

RENFREWSHIRE VALUATION JOINT BOARD

To: Renfrewshire Valuation Joint Board

On: 26 May 2023

Report by: The Treasurer

Heading: Unaudited Annual Accounts 2022/23

1. Summary

- 1.1. The Annual Accounts for the year ended 31 March 2023 will be submitted to Azets in advance of the statutory deadline of 30 June 2023 and a copy is attached for consideration at Appendix 2.
 - 1.2. The Joint Board has ended the 2022/23 financial year with a surplus of income over expenditure of £175k.
 - 1.3. The Management Commentary within the accounts provides an overview of the Board's financial performance during 2022/23, along with a summary of risks and the outlook for the future.
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2. Recommendations

- 2.1 The Joint Board is asked to:
 - a) Consider the Unaudited Annual Accounts for 2022/23;
 - b) Approve the Annual Governance Statement (pages 10-12); and
 - c) Note the final budget monitoring and reserves position for 2022/23.
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3. Background

- 3.1. The Local Authority Accounts (Scotland) Regulations 2014 require the Board 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 Board and the Annual Governance Statement should also be formally approved at this time.

- 3.3. In accordance with the Local Authority Accounts (Scotland) Regulations 2014, the Unaudited Annual Accounts only require to be signed by the Treasurer as proper officer.
- 3.4. The accounts are then subject to external audit by the Board's appointed auditor, Azets, by 30 September 2023. The 2022/23 Audited Annual Accounts are scheduled to be presented to the Board on 15 September 2023 for approval and signing by the Convener, the Assessor and the Treasurer, in accordance with the regulations.
- 3.5. The Comprehensive Income and Expenditure Statement on page 15 shows an accounting Deficit on the Provision of Services of £147k and the Expenditure and Funding Analysis on page 18 shows how this differs from the outturn position of £175k, due to accounting adjustments for pension costs, capital charges and the statutory employee leave accrual.
- 3.6. Underspends were experienced across many budget lines during the year most significantly on Employee costs due to in-year vacancy management. The reasons for other variances are detailed in the Management Commentary within the accounts in Appendix 2.
- 3.7. As a result of these underspends, the budgeted drawdown from reserves of £91k was not required. The final Usable Reserves balances at 31 March 2023 was £847k.
- 3.8. The Balance Sheet on page 17 of the Annual Accounts shows an increase in net worth of £5.679m 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.

RENFREWSHIRE VALUATION JOINT BOARD
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 31 March 2023

Description	Approved Budget	Full Year Actual	Variance to Date (Adverse) / Favourable
£000	£000	£000	£000
Employees	2,197	2,003	194
Premises Related	188	169	19
Supplies and Services	428	416	12
Support Services	99	108	(9)
Transfer Payments	23	7	16
Transport Related	17	6	11
Gross Expenditure	2,952	2,709	243
Contributions from Local Authorities Core	(2,342)	(2,342)	0
Contributions from Local Authorities Barclay	(492)	(492)	0
Other Income	(27)	(50)	(23)
Gross Income	(2,861)	(2,884)	23
TRANSFER (TO)/FROM RESERVES	91	(175)	266



Renfrewshire Valuation Joint Board

Unaudited Annual Accounts
2022/23

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Management Commentary

The purpose of the Management Commentary is to present an overview of the Renfrewshire Valuation Joint Board's financial performance during the year 2022/23 and to help readers understand its financial position at 31 March 2023. In addition, it outlines the main risks and uncertainties facing the Renfrewshire Valuation Joint Board (the Board) for the financial year 2022/23 and beyond.

Who we are and what we do

The Board was established by the Valuation Joint Boards (Scotland) Order 1995 and came into existence on 1 April 1996. It provides a range of valuation and electoral registration services to and on behalf of East

Renfrewshire, Inverclyde and Renfrewshire Councils (the constituent authorities), working in partnership with other Valuation Joint Boards, councils and professional bodies across Scotland.

Our primary funding comes in the form of requisitions from the three constituent authorities and these are agreed when the Board sets its budget before 1 April each year.

The composition of membership of the Board is determined by the above Order and consists of four Councillors representing East Renfrewshire Council, four representing Inverclyde Council and eight Councillors representing Renfrewshire Council.

At 31 March 2023, these members were:

East Renfrewshire Council	Inverclyde Council	Renfrewshire Council	
A Ireland D MacDonald M Montague A Morrison	P Cassidy (Vice-Convenor) G Brooks J Daisley I Nelson	A Doig (Convener) G Clark B MacFarlane K MacLaren	M MacLaren K Montgomery S Mullin A Steel

Our Aims

The Board was presented with an update to its current Strategic Service Plan on 10 June 2022. The plan covers the period April 2021 to April 2024.

A copy of Strategic Service Plan can be found at the following link: <http://www.renfrewshire-vjb.gov.uk>Governance>Policies and Plans>.

The Plan outlines the Board's Mission, as follows:

Building on our established professionalism, we aim to provide high quality, effective and responsive services to all of our stakeholders

Part 3 of the Board's Strategic Service Plan 2021-24 defines six key business objectives, as follows:

Compile the
Valuation Roll

Maintain the
Valuation Roll

Compile the
Electoral
Register

Maintain the
Electoral
Register

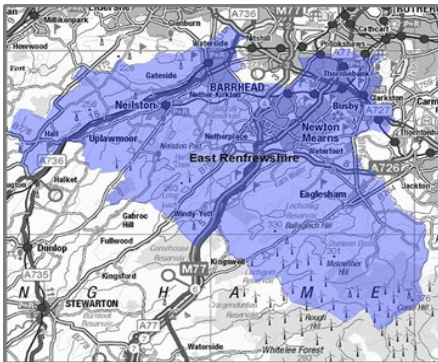
Compile the
Council Tax
Valuation List

Maintain the
Council Tax
Valuation List

Our Performance

To put into context the Board's work involved in carrying out our statutory duties and obligations, it may be useful to examine each of the councils separately.

