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Council Building  
2 High Street  
Perth  
PH1 5PH

12 September 2019

Attached is a supplementary agenda for the meeting of the **Audit Committee** being held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 18 September 2019** at **10:15**.

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto:Committee@pkc.gov.uk).

**KAREN REID**  
**Chief Executive**

***Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.***

***Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.***

**Members:**

Councillor Eric Drysdale (Convener)  
Councillor Stewart Donaldson (Vice-Convener)  
Councillor David Illingworth  
Councillor Anne Jarvis  
Councillor Xander McDade  
Councillor Mike Williamson  
Councillor Willie Wilson



**Audit Committee**

**Wednesday, 18 September 2019**

**AGENDA**

***MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.***

- 5 DRAFT AUDITED ANNUAL ACCOUNTS 2018/19 AND DRAFT ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH AND KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019** **5 - 170**  
Report by Head of Finance (copy herewith 19/251)

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# **PERTH & KINROSS COUNCIL**

## **Audit Committee**

**18 September 2019**

### **DRAFT AUDITED ANNUAL ACCOUNTS 2018/19 AND DRAFT ANNUAL AUDIT REPORT TO THE MEMBERS OF PERTH & KINROSS COUNCIL AND THE CONTROLLER OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019**

**Report by the Head of Finance (Report No. 19/251)**

#### **PURPOSE OF REPORT**

This report presents the Council's Draft Audited Annual Accounts for financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and includes the Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2019.

#### **1. BACKGROUND**

- 1.1. The Unaudited Annual Accounts for 2018/19 were considered by the Audit Committee on 26 June 2019 (Report No. 19/197 refers) which authorised them to be signed by the Head of Finance and submitted to KPMG, the Council's external auditors, by the statutory deadline of 30 June 2019.
- 1.2. The Annual Accounts are prepared in accordance with the 2018/19 CIPFA Code of Practice on Local Authority Accounting ("the Code").
- 1.3. These accounts also comply with the Local Authority Accounts (Scotland) Regulations 2014 which revoked the Local Authority Accounts (Scotland) Regulations 1985.
- 1.4. The Unaudited Annual Accounts were available for public inspection between 1 July and 19 July 2019 (inclusive). During this period KPMG received no objections to the draft Unaudited Annual Accounts.

#### **2. ANNUAL ACCOUNTS 2018/19**

- 2.1 The audit of the 2018/19 Annual Accounts took place between July and early September 2019. The audit considered not only the financial statements but also areas such as financial performance and corporate governance.
- 2.2 Since the 2018/19 Unaudited Accounts were considered by the Audit Committee there have been two adjustments which have been reflected in the Audited Accounts. The first, which is set out in Appendix Three of the Draft Annual Audit Report to Members of Perth & Kinross Council and the

Controller of Audit for the year ended 31 March 2019 at Appendix C, relates to an accounting entry on the Employee Statutory Adjustment Account.

- 2.3 The second adjustment relates to the Council's Pension Liability and arose following a court ruling in June 2019, referred to as the McCloud judgement. Because of the timing of this ruling, KPMG do not consider this a misstatement in the Unaudited Annual Accounts.
- 2.4 Neither of the adjustments described above have an impact on the level of resources available to the Council. There were also a few small presentational adjustments.
- 2.5 At this time, the 2018/19 Audited Annual Accounts remain unsigned. Approval of the Accounts at today's meeting will provide authorisation for the Leader of the Council, the Chief Executive and the Head of Finance to sign them. The Draft Audited Accounts (unsigned) are attached to this report at Appendix A.
- 2.6 The Head of Finance will also sign the Letter of Representation included at Appendix B. Once signed, the Accounts and Letter of Representation will be passed to KPMG so that they may issue their opinion in the form of an audit certificate.

### **3 Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the Year Ended 31 March 2019**

- 3.1 The Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2019 is set out at Appendix C (the Draft Audit Report). The Draft Audit Report sets out KPMG's opinions and conclusions on the overall audit and their findings to be reported under ISA260: Report to those Charged with Governance. The Draft Audit Report also includes the findings in relation to Perth & Kinross Charitable Trusts which were distributed separately to Trustees.
- 3.2 The key messages from the 2018/19 audit are set out in the Audit Conclusions on page 5 of Appendix C and are summarised as follows:

#### **Audit Opinion**

- KPMG expect to issue an unqualified opinion on the truth and fairness of the state of the Council's affairs as at 31 March 2019.

#### **Financial Reporting Framework, Legislation and Other Reporting Requirements**

- The Annual Accounts have been prepared in accordance with the relevant accounting standards and legislation.

## Annual Accounts Preparation and Audit Readiness

- The Accounts were provided to KPMG on 26 June 2019. The Council's finance team continued to perform well in its delivery of high-quality annual accounts and its readiness for audit.

## Statutory Reports

- There are no circumstances to notify the Controller of Audit that indicate a statutory report may be required

## Other Communications

- There were no significant difficulties during the audit. There were no other significant matters that were discussed, or subject to correspondence with management that have not been included in the report.

## Audit Misstatements

- Two audit misstatements were identified (see paragraph 2.2), none of which impact on the Council's resources.

## Written Representations

- The letter of representation does not include any additional representations to those that are standard as part of the audit.

- 3.3 It is anticipated that the final 2018/19 Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2019 will be issued by KPMG following completion of the final accounts process. The final Report and the signed Audited Annual Accounts for 2018/19 will be considered by the Council on 25 September 2019.

