	(11,078)	(6,397)	(17,475)
<b>Balance at 31 March 2020</b>	<b>(11,078)</b>	<b>(6,397)</b>	<b>(17,475)</b>

## Note 14: External audit costs

2018/19 £		2019/20 £
1,804	Fees payable with regard to external audit services carried out by the appointed auditor	1,837
<b>1,804</b>	<b>Total</b>	<b>1,837</b>

## Note 15: Related parties

The Joint Committee's related parties are those bodies or individuals that have the potential to control or significantly influence the Joint Committee, or to be controlled or significantly influenced by the Joint Committee. The Joint Committee is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties. Disclosure of this information allows readers to assess the extent to which the Joint Committee might have been constrained in its ability to operate independently or

might have secured the ability to limit another party's ability to bargain freely with the Joint Committee.

The member authorities of the Joint Committee have contributed requisitions in the following proportions to enable the Joint Committee to carry out its objectives.

2018/19 £	Council	Percentage	2019/20 £
380,700	Renfrewshire	65.82%	359,700
154,700	Inverclyde	26.66%	145,700
41,100	North Ayrshire	7.52%	41,100
<b>576,500</b>	<b>Total</b>	<b>100.00%</b>	<b>546,500</b>

The Joint Committee in turn pays Renfrewshire Council for support services. The amount paid in respect of these services for the year ended 31 March 2020 was £34,600 (2018/19 £34,600).

## Note 16: Retirement Benefits

As part of the terms and conditions of employment of its employees, the Joint Committee offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Joint Committee has a commitment to make the payments that need

to be disclosed at the time that employees earn their future entitlement.

The scheme for employees is Strathclyde Pension Fund which is administered by Glasgow City Council. This is a “funded” defined benefit salary scheme meaning that the Joint Committee and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

The cost of retirement benefits is recognised in the Comprehensive Income and Expenditure Statement when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made in the accounts is based upon pension contributions payable by the Joint Committee in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers’ contributions.

## 16a: Transactions relating to retirement benefits

The following transactions have been made in the accounting statements in 2019/20:

2018/19 £		2019/20 £
	<b>Comprehensive Income &amp; Expenditure Statement</b>	
198,000	Current service cost	195,000
65,000	Past service cost (including curtailments)	0
<b>263,000</b>		<b>195,000</b>
	<b>Financing &amp; Investment Income &amp; Expenditure</b>	
7,000	Net Interest	16,000
<b>270,000</b>	<b>Total post employment benefit charged to the Surplus or Deficit on the Provision of Services</b>	<b>211,000</b>
	<b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>	
(173,000)	Return on assets excluding amounts included in net interest	374,000
433,000	Actuarial (gains) and losses arising on changes in financial assumptions	(836,000)
<b>260,000</b>	<b>Total Actuarial (gains) and losses</b>	<b>(462,000)</b>
<b>530,000</b>	<b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>	<b>(251,000)</b>
	<b>Movement in Reserves Statement</b>	
431,000	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code	(337,000)
<b>99,000</b>	<b>Employers Contributions paid to Strathclyde Pension Fund</b>	<b>86,000</b>

## Notes

- Current service cost is the cost of future entitlements to pension payments to current employees.
- Past service cost is the estimated increase in liabilities arising from current decisions that relates to years of service earned prior to this year. The 2018/19 figures included an estimate for the impact of potential removal

of transitional arrangements (McCloud judgement) amounting to £65,000. There is no additional costs reflected in 2019/20.

- Curtailments are the pension costs to employees retired under redundancy terms.
- The net Interest Cost is an actuarial adjustment to the inflation element in the cost of funding current and future pension obligations. This is the expected increase during the year in the present value of the Joint Committee's share of Strathclyde Pension Fund's liabilities because they are one year closer to settlement.
- The Movement on Pension Reserve represents the net change in the pension liability recognised in the Movement in Reserves Statement for pension payments made by the Joint Committee to the Strathclyde Pension Fund during the year (£337,000).
- The Joint Committee is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2019/20 these amounted to £9,781 (2018/19 £8,513).