East Renfrewshire



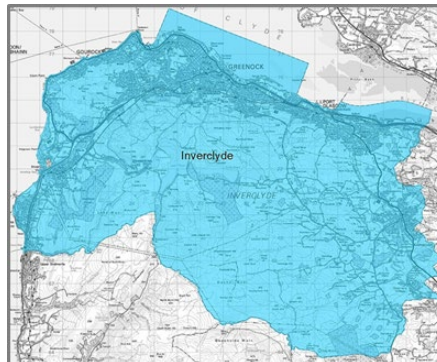
Council Tax	2022/23	2021/22
Properties	40,682	40,205
Proposals / Appeals	81	86
Proposals / Appeals settled	101	123

Revaluation Roll	2022/23	2021/22
Properties	1,751	1,751
Appeals settled	25	5

Running Roll	2022/23	2021/22
Properties	1,843	1,817
Appeals received	30	25
Appeals settled	308	45

	2022/23	2021/22
Population*	96,580	96,060
Population over 16	76,879	76,414
Registered Electors	73,510	73,583

Inverclyde



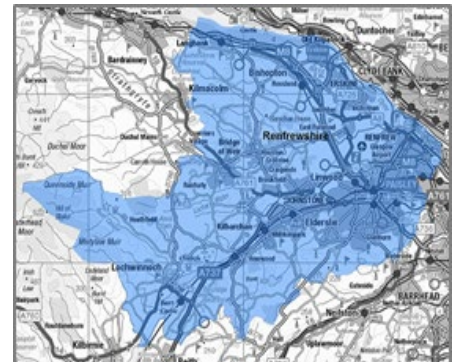
Council Tax	2022/23	2021/22
Properties	39,928	39,672
Proposals / Appeals	41	35
Proposals / Appeals settled	40	70

Revaluation Roll	2022/23	2021/22
Properties	2,345	2,345
Appeals settled	15	7

Running Roll	2022/23	2021/22
Properties	2,419	2,443
Appeals received	27	18
Appeals settled	591	178

	2022/23	2021/22
Population*	76,700	77,060
Population over 16	64,503	64,647
Registered Electors	59,831	60,632

Renfrewshire



Council Tax	2022/23	2021/22
Properties	90,830	90,100
Proposals / Appeals	126	143
Proposals / Appeals settled	175	215

Revaluation Roll	2022/23	2021/22
Properties	6,503	6,503
Appeals settled	47	9

Running Roll	2022/23	2021/22
Properties	10,033	10,052
Appeals received	121	91
Appeals settled	2,372	145

	2022/23	2021/22
Population*	179,940	179,390
Population over 16	150,156	149,208
Registered Electors	139,848	141,027

** Population estimates are sourced from National Records of Scotland and are based on the mid-2020 data for the 2021 year and the mid-2021 data for the 2022 year shown above [Mid-Year Population Estimates | National Records of Scotland \(nrscotland.gov.uk\)](https://www.nrscotland.gov.uk/mid-year-population-estimates).

For a full analysis of the Board's performance, please see the Annual Public Performance Report, which was presented to the Board on 26 May 2023. Performance information is updated at every meeting of the Board.

Review of the Year

One of the early challenges during 2022/23 was the delivery of the Scottish Local Government Elections which took place on 5 May 2022. Preparations for this began in late 2021 and work continued through Polling Day and beyond. Working in conjunction with the Returning Officers for each local authority, the Elections were delivered successfully.

Following the Local Government Election, a new Joint Board was in place with Councillors Doig and Cassidy being appointed Convenor and Vice Convenor respectively at the first meeting on 10 June 2022.

Shortly after the Local Government Elections, the Annual Electoral Canvass took place. This was undertaken using a variety of contact methods including post, email, telephone and personal visits. The Electoral Register was published on 1 December 2022 in line with the legislative requirements.

This year also saw the introduction of provisions from the Elections Act 2022 relating to Voter Identification and the provision for the Electoral Registration Officer to issue Voter Authority Certificates for electors that are registered on the Parliamentary Electoral Register. This went live in January 2023.

During 2022/23 1,585 new houses were added to the Council Tax List; this was a decrease from 2021/22 (1,967), but still above the norm for previous years. Of the new additions, 93% were added to the list within 3 months of existence and almost all within 6 months.

Changes to the Valuation Roll were up on last year with 604 changes being made, this number of changes in more in line with the amount of changes taking place prior to 2020.

Delivery of the 2023 Non-Domestic Revaluation also took place. This involved the analysis of rental, cost and turnover information for the wide variety of properties within the Valuation Roll and the Revaluation of over 14,000 properties. Due to changes introduced by the Non-Domestic Rates (Scotland) Act

2020, for the first time we published a Draft Revaluation Roll on 30 November 2022 and issued Notices to all Proprietor, Tenants and Occupiers within the Draft Revaluation Roll shortly thereafter.

We also expanded the number of valuations available to view at the Scottish Assessors' Association (SAA) portal; these are now able to be viewed for almost 90% of Valuation Roll entries. The Non-Domestic Rates (Scotland) Act 2020 also introduced changes around the definition of properties that are exempt for entry in the Roll by virtue of being in a public park. After investigation, this resulted in 74 new entries being included in the Draft Revaluation Roll.

The 2023 Revaluation Roll was made up on 15 March 2023 and delivered to the local authorities in line with the statutory requirement, and Revaluation Notices were issued to all proprietor tenants and occupiers shown in the Revaluation Roll on 29 March 2023. Preparations were also made to publish the Revaluation Roll on 1 April 2023. The delivery of the Revaluation involved significant staff resource from throughout the organisation and partnership working with the other Scottish Assessors and the Valuation Office Agency.

Preparations were also made ahead of the transfer of duties of the Valuation Appeal Committee to the Scottish Courts and Tribunals Service on 1 April 2023.

During the year there were four complaints received, one of which was partially upheld. The complaints were all dealt with within the timescales required by the Complaints Handling Procedure.

There were eight Freedom of Information requests received during the year, two of which requested a review, and there were no appeals made to the Commissioner. The requests and reviews were all responded to in line with the required statutory timeframe.

During 2022/23 we also received a positive Progress Update Review Report from the Public Records Scotland Act Assessment Team, and we reviewed our Risk Management Strategy.

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 boards are classed as local authorities.

The Annual Accounts summarise the Board's transactions for the year and its year-end position at 31 March 2023. 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 Board.

The cash balance at 31 March 2023 of £100 in the Balance Sheet represents petty cash held by officers of the Board.

Financial Performance

The Comprehensive Income and Expenditure Statement on page 15 summarises the total costs of providing services and the income available to fund those services.

A summary of the outturn position against the agreed budget is shown on the next page. The Board has returned a surplus of £175k for the financial year 2022/23. This is set against a planned drawdown from reserves (deficit) of £91k, resulting in an in-year favourable variance of £266k.