## **4. ANNUAL ASSURANCE PROCESS – SCOTTISH HOUSING REGULATOR**

- 4.1 Social landlords must submit an Annual Assurance Statement to the Scottish Housing Regulator as per the Scottish Social Housing Charter. This provides assurance that their organisation complies with the relevant requirements of Chapter 3 of the Regulatory Framework, which includes the regulatory requirements that apply to all social landlords. This statement should be agreed by Committee and signed by the Chair of the committee.
- 4.2 The requirements of this assurance statement are covered under the Council's approach to the assurance provided through the Annual Governance Statement (AGS) which was reported to Scrutiny Committee on 12 June 2019 (Report No. 19/178). Early discussions with the Housing Regulator have confirmed that they are content with this approach.

- 4.3 Through this process, the Committee can be assured that the Council complies with the regulatory requirements set out in Chapter 3 of the Regulatory Framework.

## 5. CONCLUSION AND RECOMMENDATIONS

- 5.1. KPMG's findings on the 2018/19 Audit are set out in the Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2019 which is attached Appendix C to this report.
- 5.2. It is recommended that the Committee:
- i. Note the contents of KPMG's Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2019.
  - ii. Approve the 2018/19 Audited Annual Accounts and authorise the Leader of the Council, the Chief Executive and the Head of Finance to sign them and also authorise the Head of Finance to sign the Letter of Representation.

### Author(s)

Name	Designation	Contact Details
Scott Walker	Chief Accountant	<a href="mailto:chfinance@pkc.gov.uk">chfinance@pkc.gov.uk</a>
Alison O'Brien	Corporate Accounting Manager	

### Approved

Name	Designation	Date
Stewart Mackenzie	Head of Finance	12 September 2019
Jim Valentine	Depute Chief Executive and Chief Operating Officer	12 September 2019



## ANNEX

### 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
<b>Assessments</b>	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	None
<b>Consultation</b>	
Internal	Yes
External	None
<b>Communication</b>	
Communications Plan	None

#### 1. Strategic Implications

##### 1.1. Corporate Plan

1.1.1. The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.1.2 This report relates to all of these objectives.

#### 2. Resource Implications

##### 2.1. Financial

2.1.1. There are no direct financial implications arising from this report other than those reported within the body of the main report.

## 2.2. Workforce

2.2.1. There are no direct workforce implications arising from this report other than those reported within the body of the main report.

## 2.3. Asset Management (land, property, IT)

2.3.1. There are no direct asset management implications arising from this report other than those reported within the body of the main report.

## 3. **Assessments**

### 3.1. Equality Impact Assessment

3.1.1. Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

3.1.2. The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

### 3.2 Strategic Environmental Assessment

3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### 3.3 Sustainability

3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

## **4. Consultation**

### **4.1 Internal**

- 4.1.1 The Chief Executive and all Executive Directors have been consulted in the preparation of this report.

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

Appendix A – 2018/19 Audited Annual Accounts (unsigned)

Appendix B – Draft letter of representation (unsigned)

Appendix C – Draft Annual Audit Report to the Members of Perth & Kinross Council and the Controller of Audit for the year ended 31 March 2019





# **PERTH & KINROSS COUNCIL**

## **ANNUAL ACCOUNTS**

**2018/19**

**AUDITED**

## CONTENTS

	Page
MANAGEMENT COMMENTARY	1
ANNUAL GOVERNANCE STATEMENT 2018/19	14
INDEPENDENT AUDITOR'S REPORT	20
THE FINANCIAL STATEMENTS:	
MOVEMENT IN RESERVES STATEMENT	23
COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT	24
BALANCE SHEET	25
CASH FLOW STATEMENT	26
STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS	27
NOTES TO THE FINANCIAL STATEMENTS	
Note 1 Accounting Policies	28
Note 2 Accounting Standards that have been issued but have not yet been adopted	37
Note 3 Critical Judgements in Applying Accounting Policies	37
Note 4 Assumptions made about the Future and Other Major Sources of Estimation Uncertainty	37
Note 5 Adjustments between Accounting Basis and Funding Basis under Regulations	38
Note 6 Expenditure and Funding Analysis	39
Note 7 Transfer (to)/from General Fund Reserves	42
Note 8 Other Operating Expenditure / Income	44
Note 9 Financing and Investment Income and Expenditure	44
Note 10 Taxation and Non Specific Grant Incomes	44
Note 11 Material Items of Income and Expense	44
Note 12 Premiums and Discounts on Debt Rescheduling Written Down	44
Note 13 General Grants, Bequests and Donations	45
Note 14 Expenditure and Income Analysed by Nature	45
Note 15 Agency Services	46
Note 16 External Audit Costs	46
Note 17 Termination Benefits	46
Note 18 Post-Employment Benefits	46
Note 19 Related Parties	51
Note 20 Leases	52
Note 21 Property, Plant and Equipment	53
Note 22 Heritage Assets	57
Note 23 Investment Properties	58
Note 24 Intangible Assets	60
Note 25 Assets Held for Sale	60
Note 26 Long Term Debtors	60
Note 27 Inventories	61
Note 28 Debtors	61
Note 29 Creditors	62
Note 30 Provisions Other than Bad and Doubtful Debts	62
Note 31 Usable Reserves	62
Note 32 Unusable Reserves	63
Note 33 Impairment Losses	65
Note 34 Grants	66
Note 35 Capital Expenditure and Capital Financing	66
Note 36 Public Finance Initiatives and Similar Contracts	67
Note 37 Authorisation of Annual Accounts	68
Note 38 Contingent Liabilities	68
Note 39 Financial Instruments	69
Note 40 Devolved School Management (DSM) Schools	73
Note 41 Operating Activities	73
Note 42 Investing Activities	73
Note 43 Financing Activities	74
Note 44 Cash and Cash Equivalents	74
Note 45 Trust Funds	74
Note 46 The Statutory Loans Fund	75