## 16b: Assets and liabilities in relation to retirement benefits

A reconciliation of the Joint Committee's share of the present value of Strathclyde Pension Fund's liabilities is as follows:

2018/19 £		2019/20 £
5,488,000	Opening present value	6,230,000
198,000	Current service cost	195,000
65,000	Past service cost	0
151,000	Interest Cost	151,000
29,000	Employee Contributions	28,000
0	<b>Remeasurement (gains)/losses:</b>	0
433,000	Actuarial losses/(gains) arising from changes in financial assumptions	(836,000)
(134,000)	Benefits Paid	(143,000)
<b>6,230,000</b>	<b>Balance as at 31 March</b>	<b>5,625,000</b>

A reconciliation of the Joint Committee's share of the **fair** value of Strathclyde Pension Fund's **assets** is as follows:

2018/19 £		2019/20 £
5,326,000	Opening Fair Value	5,637,000
144,000	Interest Income	135,000
	<b>Remeasurement gain/(loss):</b>	
173,000	Return on assets excluding amounts included in net interest	(374,000)
99,000	Contributions from employer	86,000
29,000	Contributions from employees	28,000
(134,000)	Benefits Paid	(143,000)
<b>5,637,000</b>	<b>Closing fair value of scheme assets</b>	<b>5,369,000</b>

## 16c: Fund history

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Present Value of Liabilities	(5,064)	(6,650)	(5,488)	(6,230)	(5,625)
Fair value of assets	4,449	5,558	5,326	5,637	5,369
<b>Surplus/(deficit) in the scheme</b>	<b>(615)</b>	<b>(1,092)</b>	<b>(162)</b>	<b>(593)</b>	<b>(256)</b>

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy. The net liability position of £256,000 has a significant impact on the net worth of the Joint Committee as recorded in the balance sheet. However, any deficit on Strathclyde Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund actuary.

## 16d: Basis for estimating assets and liabilities

The Joint Committee's share of the liabilities of Strathclyde Pension Fund have been assessed on an actuarial basis using the projected unit method, that estimates the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels and so on. The Scheme's liabilities have been assessed by Hymans Robertson, an independent firm of Actuaries, and the estimates are based on the latest full valuation of the Fund at 31 March 2017. The principal assumptions used by the actuary have been:

2018/19	Mortality assumptions	2019/20
<b>Longevity at 65 for current pensioners (years)</b>		
21.4	Men	20.7
23.7	Women	22.9
<b>Longevity at 65 for Future pensioners (years)</b>		
23.4	Men	22.2
25.8	Women	24.6
<b>Other assumptions</b>		
3.7%	Rate of increase in salaries	3.0%
2.5%	Rate of increase in pensions	1.9%
2.4%	Rate for discounting scheme liabilities	2.3%
<b>Take-up of option to convert annual pension into retirement lump sum:</b>		
50.0%	Pre-April 2009 service	50.0%
75.0%	Post-April 2009 service	75.0%

The pension scheme's assets consist of the following categories, by proportion of the total assets held:

2018/19 £000		%	2019/20 £000
1,303	Equity instruments	23.1%	1,242
177	Debt instruments	3.1%	169
674	Private Equity	12.0%	642
510	Real Estate	9.1%	486
2,403	Investment Funds	42.6%	2,288
570	Cash and Cash	10.1%	543
<b>5,637</b>	<b>Total</b>	<b>100.0%</b>	<b>5,369</b>

## 16e: Impact on cashflows

An objective of the fund is to keep employer's contributions at as constant a rate as possible. The fund has agreed a strategy to achieve a funding rate of 100% in the longer term. Employers' and employees' contributions have been determined so that rates are standard across all participating employers. The rate for employer contributions has been set at 19.3% for 2019/20 and 2020/21.

The total contributions expected to be made by the Joint Committee to Strathclyde Pension Fund in the year to 31 March 2021 is £0.086m.

## Note 17: Contingent Liabilities and Assets

Guaranteed Minimum Pension (GMP) was accrued by members of the Local Government Pension Scheme between 6 April 1978 and 5 April 1997. The value of GMP is inherently unequal between males and females for a number of reasons, including a higher retirement age for men and GMP accruing at a faster rate for women; however overall equality of benefits was achieved for public service schemes through the interaction between scheme pensions and the Second State Pension.