A significant reason for the underspend is within Employee Costs of (£194k) owing to unfilled vacancies

throughout the year. This also led to an underspend in Transfer Payments, which contains apprenticeship levy associated with payroll costs. Savings were also experienced within Transport Costs (£11k), due to less staff travel to and from meetings.

An underspend of (£19k) occurred in Property Costs due to lower than budgeted cleaning costs and premises insurance.

Supplies and Services experienced an underspend largely owing to reduced computer maintenance costs in-year; less court activity than expected; and also less stationery purchased throughout the year. A new telephony system was also implemented mid-year resulting in reduced charges.

An overspend within Support Costs was mainly experienced due to a new Service Level Agreement between Renfrewshire Council and RVJB for the period 01 April 2022 to 31 March 2025.

Within Income, New Burdens Funding of £8.8k for 2022/23 was received from UK Government to help support the new obligation of issuing voter identification cards. This funding will continue into 2023/24.

The 2022/23 budget approved in February 2022 included a planned drawdown from reserves of (£91k). Based on the in-year underspend, there was no need for this reserves drawdown and instead a contribution to reserves of £175k will take place.

The surplus shown below excludes accounting adjustments relating to pensions, depreciation and employee absences. These and all accounting differences are detailed in Note 1: Expenditure and Funding Analysis on page 18.

	Budget £	Actual £	Variance (Adv) / Fav £
Employee Costs	2,197,356	2,003,325	194,031
Property Costs	187,530	169,016	18,514
Transport Costs	17,282	5,935	11,347
Supplies and Services	427,850	415,853	11,997
Transfer Payments	22,822	7,391	15,431
Support Costs	98,810	108,041	(9,231)
Total Expenditure	2,951,650	2,709,561	242,089
Requisition Income	(2,834,180)	(2,834,180)	0
Other Income	(26,500)	(50,018)	23,518
Total Income	(2,860,680)	(2,884,198)	23,518
Net (Surplus)/Deficit	90,970	(174,637)	265,606

The Balance Sheet at 31 March 2023

The Balance Sheet sets out the total net worth of the Board at a snapshot in time. When comparing the net worth of the Board at 31 March 2023 to that of the prior year, an overall increase in net worth of the organisation of £5.679m 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 in Note 13: Retirement Benefits on page 24. The appointed actuaries have confirmed a net asset position of £5,202k (net liability of £335k 2022/23), an increase of £5.537m, in their assessment of the position of the pension fund. This is attributable to many factors, such as the experience of market yields over the course of the past year. The corporate bond yield (upon which the pension discount rate is derived) has risen over the past year, which served to reduce the employer's pension obligations and led to the gain on the balance sheet.

The net surplus position of the pension reserve impacts the Board 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 Fund and the contributions from employees and employers together with planned increases in employers' contributions provide sufficient security and income to meet future pension liabilities.

A potential change to pension rules is outlined in Note 15: Contingent Liabilities on page 27; however, this has not been reflected in the pension liability reported in the Balance Sheet.

Reserves at 31 March 2023

The Board had an opening Revenue Reserve at 1 April 2022 of £672k. The core surplus of £175k in the year takes the closing Revenue Reserve position to £847k.

Of this balance, £55k was earmarked for software development (delayed during 2021/22) and a further £24k was also earmarked to fund one-off spend in 2022/23 on economic modelling work related to Fixed Line Telecommunications valuation. These spends have now been incurred in 2022/23 and therefore there are no longer any earmarked balances within the Board's reserves.

Wider Engagement

During 2022/23, the Electoral Registration Officer, via the Scottish Assessors' Association, made contributions to the Scottish Government consultation on Electoral Reform.

The Scottish Assessors Association also undertook consultations into the valuation of airports and district heating facilities. There was also engagement with a wide variety of groups and industry bodies such as the Scottish Business Ratepayers Group, Scottish Rating Surveyors Forum and the Scottish Courts and Tribunal Service.

Risks

The maintenance of a Corporate Risk Register ensures that the Board's functions operate effectively under all assessable and identifiable risks. This was most recently reported to the Board by the Assessor & ERO on 24 February 2023 and is reviewed, updated and reported to the Board twice-yearly.

The Corporate Risk Register assesses the likelihood and impact of identifiable risks and provides actions to mitigate or minimise them. The Board's risks have been evaluated using a risk matrix, which involves multiplying the likelihood of occurrence of a risk by its potential impact. For the 24 February Board Meeting, the register had been reviewed in line with our amended risk management strategy. For the first time the evaluation of risk reflects the residual risk, i.e. with the mitigations and controls included in each score. This produces an evaluation of risk as either Low, Moderate, High or Very High. Both High and Very High risks are viewed as significant.

A total of six corporate risks are identified on the Corporate Risk Register. Of these, four are identified as High, and are summarised in the table that follows. There were no risks evaluated as being Very High.

Full details on the risks identified, along with steps being taken to mitigate these were presented in the

Corporate Risk Register Report of 24 February 2023, which can be found by following the Board report link shown at the end of this report.

The first risk noted below reflects the recent turnover in staff and in particular the difficulties experienced in recruiting qualified Valuation staff. This puts added pressure on existing staff and the recruitment process diverts resources away from other tasks.

The remaining risks reflect the general financial climate in local government, along with the increased demands that are being placed on services due to Non-Domestic Rates Reform and Elections Bill and the uncertainty over future funding for these additional duties.

The implementation of the remaining recommendations from the Barclay review will be almost all completed by April 2023, with significant changes to the proposal and appeal system coming into force from 1 April 2023. This change is very wide-ranging and will involve both staff training and IT development for both in house systems and at the SAA portal.

The Non-Domestic property revaluation with effect from 1 April 2023, with the Tone Date (that is the date to which the valuation is tied to) of April 2022 is another significant change to current working practices, as previously the Tone Date was two years prior to a revaluation. However, following on from the Barclay review, a one-year Tone Date and three-yearly revaluations will become the new standard.

The implementation of further aspects of the Elections Act also pose risks for the organisation with the introduction of Voter Authority Certificate in January 2023 being followed by changes to absent voting arrangements and overseas elector eligibility, scheduled for later in 2023. In particular, the changes to absent voting will result in a divergence between the requirements for postal or proxy voters for UK Parliamentary and Local Government electors.