HOUSING REVENUE ACCOUNT	77
Statement of Movements on the Housing Revenue Account Balance	78
The Accompanying Notes to the Housing Revenue Account	79
COUNCIL TAX INCOME ACCOUNT	80
The Accompanying Notes to the Council Tax Income Account	81
NON DOMESTIC RATE INCOME ACCOUNT	82
The Accompanying Notes to the Non Domestic Rate Income Account	83
CHARITABLE TRUSTS	84
COMMON GOOD	85
The Accompanying Notes to the Common Good Accounts	86
GROUP ACCOUNTS	
Group Movement in Reserves Statement	87
Group Comprehensive Income and Expenditure Statement	88
Group Balance Sheet	89
Group Cash Flow Statement	90
Reconciliation of the Single Entity (Surplus)/Deficit for the Year to the Group Surplus	91
NOTES TO THE GROUP ACCOUNTS	
Note 1 Combining Entities	92
Note 2 Nature of Combination	93
Note 3 Financial Impact of Consolidation and Going Concern	93
Note 4 Group Comprehensive Income & Expenditure Statement – Financing and Investment Income & Expenditure	93
Note 5 Group Balance Sheet – Investments	93
Note 6 Group Balance Sheet – Short Term Debtors (net of provisions)	93
Note 7 Group Balance Sheet – Short Term Creditors	94
Note 8 Group Balance Sheet – Pension Liability	94
Note 9 Group Cash Flow Statement	94
Note 10 Group Cash Flow – Investing Activities	94
Note 11 Group Cash Flow – Financing Activities	94
Note 12 Related Party Transactions	94
REMUNERATION REPORT FOR FINANCIAL YEAR 2018/19	95
GLOSSARY	102

## MANAGEMENT COMMENTARY

### 1. Introduction

This publication contains the financial statements of Perth & Kinross Council and its group for the year ended 31 March 2019.

This management commentary outlines the key messages in relation to financial planning and performance for the year 2018/19 and how this has supported delivery of the Council's strategic objectives. This commentary also looks forward, outlining the future financial plans for the organisation and the challenges and risks which it will face as it strives to meet the needs of the people of Perth and Kinross.

A glossary of terms is set out from page 103.

### 2. Our Vision and Strategic Objectives

The Council is situated in a central location in Scotland. It covers a geographical area of around 5,286 km<sup>2</sup>, and has an estimated population of 151,290. Over the past 10 years (2008-2018), the area has experienced a 5.7% increase in its population. During the same time period the Scottish population experienced an increase of 4.5%. The latest population projections over the next 25 years show an 8% increase compared to 5% across Scotland.

The Council's vision is to *create a confident, ambitious and fairer Perth and Kinross, for all those who live and work here*. Through its five strategic objectives, set out within the Community Plan (Local Outcomes Improvement Plan) 2017-27 and Corporate Plan 2018-2022, the Council aims to maximise the opportunities available to our citizens to achieve their potential. At the heart of the vision is a desire to see investment in early intervention and prevention focused on building success and reducing the costs of failure.

The five Strategic Objectives which support the delivery of the Council's vision are:

- Giving every child the best start in life
- Developing educated, responsible and informed citizens
- Promoting a prosperous, inclusive and sustainable economy
- Supporting people to lead independent, healthy and active lives
- Creating a safe and sustainable place for future generations

The Corporate Plan does not stand alone. Rather, it forms part of a robust strategic framework that connects the vision of the Council and its partners to the detailed plans that guide the delivery of our services.

This framework ensures that all Council plans and strategies are driven by and focused towards the delivery of a single shared vision for the area and our services connecting everything we do by a "golden thread" leading from the Community Plan, to individual Services' Business Management and Improvement Plans, through to day to day service delivery by our people.



The recommendations of the Perth and Kinross Fairness Commission, which were endorsed by the Council in 2017, created a specific and collective focus on tackling the causes and consequences of poverty and inequality across the area and are still being progressed.

### 3. The Annual Accounts 2018/19

The Annual Accounts report the financial performance of the Council. Their main purpose is to demonstrate the stewardship of public funds which have been entrusted to it for the delivery of the Council's vision and strategic objectives. The requirements governing the format and content of the Council's Annual Accounts are contained in the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the 2018 Code). The 2018/19 Annual Accounts have been prepared in accordance with this Code.

### 4. The Financial Plan

To support the delivery of the strategic objectives during 2018/19, Perth & Kinross Council approved a balanced gross revenue budget of £428.459m for the General Fund (February 2018) and £28.773m for the Housing Revenue Account (January 2018). As part of its consistent approach to longer term financial planning, the Council approved its Medium Term Financial Plan on 3 October 2018 and Final Revenue Budget for 2019/20 and Provisional Revenue Budgets for 2020/21 and 2021/22 on 20 February 2019. The HRA Budget was also updated on 23 January 2019.

Councils need to account for their spending and income in a way which complies with our legislative requirements. Most day to day spending and income is recorded within the General Fund and the costs and income in relation to the management of our housing stock are recorded within the Housing Revenue Account.