The introduction of the new Single State Pension in April 2016 disrupted this arrangement and brought uncertainty over the ongoing indexation of GMPs, which could lead to inequalities between men's and women's benefits.

Strathclyde Pension Fund's actuary has carried out calculations and estimates that the potential impact of GMP indexation would be an increase in the pension liability of approximately £25,000 for Clyde Muirshiel Park. This estimate is not reflected in the Primary Financial Statements because the trigger event that would require recognition has not yet occurred.

## Note 18: Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 19, the Joint Committee has had to make certain judgements about complex transactions or those involving uncertainty about future events.

Where a critical judgement has been made this is referred to in the relevant note to the core financial statements; however, a summary of those with the most significant effect is detailed below.

### Leases

The land and properties the Park Authority manages are owned by the respective councils across whose boundaries the Park Authority crosses. No payment is made to the councils for the use of these land and property assets and there is no lease agreement in place, therefore in terms of applying the adopted accounting policies it has been assumed no lease arrangement is in place.

## Note 19: Summary of Significant Accounting Policies

### A General Principles

The Annual Accounts summarise the Joint Committee's transactions for the 2019/20 financial year and its financial position as at 31 March 2020. The Joint Committee is required to prepare Annual Accounts by the Local Authority (Scotland) Regulations 2014 and section 12 of the Local Government in Scotland Act 2003 requires these accounts 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 (the Code), supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The Code is issued jointly by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC) and is designed to give a true and fair view of the financial performance of the Joint Committee.

The accounting convention adopted in the Annual Accounts is principally historical cost, modified by the valuation of pension assets and liabilities where appropriate. The Annual Accounts have been prepared on a going concern basis.

## B Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- revenue from the sale of goods is recognised when the Joint Committee transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee;
- revenue from the provision of services is recognised when the authority satisfies the performance obligation of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Committee;
- supplies are recorded as expenditure when they are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet;
- where income and expenditure have 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 there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Suppliers invoices paid in the first week following the year-end are accrued together with specific accruals in respect of further material items provided the goods or services were received by the Balance Sheet date.

## C Contingent Assets and Liabilities

Contingent liabilities are disclosed in the accounts, but not recognised in the Balance Sheet, in circumstances where:

- an event has taken place that gives the Committee a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Joint Committee; or
- a provision would otherwise be made but either it is not probable that an outflow of resources will be required, or the amount of the obligation cannot be measured reliably.

## D Employee Benefits

### Benefits payable during employment

All salaries and wages earned up to the Balance Sheet date are included in the accounts irrespective of when payment was made. An accrual is made for the cost of holiday entitlements earned by employees but not taken before the year end; and which employees may carry forward into the next financial year.

### Post-employment benefits

The Joint Committee participates in the Local Government Pension Scheme which is administered by Strathclyde Pension Fund. The Local Government Pension Scheme is accounted for as a defined benefit scheme, and in accordance with International Accounting Standard 19 (IAS19) the Joint Committee has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS 19 requires that an organisation must account for retirement benefits

when it is committed to giving them, even if the payment will be many years into the future.

This involves the recognition in the Balance Sheet of the Joint Committee's share of the net pension asset or liability in Strathclyde Pension Fund and a pension reserve.

The liabilities of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projections of earnings for current employees.

Liabilities are discounted to their value at current prices using a discount rate based on the current rate of return available on a high-quality corporate bond.

The assets of the Strathclyde Pension Fund attributable to the Joint Committee are included in the Balance Sheet at their fair value, principally the bid price for quoted securities, and estimated fair value for unquoted securities.

The Comprehensive Income and Expenditure Statement (CIES) also recognises changes during the year in the pension asset or liability. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.

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

- **current service cost** – the increase in liabilities as a result of years of service earned this year, allocated in the CIES to the services for which the employees worked;
- **past service cost** – the increase in liabilities arising from current year decisions whose effect relates to

years of service earned in earlier years, which is debited to the Surplus or Deficit on the Provision of Services in the CIES;

- **net interest cost on the defined benefit liability** – the change during the period 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 CIES. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability at the beginning of the period, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments;
- **return on scheme assets** – excluding amounts included in net interest on the net defined benefit liability which are charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
- **actuarial gains and losses** – changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation, or because the actuaries have updated their assumptions, which is charged to the Pensions Reserve. Actuarial gains and losses are shown within Other Comprehensive Income and Expenditure within the CIES; and
- **contributions paid to the pension fund** – cash paid as employer's contributions to the pension fund in settlement of liabilities which are not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the amount payable by the Joint Committee to be the amount paid directly to pensioners in the year, not the amount calculated according to the relevant accounting standards in the CIES.