Risk	Likelihood	Impact	Score	Evaluation
The inability to recruit and retain qualified staff risks the Board failing to meet its statutory duties or to maintain service levels. Unsuccessful recruitment drives and resignations increases pressure on existing staff which may lead to high levels of stress . The Management Team and associated staff are continually involved with recruitment which diverts time and resources from normal service delivery.	4	4	16	High
The risk that the Board fails to meet its financial commitments due to budgetary pressures as a result of increased financial pressures on the Board from their constituent authorities and the Scottish Government. This may result in budget and/or staffing set to a level too low to allow an adequate service to be provided and ultimately the inability to discharge our statutory duties.	3	4	12	High
The risk that legislative changes will affect the discharge of statutory duties e.g. the change to three yearly Revaluations with a one year tone date, the move from Valuation Appeal Committees to the Tribunal Service and the effects on our service are unknown. Further changes to Electoral Registration Law, including the implementation of the provisions of the UK Elections Act which introduced Voter ID on the 16th January 2023 and will significantly change the legislation around Absent Votes and Oversea elector eligibility	3	4	12	High
The risk that significant pressure on the Board's Professional Services could potentially lead to statutory duties being breached. The Board's valuation team need to have the relevant knowledge base to carry out their duties and therefore qualified staff need to be retained.	3	4	12	High

Outlook and Future Plans

Budgeted expenditure for 2023/24 of £2.924m was agreed by the Board on 24 February 2023. Of this, £0.492m is being met from funding related to the implementation of Barclay recommendations.

The Board recognises the difficult financial climate facing local authorities and has continued to seek efficiencies wherever possible. In addition, the 2023/24 requisition was frozen at 2022/23 levels. To support this, a prudent level of reserves use is also planned over the next three years.

This is a dynamic period for the organisation, as legislative changes in both the Non-Domestic Valuation service and the Electoral function have been constant and complex, requiring staff training and new processes to be developed. The Assessor & ERO, along with the management team, will keep all matters under review.

Conclusion

We would like 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. Board reports and minutes, including Performance and risk reporting, can be accessed via Renfrewshire Council's website under [Your Council>Agendas and Minutes>Joint Arrangements>Renfrewshire Valuation Joint Board.](#)

Councillor Audrey Doig

Convener

Alastair MacArthur

Treasurer

Robert Nicol

Assessor and Electoral Registration
Officer

Statement of Responsibilities for the Annual Accounts

The Board's Responsibilities

The Board is required to:

- make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Board has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). The designated officer is Renfrewshire Council's Director of Finance and Resources, who is also the Treasurer of Renfrewshire Valuation Joint Board;
- 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 Board at its meeting on 26 May 2023.

Signed on behalf of Renfrewshire Valuation Joint Board.

Councillor Audrey Doig
Convener

The Treasurer's Responsibilities

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

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with 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 Board at the reporting date and the transactions of the Board for the year ended 31 March 2023.

Alastair MacArthur
Treasurer

Annual Governance Statement

Scope of Responsibility

Renfrewshire Valuation Joint Board 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 Board 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 Joint Board'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 Board's Governance Framework

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

The Board has 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 Board's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Clearly defined Standing Orders, Scheme of Delegation, Financial Regulations and Tender Procedures,
- Comprehensive business planning arrangements, setting key targets and action plans designed to achieve our corporate objectives,
- Regular public performance reporting,
- Business continuity planning arrangements are in place and regularly reviewed,
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures,
- Arrangements to manage risk, including the risk management strategy and Corporate Risk Register and business continuity plans,
- Clear customer complaints procedures,
- Comprehensive policies and procedures for physical and information security. An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines,
- Arrangements supported by a range of policies and guidelines in compliance with the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption;
- A register of interest is in place and updated on an annual basis,
- Internal governance review arrangements including a programme of policy and procedure reviews and a governance working group responsible for all governance related matters including, but not limited to, freedom of information, data protection, risk management, business continuity and monitoring of audit actions.

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 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 Board 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 Board 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 Assessor and Electoral

Registration Officer, including the use of a self-assessment tool covering five key areas of governance. These are:

- Business Planning and Performance Management;
- Internal Control Environment;
- Budgeting, Accounting and Financial Control;
- Risk Management and Business Continuity;
- Conflicts of Interest and whistleblowing.

This self-assessment indicated that the governance framework is being complied with in all material respects.

The Board's internal audit service is provided by the lead authority's internal auditors and operates in accordance with the Public Sector Internal Audit Standards. The lead authority conforms to the requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2019). 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 Board 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 Board's internal control systems.

The review has not identified any significant governance issues to be reported on for 2022/23 and no actions arising for the 2021/22 governance statement that require to be reported on.

This governance framework has been in place throughout the year. Processes have been refined during the year in light of the prevailing COVID restrictions at the time, taking into account health and safety advice from officers from the lead authority. By the end of 2022/23 required mitigations were minimal and working practices were close to normal.

Assurance

In conclusion, it is our opinion that the annual review of governance together with the work of internal audit, any comments received from external audit and certification of assurance from the Assessor and Electoral Registration Officer provide sufficient evidence that the principles of good governance operated effectively and the Joint Board complies with its governance arrangements in all material respects.

Systems are in place to continually review and improve the governance and internal control environment. Future actions will be taken as necessary to maintain and further enhance the Board's governance arrangements.

Councillor Audrey Doig
Convener

Robert Nicol
Assessor and Electoral Registration Officer

Remuneration Report

All information disclosed in the tables in this Remuneration Report will be audited by the Board'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

As noted by the Board on 17 May 2013, since 1 April 2013 the Board has made no remuneration payment to any elected member, nor does it pay any expenses, fees or allowances to elected members.

Furthermore, no recharges have been made by member authorities in relation to elected member remuneration.

Remuneration policy for senior employees

The Remuneration Policy of the Board is set in reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish local authorities. The SJNC advised that it would be a matter for each Council to examine the position of other chief officials.

It was agreed at the Board of 24 January 1997 that the salary of the posts of Assessor & ERO be set at a percentage of the Chief Executive of Renfrewshire Council, which is currently 67%. Following a review of Chief Executives' salaries in 2001, it was agreed that this arrangement should continue. This was agreed at a meeting of the Board on 22 November 2002.

2021/22 Total Remuneration £	Name	Post Held	2022/23 Total Remuneration £
55,691	Kate Crawford	Assessor & Electoral Registration Officer until 15 October 2021	0
46,026	Robert Nicol	Assessor & Electoral Registration Officer from 18 October 2021	107,249

Pension rights

Pension benefits for Joint Board 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.