Key to the delivery of Council Services is investment in the assets which are used to deliver these services (including schools, houses and infrastructure) and the utilisation of capital funding to stimulate development and regeneration in local areas. In 2018/19 the Council budgeted for capital investment of £78.539m on General Fund activities and £24.323m in respect of the Housing Revenue Account. This expenditure is funded from prudential borrowing, government grants, external funding, capital receipts, revenue contributions and earmarked reserves. The Council approved a 10 year Composite Capital Budget for 2019/20 to 2028/29 at its meeting on 20 February 2019.

## 5. Performance Management

Delivery of services and improvement across the Council is managed within a well-established performance framework. This supports the delivery of our strategic objectives by making clear connections between our strategic vision, values and aims through to operational delivery of services. Annual reports as well as six monthly updates are produced by each Service which detail the achievements contributing towards the delivery of priorities as well as identifying areas for improvement. The Scrutiny Committee also provides further assurance on the performance and effectiveness across all of the Council's work.

Throughout the organisation, performance is routinely managed and reported within teams, Senior Management Teams, Corporate Management Team, Executive Officer Team as well as elected members and the wider public.

The Council has a statutory duty to publish performance information for comparison and benchmarking purposes to our citizens and communities. We do this through the annual report to Council and the Scrutiny Committee on the Local Government Benchmarking Framework and PKC Performs which is kept up to date on our website. We also publish an Annual Performance Report and are currently working towards making this more accessible, while ensuring that it is a balanced view of how well the Council is performing.

In addition, recognising that we need to do more to ensure that there is a more comprehensive understanding of how well the Council is doing, we will develop our approach further through the Perth and Kinross Offer as further detailed on page 10.

### *2018/19 Performance Summary*

Service Annual Performance Reports were presented to relevant Committees in May 2019 and then to the Scrutiny Committee on 12 June 2019. It is anticipated that the Council's Annual Performance Report will be considered by the Scrutiny Committee on 11 September 2019 and then presented to Council on 25 September 2019. These reports provide comprehensive information on the Council's performance for 2018/19. The full range of performance information for 2018/19 will be available online in September 2019. This includes the Council's Annual Performance Report, the online performance dashboard "PK Performs", Service level performance reports, benchmarking and links to further information. The website is updated with performance reports and data as it becomes available.

For 2018/19 a selection of performance outcomes are set out in the following table:

Objective	Outcome
<b>Giving every child the best start in life</b>	<ul style="list-style-type: none"> <li>More children across Perth and Kinross are now accessing 1,140 hours of Early Learning and Childcare through a range of models and the phased expansion plan is progressing well. This is supported by a programme of infrastructure works including extension and refurbishment of the existing school estate as well as new builds. Work is also progressing to build capacity in the Early Years workforce, to attract new staff and to create career pathways from other areas of the council.</li> <li>A wide range of organisations have engaged in development of the Perth and Kinross Play Framework and Action Plan, which promotes and highlights the importance of play in the health, wellbeing, learning and development of children and in improving outcomes for children and young people.</li> <li>The new multi-disciplinary REACH team provides intensive, coordinated and flexible support for young people with multiple complex needs and their families, within their own homes and communities. This approach has already been successful in preventing a number of young people from being accommodated within a residential care setting, and has supported young people to successfully return home from residential accommodation. This is contributing to an increase in the proportion of looked after children and young people in family and community placements rather than residential accommodation.</li> <li>The numbers of children looked after by Perth &amp; Kinross Council and placed in kinship care has more than doubled in the last 10 years. It is strongly committed to ensuring that a child's extended family and friendship network should routinely be the first option when a child becomes looked after. It has also continuously improved the rigour of processes for assessment and approval of Kinship Carers alongside enhanced levels of financial, practical, and emotional support. Appreciating that kinship care is as important as foster care; the Council has ensured that there is strong multi-agency partnership working to enhance the effectiveness of assessments and decision-making and to meet its corporate parenting responsibilities for children in kinship care.</li> <li>A proactive approach to early intervention and prevention has led to a 6.1% reduction in the overall number of households presenting as homeless with a 24% reduction in the number of families. The Council continues to face challenges in supporting young people with their housing situations and it has reviewed its Integrated Schools Programme to not only include housing issues but extended this to incorporate awareness of drug and alcohol issues.</li> </ul>