In the Movement in Reserves Statement this means that there are transfers to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for

the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

## E Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue. There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statements are adjusted to reflect such events
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the accounts.

## F Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are made only when required by proper accounting practices, or the change provides more reliable or relevant information

about the effect of transactions, other events and conditions on the Committee's financial position or financial performance. Where a change is made, it is applied retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material misstatement or omission discovered in prior period figures are corrected retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior period.

## G Government Grants and other Contributions

Whether paid on account, by instalments or in arrears, government grants and third-party contributions and donations are recognised as due to the Joint Committee when there is reasonable assurance that:

- the Joint Committee will comply with the conditions attached to the payments; and
- the grants or contributions will be received.

Amounts recognised as due to the Joint Committee are not credited to the Comprehensive Income and Expenditure Statement until conditions attaching to the grant or contribution have been satisfied.

Monies advanced as grants and contributions are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the Specific Grant Income line in the CIES.

## H Inventories

Inventories are held at the lower of cost and net realisable value (NRV).

## I Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property from the lessor to the lessee. All other leases are classified as operating leases. The Joint Committee is not party to any finance leases.

### Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased property, plant or equipment.

Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a rent-free period at the commencement of the lease).

The risks and rewards of ownership remain with the lessors along with the title of the property.

## J Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as plant and equipment.

### Recognition

Expenditure on the acquisition, creation or enhancement of Plant and Equipment is capitalised on an accruals basis. Expenditure that merely maintains the condition of an asset (i.e. repairs and maintenance) is charged as an expense when it is incurred.

### Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating.

Plant, furniture and computer equipment costing less than £9,000 are not treated as fixed assets. This de minimis level does not apply where certain categories of these assets are grouped together and form part of an approved capital programme.

Assets are then carried in the Balance Sheet using the depreciated replacement cost.

### Impairment

Assets are assessed at each year-end to determine 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, an impairment loss is recognised for the shortfall and the carrying amount of the asset is written down in the CIES.

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

### Disposals

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to the CIES as part of the gain or loss on disposal. Any receipts from disposals are credited to the CIES, also as part of the gain or loss on disposal.

(i.e. netted off against the carrying value of the asset at the time of disposal).

## Depreciation

Depreciation is provided for on all Plant and Equipment assets by the allocation of their depreciable amounts over their useful lives. For ICT equipment, this is calculated on a straight-line basis over 5 years.

## K Intangible Assets

Expenditure on non-monetary assets that do not have physical substance, but are controlled by the Joint Committee as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Joint Committee.

Intangible assets are measured initially at cost. Amounts are revalued where the fair value of the assets held by the Joint Committee can be determined by reference to an active market. The depreciable amount of an intangible asset is amortised over its useful life on a straight-line basis in the CIES.

An asset is tested for impairment whenever there is an indication that the asset might be impaired, and any losses recognised are posted in the CIES. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the CIES.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the Revenue Reserve. The gains and losses are therefore reversed out of the Revenue Reserve in the Movement in Reserves Statement and posted to the Capital Adjustment Account and Capital Receipts Reserve.

All capital expenditure is charged to the constituent authorities, meaning that the Joint Committee has no requirement to borrow.

Software costing less than £9,000 is not treated as an intangible asset and is charged to the CIES. This de minimis does not apply where certain categories of assets are grouped together.

## L Reserves

Reserves are classified under accounting regulations into two categories: usable reserves, which are available to spend; and unusable reserves, which are unrealised net gains that have a deferred impact on the Joint Committee.

### Usable Reserves

The Revenue Reserve represents surplus funds held by the Joint Committee, which are ultimately repayable to the member authorities.

### Unusable Reserves

Certain reserves are held to manage the accounting processes for non-current assets, retirement and employee benefits and do not represent usable resources for the Joint Committee; these reserves are explained in the Unusable Reserves note.