Name	Post Held	Accrued Pension Benefits				In-year Employer Contributions	
		As at 31 March 2023		Change from 31 March 2022			
		Pension*	Lump Sum*	Pension	Lump Sum	2022/23	2021/22
		£000	£000	£000	£000	£	£
Robert Nicol	Assessor & Electoral Registration Officer	45	62	2	3	26,812	11,577

*At the time of publication these figures are estimates pending confirmation from Strathclyde Pension Fund.

Tiered contribution rates on whole time pay 2022/23		Equivalent bandings for 2021/22
Up to £23,000	5.5%	Up to £22,300
£23,001 to £28,100	7.25%	£22,301 to £27,300
£28,101 to £38,600	8.5%	£27,301 to £37,400
£38,601 to £51,400	9.5%	£37,401 to £49,900
Over £51,401	12%	Over £49,901

If a person works part-time, their contribution rate will be based on their part-time pay.

The accrual rate guarantees a pension based on 1/49th 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 1/60th of final pensionable salary).

No pension contributions are made by the Board in relation to the Convener or Vice Convener.

Exit Packages

There were no exit packages committed by the Board in either 2022/23 or 2021/22.

Remuneration of Employees

The following table shows the number of employees who received remuneration, excluding pension contributions, in excess of £50,000 during 2022/23, in bands of £5,000.

Bands with nil employees in both years are not displayed.

2021/22 Number of employees	Remuneration Band	2022/23 Number of employees
0	£50,000 - £54,999	1
3	£55,000 - 59,999	0
1	£60,000 - £64,999	2
0	£70,000 - £74,999	1
0	£105,000 - £109,999	1
4	Total	5

Councillor Audrey Doig
Convener

Robert Nicol
Assessor and Electoral Registration Officer

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost of providing services and managing the Board during the year. It includes, on an accruals basis, all of the Board'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.

2021/22				2022/23		
Gross Expenditure £	Gross Income £	Net Expenditure £		Gross Expenditure £	Gross Income £	Net Expenditure £
2,392,106	0	2,392,106	Employee Costs	2,257,390	0	2,257,390
198,542	0	198,542	Property Costs	169,016	0	169,016
4,410	0	4,410	Transport Costs	5,935	0	5,935
410,651	0	410,651	Supplies and Services	415,853	0	415,853
7,740	0	7,740	Transfer Payments	7,391	0	7,391
97,286	0	97,286	Support Costs	108,041	0	108,041
51,952	0	51,952	Capital Charges	55,904	0	55,904
0	(26,370)	(26,370)	Other Income	0	(31,515)	(31,515)
3,162,687	(26,370)	3,136,317	Cost of Services	3,019,530	(31,515)	2,988,015
			Financing and Investment Income and Expenditure			
0	(1,424)	(1,424)	Interest receivable	0	(18,503)	(18,503)
52,000		52,000	Pension interest 14	12,000		12,000
			Taxation and Non-Specific Grant Income			
0	(2,773,990)	(2,773,990)	Requisitions from Member Authorities 12	0	(2,834,180)	(2,834,180)
3,214,687	(2,801,784)	412,903	Deficit on the Provision of Services	3,031,530	(2,884,198)	147,332
		(2,485,000)	Actuarial (Gain)/Loss on pension assets 14			(5,827,000)
		(2,485,000)	Other Comprehensive Income & Expenditure			(5,827,000)
		(2,072,097)	Total Comprehensive Income & Expenditure			(5,679,668)

Figures shown in brackets represent income or gains and figures without brackets represent expenditure or losses.

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Board, 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 Board's services, more details of which are shown in the Comprehensive Income and Expenditure Statement.

Movement in reserves in 2022/23	Note	Usable Revenue Reserve £	Unusable Reserves £	Total Reserves £
Balance at 31 March 2022 brought forward		(672,058)	219,412	(452,646)
Total Comprehensive income and expenditure		147,332	(5,827,000)	(5,679,668)
Adjustments between accounting basis and funding basis under regulations	5	(321,969)	321,969	0
Increase or (decrease) in year		(174,637)	(5,505,031)	(5,679,668)
Balance at 31 March 2023 carried forward		(846,695)	(5,285,619)	(6,132,314)

Comparative movements in 2021/22	Note	Usable Revenue Reserve £	Unusable Reserves £	Total Reserves £
Balance at 31 March 2021 brought forward		(675,139)	2,294,591	1,619,452
Total Comprehensive income and expenditure		412,903	(2,485,000)	(2,072,097)
Adjustments between accounting basis and funding basis under regulations	5	(409,820)	409,820	0
Increase or (decrease) in year		3,083	(2,075,180)	(2,072,097)
Balance at 31 March 2022 carried forward		(672,056)	219,411	(452,645)

Balance Sheet

The Balance Sheet shows the value as at 31 March 2023 of the assets and liabilities recognised by the Board. The net liabilities/assets of the Board (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 Board 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 Board is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

2021/22 £		Note	2022/23 £
152,315	Intangible Assets	6	105,909
29,315	Plant and Equipment	8	19,817
181,630	Long-term Assets		125,726
663,702	Funds held by Renfrewshire Council		858,550
28,888	Debtors and Prepayments	9	27,991
100	Cash in Hand		100
692,690	Current Assets		886,641
(86,674)	Creditors and Accruals	10	(82,053)
(86,674)	Current Liabilities		(82,053)
(335,000)	Pension Asset / (Liability)	14	5,202,000
(335,000)	Long Term Liabilities		5,202,000
452,646	Net Assets / (Liabilities)		6,132,314
(672,057)	Usable Reserves		(846,695)
219,411	Unusable Reserves	4	(5,285,619)
(452,646)	Total Reserves		(6,132,314)

The unaudited accounts were issued on 26 May 2023.