Objective	Outcome
<b>Developing educated, responsible and informed citizens</b>	<ul style="list-style-type: none"> <li>Attainment across literacy and numeracy at P1, P4, P7 and S3 shows steady improvement, based on teacher judgements of Curriculum for Excellence (CfE) levels, and there are early indications of closing the attainment gap at all stages.</li> <li>Attainment results for school leavers also show steady improvement, with the proportion of school leavers attaining both Literacy and Numeracy at SCQF Level 4 (or above) increasing from 79% in 2014 to 90% in 2018.</li> <li>The annual Participation Measure from Skills Development Scotland shows the proportion of 16-19 year-olds participating in education, training or employment. For the fourth year in a row, results show that Perth and Kinross (94%) remains higher than the national average (92%) in each individual age group, as well as overall.</li> <li>Three core strategies of Literacy, Numeracy and Health &amp; Wellbeing have been developed to enable schools to deliver on the key drivers contained within the National Improvement Framework and the PKC Raising Attainment strategy.</li> <li>This year, our intergenerational work involved school children interacting with residents within our sheltered housing complexes to share skills. Residents were able to help children on the eco system by sharing their gardening knowledge and the children were able to assist residents to develop technological skills.</li> <li>The Council's Westbank site has developed its' role as a community asset where people and partners work together. It offers Modern Apprenticeships in horticulture and other related outdoor skills and activities. In addition, young people who have disengaged at school are able to come to the site and gain an insight into work, learn new skills, and develop qualifications in partnership with their school.</li> </ul>
Objective	Outcome
<b>Promoting a prosperous, sustainable and inclusive economy</b>	<ul style="list-style-type: none"> <li>The Heads of Terms for the Tay Cities Deal were agreed in November 2018. The Deal will result in the biggest ever injection of capital into the wider region over a 10 year period, with almost 50% of the £350m UK and Scottish Government funding being allocated to projects located in Perth and Kinross which will deliver economic impact regionally and nationally.</li> <li>A core part of economic development activity is support for business growth. Over the past year, Business Gateway supported 321 business start-ups and 39 early stage growth companies. Business Gateway ran 54 start-up workshops and 7 existing business workshops. European Regional Development Funding led to 136 businesses accessing expert help particularly on exporting.</li> <li>A key milestone was achieved at the Perth Food &amp; Drink Park with the completion of five food manufacturing units. All five of these units are now leased with demand being expressed for a further phase.</li> <li>Although unemployment across Perth and Kinross remains low, there are still many workless households, or households where income levels are too low. A total of 407 people were assisted into work through the Employment Connections Hub.</li> <li>The Perth and Kinross Winter Festival is now a major highlight of Scotland's events calendar, and the 2018/19 programme was no exception with the Christmas Lights switch-on event alone generating an estimated £1.96 million of net additional expenditure. The Scotland's Tay Country travel trade campaign generated 11 new business opportunities in Perth and Kinross and the Council supported 15 businesses to attend the Visit Scotland Expo.</li> <li>In partnership with tenants, the rent restructure project provided the opportunity to create a transparent and fair rent system. A rent affordability model was developed which demonstrated that rent levels remained affordable to current and future tenants based on local income levels. The average rent level is 20% lower than similar housing options in the area and rent levels remain around the 6th lowest in Scotland.</li> <li>Rent arrears performance for 2018/19 was 10.38% (target was 9%). This increase is similar to other Councils who moved to full service Universal Credit and this continues to be a key area of focus for the Housing Service. During the year, the Council wrote off a higher level of former tenant arrears to fall in line with national practice and the impact of this will be reflected in our gross arrears in 2019/20.</li> <li>Two Construction Skills Academies were run to secure job opportunities on the A9/A85 construction project, illustrating the important role major capital projects can play in delivering wider Community Benefits. One Hospitality Skills Academy was also delivered to assist rural hotels address recruitment/retention issues.</li> </ul>
Objective	Outcome
<b>Supporting people to lead independent, healthy and active lives</b>	<ul style="list-style-type: none"> <li>Home First continues to be successful and its sector leading approach is improving outcomes and reducing the stigma, experience and duration of homelessness for many households. The Council submitted its Rapid Rehousing Transition Plan to the Scottish Government and the recommendations to further improve outcomes for homeless people was implemented from April 2019.</li> <li>The Housing Contribution Statement was presented to both the Health &amp; Social Care Integrated Joint Board as well as the Housing &amp; Health Committee. This outlined the significant impact Council services have in the delivery of some of the key health and social care outcomes.</li> <li>The Council has continued to focus on its approach to increase the supply of affordable housing. During the year 162 new build properties have been delivered, 28 empty homes brought back into use, 26 properties purchased through the buy-back scheme and 1 property has been converted. These additional homes have enabled the Council to meet the housing needs of many households in the area and through the use of vacancy chains ensure that it is making best use of the existing stock to meet multiple needs.</li> <li>During 2018/19 the Council invested £9.8m in our Housing Capital Investment Programme to improve</li> </ul>