## M Value Added Tax (VAT)

Income and Expenditure excludes any amount relating to Value Added Tax (VAT), as all VAT is payable to HM Revenue & Customs and all VAT is recoverable from them.



**CLYDE MUIRSHIEL PARK AUTHORITY****To: JOINT COMMITTEE****Date: 19 June 2019****Report by  
Chief Auditor****INTERNAL AUDIT ANNUAL REPORT 2019/20****1. SUMMARY**

- 1.1 The Public Sector Internal Audit Standards require the Chief Auditor to prepare a report, at least annually, to senior management and the Board on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan.
- 1.2 The annual report must also provide an annual audit opinion on the overall adequacy and effectiveness of the Clyde Muirshiel Park Authority's internal control environment.
- 1.3 The Annual Report for Clyde Muirshiel Park Authority is attached at Appendix 1 and outlines the role of Internal Audit, the performance of the Internal Audit Team, the main findings from the internal audit work undertaken in 2019/20 and contains an audit assurance statement.

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**2. RECOMMENDATIONS**

- 2.1 Members are invited to note the contents of the Annual Report.
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# **Clyde Muirshiel Park Authority Internal Audit Annual Report 2019-2020**

**Renfrewshire Council  
Internal Audit**

**June 2020**



**Clyde Muirshiel Park Authority**  
**Internal Audit Annual Report 2019/2020**

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## **Clyde Muirshiel Park Authority**

### **Internal Audit Annual Report**

**1 April 2019 – 31 March 2020**

## **1. Introduction**

1.1 As host Authority, Renfrewshire Council provides an internal audit service to Clyde Muirshiel Park Authority. This includes:

- The compilation of an annual audit plan following consideration and evaluation of those areas of greatest risk in the organisation's operation, and consultation with the Interim Regional Park Manager, Clyde Muirshiel Park Authority;
- Delivery of the planned audit assignments;
- Follow up of previous audit recommendations;
- Provision of any ongoing advice and support on audit and risk management related matters;
- Provision of an Annual Report and Assurance Statement, and presentation to elected members at the Clyde Muirshiel Park Authority.

1.2 The Service operates in accordance with the Public Sector Internal Audit Standards which defines Internal Audit's role as:

".....an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes."

1.3 In line with the Standards, the purpose of this Annual Report is to report on:

- The outcome of any planned Internal Audit reviews 2019/20 relating to Clyde Muirshiel Park Authority;
- The outcome of Internal Audit reviews of supporting Renfrewshire Council corporate systems;
- Internal audit performance;
- Planned audit work for 2020/21;
- The annual assurance statement which provides an opinion on the overall adequacy and effectiveness of the Board's internal control environment.

## 2. Responsibilities of Management and Internal Audit

- 2.1 It is the responsibility of management to ensure that the areas under their control are adequate and effective and that there is a sound system of internal control which facilitates the effective exercise of the organisation's functions and which includes arrangements for the management of risk.
- 2.2 Internal Audit is not a substitute for effective control exercised by management as part of their responsibilities. Internal Audit's role is to independently assess the adequacy of the risk management, internal controls and governance arrangements put in place by management and to undertake sufficient work to evaluate and conclude on the adequacy of those controls for the period under review.

## 3. Internal Audit Activity during 2019/2020

- 3.1 The Annual Report for 2018/2019 was submitted to the Authority on 21 June 2019.
- 3.2 The implementation rate of audit recommendations is a measure of operational culture and effectiveness. During 2019/20, 6 recommendations were followed up. Of these 1 (17%) have been implemented, 3 (50%) have been part implemented and 2 (33%) have yet to be implemented, subject to completion at a later date. There are no critical recommendations outstanding.
- 3.4 Internal Audit also carried out reviews of the main corporate systems operating within Renfrewshire Council which support the Park Authority's activity. The main findings in relation to these are summarised in Table 1 below and Renfrewshire Council management have agreed to implement the audit recommendations made in relation to each review:

**Table 1**

Audit Area	Conclusion
General Ledger	<ul style="list-style-type: none"><li><b>Reasonable Assurance</b></li></ul> <p>The audit highlighted that the guidance available to staff was satisfactory. Recommendations were made to strengthen the controls surrounding password access, transaction coding and journal entry authorisation.</p>
Procurement – Quick Quote process	<ul style="list-style-type: none"><li><b>Reasonable Assurance</b></li></ul> <p>The audit has identified that small number of improvements are required to the execution of the</p>

	council's quick quote processes surrounding retaining evidence, approval of successful quotes and analysing spend to ensure the quick quote process is used when required.
Cloud Services	<ul style="list-style-type: none"> <li>• <b>Limited Assurance</b></li> <li>• The review identified that there was scope to improve the cloud security control environment, a number the areas identified were already known to management and work was underway to address. Recommendations were made in relation to formal Cloud Security Assessments for all contractors. We also identified processes that would benefit from completion and implementation of a formal framework for supplier assurance and performance.</li> </ul>

#### 4. Review of Internal Audit Performance

- 4.1 Internal Audit produces regular reports on its performance during the year to the Renfrewshire Council, Audit, Risk and Scrutiny Board, against a range of measures set annually by the Director of Finance and Resources. These targets are set for all internal audit engagements and include Renfrewshire Council and other associated bodies, for which the team provides internal audit services. Table 3 shows the actual performance against targeted performance for the year.

**Table 2**

Internal Audit Performance 2019/20		
Performance measure	Target 2019/20	Actual 2019/20
% of audit assignments completed by target date	95%	95.4%
% of audit assignments completed within time budget	95%	96.9%
% completion of audit plan for the year*	95%	98.5%

\* this measures the completion percentage as at 31 March. 100% of the plan is ultimately delivered through the finalisation of the outstanding elements in the new financial year.

4.2 Actual performance for the year, is above the target performance level. There were no specific audit engagements undertaken for CMPA during 2019/20.

4.3 The Chief Auditor is required to develop and maintain a quality assurance and improvement programme that covers all aspects of internal audit including conformance with the PSIAS. The review did not identify any areas of non-conformance that require to be addressed.

#### 4.4 External Audit

External Audit's review of the internal audit service concluded that overall the service operates in accordance with the PSIAS.

#### 4.5 Risk Management

The internal audit service through the Risk Manager, provides advice and support to the CMPA officers, as required. An annual risk management report is provided to the Council's Audit, Risk and Scrutiny Board.

### 5. Planned Work for 2020/21

5.1 Following a risk based assessment of the activities of the Clyde Muirshiel Park Authority and consultation with Renfrewshire Council's Head of Planning and Housing Services, the audit plan provides for ad-hoc advice, reactive investigative work, follow-up of previous audits and risk management advice.

### 6. Audit Assurance Statement

6.1 Internal Audit has performed its work in accordance with the role defined in paragraph 1.2. The audit work performed has been reported to the appropriate management, and to the Authority in this annual report. Where areas for improvement in internal control have been identified appropriate recommendations have been made, and management are currently progressing the implementation of these recommendations.

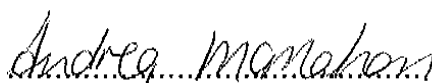
6.2 In view of the continued challenges common to all public bodies, there will be a requirement for the council and the bodies for which it is host authority to exercise very close scrutiny over expenditure, and this area will continue to receive due internal audit attention.

6.3 It is not feasible for the system of internal control to be without any weakness. It is important to balance the risks involved in accepting systems limitations with the consequences if a problem emerges. Internal Audit recognises this and assesses this in its reporting mechanism.

6.4 In this context, it is considered that a reasonable level of assurance can be placed upon the adequacy and effectiveness of Clyde Muirshiel Park

Authority's internal control, risk management and governance arrangements, as evidenced by:-

- The results of the audit work in 2019/20 in relation to the corporate systems which supported the Clyde Muirshiel Park Authority's activities.
- Management action to respond to audit recommendations.
- Management self assessment of internal control, risk management and governance arrangements.
- The regular review and updating of the Local Code of Corporate Governance by the Council in accordance with the CIPFA/SOLACE framework for corporate governance requirements and of the corporate governance arrangements within Clyde Muirshiel Park Authority.

Signed 

Chief Auditor

Date 19 June 2020