Alastair MacArthur
Treasurer

Note 1: Expenditure and Funding Analysis

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

2022/23	Net Expenditure chargeable to the Board £	Adjustments for pensions £	Adjustments for capital £	Other adjustments £	Net Expenditure in the CIES £
Employee Costs	2,003,325	278,000	0	(23,935)	2,257,390
Property Costs	169,016	0	0	0	169,016
Supplies and Services	415,853	0	0	0	415,853
Support Costs	108,041	0	0	0	108,041
Transfer Payments	7,391	0	0	0	7,391
Transport Costs	5,935	0	0	0	5,935
Capital Charges	0	0	55,904	0	55,904
Other Income	(50,018)	0	0	18,503	(31,515)
Cost of Services	2,659,543	278,000	55,904	(5,432)	2,988,015
Other income and expenditure	(2,834,180)	12,000	0	(18,503)	(2,840,683)
(Surplus) or deficit on the provision of services	(174,637)	290,000	55,904	(23,935)	147,332

2021/22	Net Expenditure chargeable to the Board £	Adjustments for pensions £	Adjustments for capital £	Other adjustments £	Net Expenditure in the CIES £
Employee Costs	2,066,481	339,000	0	(13,375)	2,392,106
Property Costs	198,542	0	0	0	198,542
Supplies and Services	410,651	0	0	0	410,651
Support Costs	97,286	0	0	0	97,286
Transfer Payments	7,740	0	0	0	7,740
Transport Costs	4,410	0	0	0	4,410
Capital Charges	19,757	0	32,195	0	51,952
Other Income	(27,794)	0	0	1,424	(26,370)
Cost of Services	2,777,073	339,000	32,195	(11,951)	3,136,317
Other income and expenditure	(2,773,990)	52,000	0	(1,424)	(2,723,414)
(Surplus) or deficit on the provision of services	3,083	391,000	32,195	(13,375)	412,903

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. For this disclosure the standards introduced by the 2022/23 Code include:

- a) Annual Improvements to IFRS Standards 2018–2020;
- b) Property, Plant and Equipment: Proceeds before Intended Use (Amendments to IAS 16).

There is no material impact anticipated for the Board as a result of these new standards.

Implementation of *IFRS 16: Leases*. has been deferred to 1 April 2024 and there is therefore no impact on the 2022/23 accounts. The impact in future years from the implementation of this standard is that the value of any leased asset, along with the corresponding lease liability, will appear on the balance sheet.

Note 3: Unusable Reserves

Pension Reserve

2021/22 £	Pension Reserve	2022/23 £
2,429,000	Opening balance	335,000
(2,485,000)	Actuarial (Gains) / Loss on Pension Assets	(5,827,000)
391,000	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES	290,000
335,000	Closing balance	(5,202,000)

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 Board accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pension funds.

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

Employee Statutory Adjustment Account

2021/22 £	Employee Statutory Adjustment Account	2022/23 £
79,416	Opening balance	66,041
(79,416)	Reversal of prior year accrual for short-term accumulating compensated absences	(66,041)
66,041	Accrual for short-term accumulating compensating absences as at 31 March	42,106
66,041	Closing balance	42,106

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 balance 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.

Capital Adjustment Account

2021/22 £	Capital Adjustment Account	2022/23 £
(213,824)	Opening balance	(181,629)
5,547	Charges for depreciation of non-current assets	9,498
46,406	Amortisation of intangible assets	46,406
(19,758)	Capital expenditure charged against Revenue balances	0
(181,629)	Closing balance	(125,725)

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, construction 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 amounts set aside as finance for these costs.

Note 4: Adjustments between Accounting Basis and Funding Basis under Regulations

The surplus for the year on the Revenue Reserves was £321,969 higher than the Comprehensive Income and Expenditure Statement result. The table below gives a breakdown of the differences between the income and expenditure included in the Board's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Board to debit and credit the Revenue Reserve Balance.

2022/23	Usable Reserves £	Unusable Reserves £
Adjustments primarily involving the Capital Adjustment Account:		
Charges for depreciation of non-current assets	(55,904)	55,904
Adjustments primarily involving the Pension Reserve:		
Net charges made for retirement benefits in accordance with IAS19	(635,000)	635,000
Employers contributions payable to the Strathclyde Pension Fund	345,000	(345,000)
Adjustments primarily involving the Employee Statutory Adjustment Account:		
Net charges for employment short-term accumulating absences	23,935	(23,935)
Total adjustments	(321,969)	321,969

2021/22	Usable Reserves £	Unusable Reserves £
Adjustments primarily involving the Capital Adjustment Account:		
Charges for depreciation of non-current assets	(51,953)	51,953
Capital expenditure charged against Revenue balances	19,758	(19,758)
Adjustments primarily involving the Pension Reserve:		
Net charges made for retirement benefits in accordance with IAS19	(722,000)	722,000
Employers contributions payable to the Strathclyde Pension Fund	331,000	(331,000)
Adjustments primarily involving the Employee Statutory Adjustment Account:		
Net charges for employment short-term accumulating absences	13,375	(13,375)
Total adjustments	(409,820)	409,820

Note 5: Intangible Assets

2021/22		2022/23		
Total £		Software £	Assets Under Construction £	Total £
	Opening balance			
232,031	Gross carrying amounts	126,850	105,181	232,031
(33,310)	Accumulated amortisation	(79,716)	0	(79,716)
198,721	Net carrying amount at 1 April	47,134	105,181	152,315
0	Additions	0	0	0
(46,406)	Amortisation for the year	(46,406)	0	(46,406)
152,315	Net carrying amount at 31 March	728	105,181	105,909
	Comprising:			
232,031	Gross carrying amounts	126,850	105,181	232,031
(79,716)	Accumulated amortisation	(126,122)	0	(126,122)
152,315		728	105,181	105,909

Note 6: Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the prior year is shown in the following table, together with the resources that have been used to finance it. There was no new capital expenditure in 2022/23.

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

2021/22 £		2022/23 £
0	Opening CFR	0
	Capital investment	
19,758	Plant and Equipment	0
	Sources of finance	
(19,758)	Direct revenue contributions	0
0	Closing CFR	0

Note 7: Plant and Equipment

2021/22 £	Plant and Equipment	2022/23 £
	Cost or Valuation	
129,026	Opening balance at 1 April	148,784
19,758	Additions	0
148,784	Gross Book Value at 31 March	148,784
	Depreciation and Impairment	
(113,922)	Accumulated depreciation at 1 April	(119,469)
(5,547)	Depreciation charge for year	(9,498)
(119,469)	Accumulated depreciation at 31 March	(128,967)
15,104	Opening Net Book Value	29,315
29,315	Closing Net Book Value	19,817

Note 8: Debtors

2021/22 £		2022/23 £
28,888	Prepayments	27,991
0	Other receivable amounts	0
28,888	Total short-term debtors	27,991

Note 9: Creditors

2021/22 £		2022/23 £
0	Trade payables	0
(86,674)	Other payables	(82,053)
(86,674)	Total short-term creditors	(82,053)

Note 10: Operating Leases

2021/22 £	Future Minimum Lease Payments	2022/23 £
97,000	Not later than one year	97,000
97,000	Between one and five years	0
194,000	Total	97,000

The Board acquired office accommodation at the Robertson Centre in Paisley by entering into an operating lease that ends in 2024. The Council has intimated that the lease will not be extended beyond this date and therefore alternative premises are currently being pursued.