	<p>the condition and energy efficiency levels of our homes. Our compliance with the Scottish Housing Quality Standard is 96.15% against a national average of 94.2%.</p> <ul style="list-style-type: none"> <li>Working with a range of partners, the Council ensured that residents and tenants had access to services to allow their homes to be adapted to meet their changing needs. For example 89 major adaptations and 219 minor adaptations were made to council homes and 215 major adaptations and 240 small repairs to privately owned homes.</li> <li>Working with a range of partners including the Centre for Inclusive Living and Living Streets Scotland, a number of audits were undertaken across Perth &amp; Kinross. This assessed the overall quality of the accessibility and walkability of local streets to identify opportunities to improve the local walking environment and enable and encourage people of all ages and abilities to walk for every day journeys. The "Streets for Everyone" project has been shortlisted in the Scottish Transport Awards 2019.</li> </ul>
Objective	Outcome
<b>Creating a safe and sustainable place for future generations</b>	<ul style="list-style-type: none"> <li>The Council's Community Investment Fund disbursed around £580,000 to local projects in partnership with Local Area Partnerships.</li> <li>Perth &amp; Kinross Council and Bertha Park Ltd worked collaboratively through a clear partnership approach to progress the Bertha Park Strategic Development Site from conception, through Masterplan and to delivery of the first residential units within 5 years. This approach has supported the delivery of Phase 1 of the Perth Transport Futures project, the new Bertha Park Secondary School as well as future delivery of 3,000 dwellings including 750 affordable houses and 25 hectares of employment land. This commitment to partnership working was recognised at the Scottish Awards for Quality in Planning 2018 with an award under the Partnership Category.</li> <li>The supply of effective housing land has supported an increase in house completion rates during 2018/19 to a level similar to pre-recession performance. The Council has exceeded its annual new build target of 550 units by delivering a total of 605 homes: <ul style="list-style-type: none"> <li>414 private housing properties</li> <li>191 social rented houses, of which 68 are council homes</li> </ul> </li> <li>Invested circa £10m on council houses across Perth and Kinross area.</li> <li>Phase 1 of the Perth Transport Futures Project has provided a new link road from the A85 across the A9 dual carriageway and River Almond into Bertha Park. This was recognised on the Social Value Portal as an effective approach to delivering on social value which involved engaging the local community, engagement events at schools, work placements, creation of 16 apprentices, graduates and trainees as well as raising funds for local charities. The specimen design for Phase 2 (the Cross Tay Link Road) is being developed and £40m funding has been secured, adding to the committed Council resources.</li> <li>The Council contributes to the sustainable use of resources. Although the target for 2018/19 of 56% was not achieved the Council continues to be one of the leading Councils in Scotland in achieving high levels of diversion of municipal waste from landfill (53%). This generates financial savings, and provides recycled materials for manufacturing, minimising the need to use raw materials. The Council also developed a set of new initiatives which were approved by Committee, to increase our landfill diversion levels, to meet upcoming Scottish Government targets and upcoming legal requirements. This includes extending kerbside recycling facilities, and increasing support for separation of materials at recycling centres.</li> <li>The Council successfully bid to be part of the Scottish Government "Can-Do" funded competition to investigate the application of Smart Energy Networks across the PKC estate. Smart Grids can ensure the best possible balance between renewable generation, storage and utilisation. They have the potential to deliver energy related cost savings as well as possible revenue generation. Five private sector teams are currently developing models for potential prototype systems.</li> <li>The Food Safety team achieved the Customer Service Excellence standard for the 20th year in a row, demonstrating the continued dedication of the team to delivering the highest standards of customer focus and public protection.</li> <li>The Flooding team completed the Almondbank Flood Protection Scheme with £25m of works undertaken, to give reassurance and protection to households and businesses in the local area.</li> <li>From monitoring, exceedances of national air quality objectives have been identified within the high street corridor in Crieff. Following extensive analysis and consultation, a comprehensive draft Air Quality Action Plan (AQAP), which detailed the short and long term improvement measures to tackle air quality issues, has been approved.</li> <li>In 2018/19, 63 projects were completed through Estate Based Initiatives. Through the environmental improvements programme, the Council also invested £500,000 across Perth &amp; Kinross to improve the safety and appearance of localities. Works included the repair and reconstruction of perimeter/retaining walls, improvements to footpaths, secure door entry upgrades, applying fire retardant paint in blocks of flats, new perimeter fencing and car park re-surfacing.</li> </ul>

## 6. Financial Performance

Financial performance is part of the Council's performance management culture with regular reporting to the Strategic Policy and Resources Committee. This section summarises the main elements for 2018/19.

Following publication in 2015 of CIPFA's Telling the Story Review of the Presentation of Local Authority Financial Statements, the 2016 Code changed the segmental reporting arrangements for the Comprehensive Income and Expenditure Statement and introduced the Expenditure and Funding Analysis. The Expenditure and Funding Analysis brings local authority performance reported on the basis of expenditure measured under proper accounting practices together with statutorily defined charges to the General Fund and Housing Revenue Account. Both the Comprehensive

Income and Expenditure Statement and the Expenditure and Funding Analysis include a segmental analysis which requires local authorities to report performance on the basis of how they are structured and how they operate, monitor and manage financial performance.

The 2018 Code requires that Authorities present the segmental analysis on the basis of the organisational structure under which they operate. Additionally, the 2018 Code requires that if a local authority changes the presentation or classification of items in its financial statements, the authority shall reclassify comparative amounts unless reclassification is impracticable.

Although the Expenditure and Funding Analysis reflects the main variances, for operational reporting the Council's Comprehensive Income and Expenditure reflects proper accounting practice. The Comprehensive Income and Expenditure Statement movements are not directly comparable with the movements in the Expenditure and Funding analysis. In addition the Unaudited Annual Accounts reflect the most up to date structure e.g. Housing & Environment replaced Housing & Community Safety and the Environment Service and Culture is now reported within Corporate & Democratic Services. These adjustments have resulted in some reclassification of expenditure and income between Services. The 2017/18 Comprehensive Income and Expenditure Statement and Group Income and Expenditure Statement have been restated for these changes to structures.

#### a) General Fund Revenue Expenditure for 2018/19

In 2018/19 the Council incurred actual net expenditure on Services of £351.318m (which is the Cost of Services disclosed in the Comprehensive Income and Expenditure Statement on page 24). When Taxation and Non-Specific Grant Income, Financing and Investment Income and Expenditure and Other Operating Income and Expenditure are included there was a net Deficit on the Provision of Services of £22.296m.

The Expenditure and Funding Analysis information on pages 39 and 40 sets out adjustments between the net Deficit on the Provision of Services of £22.296m included in the Comprehensive Income and Expenditure Statement and the net expenditure (surplus) charged to the General Fund & HRA in the table below of £2.026m. The adjustments of £24.322m represent the difference between the net expenditure of the Council that is chargeable to taxation and rents and the figures reported in the Comprehensive Income and Expenditure Account. The surplus in the Expenditure and Funding Analysis is set out in the way in which the Council organises itself and manages and reports on financial performance.

The following table sets out adjustments to the most recently approved Revenue Budget (17 April 2019) to ensure that budget and actual figures are comparable. These include the Public Finance Initiative, external income and capital accounting adjustments. On a comparable basis the table shows a net under spend of £9.986m which is explained in further detail.