Note 11: Related parties

Related parties are those bodies or individuals that have the potential to control or significantly influence the Board, or to be controlled or significantly influenced by the Board.

The Board 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 Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board.

Elected members and senior officers

Members of the Joint Board and senior officers have control over the Board's financial and operating policies. They have the responsibility to adhere to a Code of Conduct, requiring them to declare an interest in matters that directly or indirectly influence, or appear to influence, their judgement or decisions taken during the course of their work. The total senior officers' remuneration allowances paid in 2022/23 is shown in the Remuneration Report on page 13.

There is no specific remuneration paid to elected members by the Board.

The Board consist of the following elected members at 31 March 2023:

East Renfrewshire Council	A Ireland
East Renfrewshire Council	D MacDonald
East Renfrewshire Council	M Montague
East Renfrewshire Council	A Morrison
Inverclyde Council	G Brooks
Inverclyde Council	P Cassidy (Vice-Convener)
Inverclyde Council	J Daisley
Inverclyde Council	I Nelson
Renfrewshire Council	G Clark
Renfrewshire Council	A Doig (Convener)
Renfrewshire Council	B MacFarlane
Renfrewshire Council	K MacLaren
Renfrewshire Council	M MacLaren
Renfrewshire Council	K Montgomery
Renfrewshire Council	S Mullin
Renfrewshire Council	A Steel

Elected member interests in related parties

Under the relevant Codes of Conduct, elected members and senior officials must declare any registered interests in any bodies or organisations.

Each member's Register of Interest is available on their respective Council's websites. You can find this within each individual councillor's details. For each constituent authority, this information can be found at the following links:

- East Renfrewshire Council [Councillors - East Renfrewshire Council](#)
- Inverclyde Council [Councillors - Inverclyde Council](#)
- Renfrewshire Council [Councillors - Renfrewshire Website.](#)

Key Related Parties – member authorities

The member authorities of the Board are East Renfrewshire Council, Inverclyde Council and Renfrewshire Council. They contributed requisitions in

the following proportions to enable the Board to carry out its objectives.

2021/22 £	Council	%	2022/23 £
573,275	East Renfrewshire	20.5%	580,444
639,191	Inverclyde	21.8%	618,740
1,561,524	Renfrewshire	57.7%	1,634,996
2,773,990	Total	100.0%	2,834,180

As approved by the Board in February 2000, the relative allocation of the requisition across constituent authorities is adjusted each year in line with relative proportions of Grant Aided Expenditure as issued by the Scottish Government.

Renfrewshire Council is the lead authority of the Board, providing Treasurer and Clerking services, as well as support services, such as HR, Legal and Internal Audit. The Board has a Service Level Agreement with Renfrewshire Council that sets out how much this support should cost each year. In 2022/23, the Board paid Renfrewshire Council £87,850 for support services (£79,150 in 2021/22).

During 2022/23, the Board paid Renfrewshire Council a further £157k in relation to rent, business rates, refuse collection, contract cleaning and telephony services.

The Board received £18k from Renfrewshire Council for interest earned on cash balances (reserves) held by the Council on behalf of the Board.

There were no further material transactions between the Board and its member authorities.

Rental income

Rental income of £16.6k was charged to OneRen in relation to their occupancy of part of the Robertson Centre. The property rentals were conducted under standard terms and conditions and no guarantees have been applied.

Other public bodies

The Board paid Clackmannanshire Council £13.2k in 2022/23 in connection with access to the Scottish Assessors' online portal.

Strathclyde Pension Fund is the principal administrators of the post-retirement funds held on behalf of the current and former employees of the Board. Information about transactions during the year and outstanding assets and liabilities in relation to the Board's pension fund can be found in Note 13: Retirement Benefits.

The Board received income from the UK Government Department of Levelling Up, Housing and Communities of £8.8k in relation to implementation of Voter Identification, as outlined in the Management Commentary.

Note 12: External audit costs

2021/22 £		2022/23 £
7,820	Fees payable with regard to external audit services carried out by the appointed auditor	9,940
7,820		9,940

Note 13: Retirement Benefits

As part of the terms and conditions of employment of its employees, the Board offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Board 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 the Strathclyde Pension Fund which is administered by Glasgow City Council. This is a funded defined benefit scheme meaning that the Board and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

13a: Transactions relating to retirement benefits

The cost of retirement benefits is recognised in Gross Expenditure 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 Board in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers' contributions.

The principal risks to the scheme are assumptions relating to longevity, inflation, and investment performance; in addition, statutory changes to the scheme. These risks are mitigated to an extent by statutory requirements limiting charges to the Board's reserves.

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 year decisions that relates to years of service earned prior to this year.

Net Interest 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 the 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 Board to the Strathclyde Pension Fund during the year.

The Board is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2022/23 these amounted to £11,206 (2021/22 £11,126).

The following transactions have been made in the accounting statements in 2022/23:

2021/22 £		2022/23 £
	Comprehensive Income and Expenditure Statement (CIES)	
670,000	Current service cost	623,000
	Financing and Investment Income and Expenditure	
52,000	Net Interest	12,000
722,000	Total Post-employment Benefits charged to the Surplus or Deficit on the Provision of Services	635,000
	Other post employment benefit charged to the CIES	
(1,033,000)	Return on assets excluding amounts included in net interest	965,000
(1,481,000)	Actuarial (gains) / losses arising on changes in financial and demographic assumptions	(7,616,000)
29,000	Other (gains) and losses	824,000
(2,485,000)	Total Actuarial (Gain)/Loss	(5,827,000)
(1,763,000)	Total post employment benefit charged to the CIES	(5,192,000)
	Movement in Reserves Statement	
(391,000)	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code	(290,000)
2,485,000	Actuarial gain / (loss) on pension assets / liabilities	5,827,000
331,000	Employers Contributions paid to Strathclyde Pension Fund	345,000

13b: Assets and liabilities in relation to retirement benefits

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

2021/22 £000		2022/23 £000
20,407	Opening present value	19,722
670	Current service cost	623
411	Interest Cost	536
88	Employee Contributions	94
	Remeasurement (gains)/losses:	
(1,452)	Actuarial (gains)/losses arising from changes in financial/demographic assumptions	(6,792)
(2)	Unfunded benefits paid	(2)
(400)	Benefits Paid	(400)
19,722	Closing present value of scheme liabilities	13,781

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

2021/22 £000		2022/23 £000
17,978	Opening Fair Value	19,387
359	Interest Income	524
	Remeasurement gain/(loss):	
1,033	Return on assets excluding amounts included in net interest	(965)
329	Contributions from employer	343
88	Contributions from employee	94
2	Contributions in respect of unfunded benefits	2
(2)	Unfunded benefits paid	(2)
(400)	Benefits Paid	(400)
19,387	Closing fair value of scheme assets	18,983

13c: Fund history

	2018/19 £000	2019/20 £000	2020/21 (restated) £000	2021/22 £000	2022/23 £000
Present Value of Liabilities	(19,321)	(17,214)	(20,407)	(19,722)	(13,781)
Fair value of assets	16,238	15,481	17,978	19,387	18,983
Surplus/(deficit) in the scheme	(3,083)	(1,733)	(2,429)	(335)	5,202

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy.

The total pension asset value of £5.202m has a substantial impact on the net worth of the Board. The total contributions expected to be made by the Joint Committee to the Strathclyde Pension Fund in the forthcoming year to 31 March 2024 is £343k.

13d: 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. The rate for employer contributions was set at 20.2% for 2020/21; however, following the triennial valuation of the Strathclyde Pension Fund in March 2020, this rate increased to 25% for the next three financial years until 31 March 2024.

13e: Basis for estimating assets and liabilities

The Board's share of the liabilities of the 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 2022.

The principal assumptions used by the actuary were as follows:

2021/22	Mortality assumptions	2022/23
Longevity at 65 for current pensioners (years)		
19.6	Men	19.3
22.4	Women	22.2
Longevity at 65 for Future pensioners (years)		
21	Men	20.5
24.5	Women	24.2
Other assumptions		
3.90%	Rate of increase in salaries	3.65%
3.20%	Rate of increase in pensions	2.95%
2.70%	Rate for discounting scheme liabilities	4.75%
Take-up of option to convert annual pension into retirement lump sum:		
50.0%	Pre-April 2009 service	50.0%
75.0%	Post-April 2009 service	75.0%

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

Impact on the Pension Scheme liability:	%	£
0.1% decrease in Real Discount Rate	2%	249
0.1% increase in Salary Increase Rate	0%	36
0.1% increase in Pension Increase Rate	2%	217

The pension scheme's assets consist of the following categories and proportions of the total assets held:

2021/22 £000		%	2022/23 £000
8,067	Equity instruments	44.3%	8,407
	Private Equity		
1,635	Real Estate	8.2%	1,565
9,192	Investment Funds and Unit Trusts	45.6%	8,652
493	Cash and Cash	1.9%	360
19,387	Total	100.0%	18,983

Note 14: Events after the Balance Sheet date

Events taking place after the authorised date for issue 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 2023, 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 15: Contingent Liabilities

Following two court cases, including Mrs Goodwin v Department for Education, it is expected that proposed changes to public service pension schemes will be required, to ensure that surviving same-sex spouses and civil partners receive benefits equivalent to those received by the surviving spouses of opposite-sex marriages. Strathclyde Pension Fund's actuary estimates that the potential impact may be in the range of 0.1%-0.2% of gross obligations, which equates to between £20.3k and £40.6k for Renfrewshire Valuation Joint Board. This estimate is not reflected in the Primary Financial Statements because the trigger event that would require recognition has not yet occurred.

Note 16: Summary of Significant Accounting Policies

A General Principles

The Annual Accounts summarise the Board's transactions for the 2022/23 financial year and its financial position as at 31 March 2023. The Board 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 Board.

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 payments are made or received. In particular:

- revenue from the sale of goods is recognised when the Board 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 Board;
- revenue from the provision of services is recognised when the performance obligation relating to the transaction has been satisfied and it is probable that the economic benefits or service potential associated with the transaction will flow to the Board;
- expenditure in relation to services received (including services provided by employees) is recorded when the service is received rather than when payment is made;
- 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.

C Provisions

Provisions are made where an event has taken place that gives the Board 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. Provisions are charged as an expense to the appropriate service line in the CIES. When payments are eventually made, they are charged to the provision carried in the Balance Sheet.

D Contingent 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 Board 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 Board; 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.

E 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 that employees may carry forward into the next financial year.

Post-employment benefits

The Board participates in the Local Government Pension Scheme (LGPS), administered by Strathclyde Pension Fund. The LGPS is accounted for as a defined benefit scheme and in accordance with International Accounting Standard 19 (IAS19) the Board has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS19 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 Board's share of the net pension asset or liability in the Strathclyde Pension Fund and a pension reserve.

The liabilities of the Strathclyde Pension Fund attributable to the Board 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 on high quality corporate bonds.

The assets of the Strathclyde Pension Fund attributable to the Board 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 Board 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.

F 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 accounts 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 accounts are adjusted to reflect such events
- **Non-adjusting events** – those that are indicative of conditions that arose after the reporting period, and the accounts 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.

G 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 Board'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.

H 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 Board when there is reasonable assurance that:

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

Amounts recognised as due to the Board are not credited to the CIES until conditions attaching to the grant or contribution have been satisfied.

Monies advanced as grants and contributions for which conditions have not been satisfied 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.

I Leases

Operating Leases: Board as Lessee

Rentals paid under operating leases are charged to the CIES 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 historical 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 five years.

K Intangible Assets

Expenditure on non-monetary assets that do not have physical substance, but are controlled by the Board 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 Board.

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

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 Board 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 Board.

Usable Reserves

The Revenue Reserve represents surplus funds held by the Board, which are ultimately repayable to the constituent authorities in the same allocation proportions as the requisitions.

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 Board; these reserves are explained in the Unusable Reserves note.

M Value Added Tax (VAT)

Income and Expenditure excludes any amount relating to VAT, as all VAT collected is payable to HM Revenue and Customs (HMRC) and all VAT paid is recoverable from HMRC.

Note 17: Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 16, the Board 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	An analysis of the terms of the lease for the Robertson Centre has concluded that it is an operating lease.
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Note 18: Assumptions made about the future

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

The items in the Balance Sheet at 31 March 2023 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties
Uncertainties	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. Actuaries are engaged to provide the Board with expert advice about the assumptions to be applied. Further detail can be found in Note 14.
Effect if Results differ from Assumption	The effects on the net pensions liability, valued at £5.202m at 31 March 2023, of changes in individual assumptions can be measured. For instance, a 0.1% decrease in the discount rate assumption would result in an increase in the pension liability of £0.249m equating to a 2% increase in scheme obligations.