	Updated Budget Per Revenue Monitoring Report No.4 £ '000	Virements £ '000	Capital Accounting Adjustments £ '000	Revised Budget £ '000	Net Expend. Charged to the General Fund & HRA Balances per Expend. & Funding Analysis £ '000	Variance £ '000
<b>SERVICES</b>						
Education & Children's Services	166,702	(2,290)	(10,515)	153,897	149,543	(4,354)
Health & Social Care	50,924	43	0	50,967	51,708	741
Housing & Environment	72,461	(3,549)	(5,233)	63,679	59,695	(3,984)
Corporate & Democratic Services	31,618	(1,864)	0	29,754	29,238	(516)
Housing Revenue Account	0	(7,402)	0	(7,402)	(7,402)	0
Valuation Joint Board	1,145	0	0	1,145	1,149	4
Non Distributed Costs	1,595	0	0	1,595	1,534	(61)
<b>NET COST OF SERVICES</b>	<b>324,445</b>	<b>(15,062)</b>	<b>(15,748)</b>	<b>293,635</b>	<b>285,465</b>	<b>(8,170)</b>
Taxation & Non-Specific Grant	(328,594)	6,290	0	(322,304)	(323,115)	(811)
Finance / Investment / Other	12,140	8,772	15,748	36,660	35,624	(1,036)
<b>Use of General Fund per Comprehensive Income &amp; Expenditure Statement</b>	<b>7,991</b>	<b>0</b>	<b>0</b>	<b>7,991</b>	<b>(2,026)</b>	<b>(10,017)</b>
Contributions from other Reserves	5,653	0	0	5,653	5,684	31
<b>Use of General Fund Balances</b>	<b>13,644</b>	<b>0</b>	<b>0</b>	<b>13,644</b>	<b>3,658</b>	<b>(9,986)</b>

The under spend on the net cost of Services of £8.170m is comparable with the revenue monitoring positions that have regularly been presented to the Strategic Policy and Resources Committee throughout the financial year. The following section provides a more detailed explanation of the final year end outturns.

**Education & Children's Services** delivered an under spend of **£4.4m**. The main reasons for this are -

- In respect of the Devolved School Management (DSM) Scheme there was an under spend (**£1.1m**) reflecting savings on staff costs (teachers and support staff) (£0.6m) and supplies & services (educational materials) (£0.3m) and additional income (secondments / contributions towards activities / grants / school meals and school lets) (£0.2m). These resources will be carried forward by schools into 2019/20.
- In 2018/19 schools were awarded Pupil Equity Funding direct from the Scottish Government to contribute towards raising attainment (£1.7m). Expenditure from this Fund is incurred by academic year rather than financial year. On that basis the under spend (**£0.6m**) has been earmarked within Reserves to be utilised by schools in 2019/20.
- In terms of non-DSM budgets there were further over and under spends as follows:
  - Staff under spends were delivered across the whole Service (**£0.4m**).
  - Under spends on supplies and services (**£1.0m**) due to mainstreaming Evidence 2 Success funding and the rephasing of a number of initiatives including the Digital Learning Strategy, GIRFEC, the School Estate and Young Carers.
  - There was an under spend on third party payments (**£0.7m**) due primarily to savings on foster care and additional support needs provision, service level agreements and partner provider payments.
  - Other net over and under spends across other areas of service delivery provided further net savings including pupil and staff transport and third party payments (**£0.1m**).
  - The Service also generated additional income from a number of sources including grant funding, school meals and external recharges (**£0.5m**).

**Health and Social Care** over spent by around **£0.7m** in 2018/19. The Strategic Policy & Resources Committee was provided with regular updates on the projected outturn for Social Care. The impact of this final over spend is a reduction in the Council's Reserves. The main reasons for this were:

- Older People and Physical Disabilities Services (**£0.2m**) due to unanticipated demand for Care Home Placements and Care at Home Services.
- Learning Disabilities and Mental Health Services (**£0.5m**) due to an unprecedented level of demand for Community Services.

**Housing & Environment** delivered an under spend of **£4.0m**, which is made up of over and under spends as follows -

- Within Roads there was an under spend (**£1.4m**) due to a rephasing of expenditure in relation to a number of projects including the Local Flood Risk Management Plan, 20mph limits and zones, rural footpaths and cycle networks, North Muirton Reservoir and the CCTV Operations Centre. In addition additional income was generated in relation to car parking and there was an under spend on Winter Maintenance. These were partially offset by a number of minor over spends across the remainder of the function including public transport.
- Planning & Development's under spend (**£0.7m**) was primarily the result of a rephasing of expenditure in relation to a number of economic development initiatives including broadband and the Small Town Retail Façade scheme and additional income from commercial properties and grants. This was partially offset by additional costs in relation to the Local Development Plan and a reduction in income from building warrant and planning fees.
- Operations delivered an under spend (**£0.5m**) as a result of savings on the waste disposal contract and additional income from recyclates and commercial waste. Fleet Management under spent (**£0.2m**) as a result of additional income.
- Regulation, Community Greenspace, Bereavement Services, Waste Strategy, Housing and other Corporate budgets delivered further net under spends (**£0.4m**).
- Property delivered a net under spend (**£1.5m**) due to savings across a number of functions. There were savings on energy consumption, property maintenance and staff costs partially offset by the non achievement of professional fees.
- Across the Service, a number of targets were not met (**£0.7m**) relating to staff slippage, procurement savings and sponsorship of Council assets which was partially offset by additional grant income.

**Corporate & Democratic Services** contributed an under spend of **£0.5m** as follows -

- Staff costs were under spent due to slippage in excess of budget (**£0.2m**).
- Property and Supplies & Service costs delivered combined under spends (**£0.2m**).
- Additional income (**£0.1m**) was generated from the licensing and registration function.

In addition **Taxation and Non-Specific Grant** achieved additional income (**£0.8m**) from additional Council Tax income and reduced Council Tax Reduction Scheme payments and **Finance / Investment & Other** delivered an under spend of (**£1.0m**) due to proactive treasury management and the Council's share of Tayside Contracts surplus.

General Fund and Housing Revenue Account Balances reduced by £3.658m to £48.441m in line with the budget adjustments approved throughout the year by the Strategic Policy and Resources Committee. When the Housing Revenue Account Balance of £1,000,000 and the earmarked Reserves of £34.767m that are set out on page 42 are excluded this leaves an uncommitted General Fund Balance of £12.674m or 3.6% of the net updated 2019/20 Revenue Budget.

#### **b) Composite Capital Budget and Housing Revenue Account 2018/19**

A summary of the Council's capital expenditure is reflected within Note 35 to the Core Financial Statements on page 66. Total gross capital expenditure in 2018/19 was £78.635m, comprising £21.343m on the Council's Housing Revenue Account (HRA) and £57.292m on the Council's Composite (General Fund) Programme. The gross expenditure includes:

- £7.355m on School Upgrades, including the starting of various new projects under the Early Learning & Childcare programme.
- £27.047m on Roads & Transport projects, including Structural Maintenance, Road Safety measures, Perth Transport Futures and the completion of the A9/A85 Upgrade project.
- £22.890m on other works, including Flood Protection measures (£5.105m); the Creative Exchange (£2.077m); Cultural attractions (£1.219m); Community Greenspace (£1.273m) and property & infrastructure upgrades (£4.198m). The balance of £9.012m relates to expenditure on various property, equipment, vehicles and IT-related works.
- £21.343m on the HRA including Affordable Housing New Builds & Buy Backs (£10.199m), Central Heating, Double Glazing and Energy Efficiency Schemes (£4.679m), Kitchen & Bathroom Upgrades (£1.900m) and External Works (£2.371m).

Capital expenditure is funded by borrowing, asset sales, grants, other capital receipts, and Revenue Budget contributions. The Capital Financing Requirement (CFR, i.e., the underlying requirement to borrow for capital purposes) as at 31 March 2019 was £540.265m. Actual capital debt was £492.860m, comprising long-term borrowing (£383.635m) and a PPP liability (£109.225m). The ratio of borrowing to the CFR for 2018/19 has reduced to 91.2% (2017/18 91.9%). During the year the CFR increased by £27.252m reflecting the capital expenditure above, less capital receipts, grants and contributions and principal loan repayments.

#### **c) General Fund Reserves**

As at 31 March 2019 the Council had uncommitted General Fund balances of £12.674m which represented 3.6% of the Council's updated 2019/20 Revenue Budget approved in April 2019. Council policy, as set out in the Reserves Strategy approved by Council on 22 February 2019, is to retain uncommitted reserves of between 2% and 4% of net revenue expenditure over the medium term and it is not currently considered imprudent to maintain uncommitted Reserves above 4%. The Council's Reserves Strategy will continue to be reviewed, particularly as the level of total Reserves is expected to reduce due to the delivery of commitments over the next few years. Full details of the Council's General Fund Reserves are shown on page 23 and pages 63 to 65 of the Financial Statements, along with information on future commitments.

The Reserves position is summarised as follows:

	£'000		£'000
General Fund	(47,441)	Revaluation Reserve	(276,144)
Housing Revenue Account	(1,000)	Capital Adjustments Account	(324,324)
Capital Fund	(30,366)	Financial Instruments Adjustment Account	19,825
Renewal and Repair Fund	(20)	Pensions Reserve	118,542
Insurance Fund	(3,193)	Employee Statutory Adjustment Account	5,515
Capital Receipts Reserve	(2,581)	<b>TOTAL UNUSABLE RESERVES</b>	<b>(456,586)</b>
Capital Grants Unapplied	(3,580)		
<b>TOTAL USABLE RESERVES</b>	<b>(88,181)</b>	<b>TOTAL RESERVES</b>	<b>(544,767)</b>

#### **The Balance Sheet**

The Balance Sheet on page 25 summarises the Council's assets and liabilities as at 31 March 2019 and explanatory notes are provided from page 28. Total net assets have decreased by £13.411m to £544.767m. Long Term Assets increased by £29.788m, current assets increased by £8.248m, current liabilities increased by £7.215m and long term

liabilities increased by £44.232m. The major changes in the Council's Balance Sheet between 31 March 2018 and 31 March 2019 are explained in more detail in the following paragraphs.

#### *Long Term Assets*

The value of Property, Plant and Equipment increased by £29.961m primarily due to the continuation of the major capital investment being undertaken by the Council described above.

#### *Current Assets*

Short Term Debtors decreased by £3.681m mainly due to a decrease in receivables from the Scottish Government, Central Government and NHS Bodies, slightly offset by increases in Trade Debtors, grants and recharges in relation to Other Entities. The level of Short Term Investments increased by £4.780m following new long-term borrowing towards the year end date, with an increase of £6.767m in the level of Cash or Cash Equivalents. This is as a result of a large proportion of short term cash flow surpluses being placed in instant access or short term deposit facilities due to liquidity requirements.

#### *Current Liabilities*

Short Term Borrowing increased by £2.011m reflecting the short term element of the debt maturity profile. Short Term Creditors increased by £4.959m primarily due to higher amounts payable to NHS bodies, Central Government Grant and Other Entities, slightly offset by movements in Trade Creditors. Current provisions have also increased by £0.245m, further details are provided at Note 30.

#### *Long Term Liabilities*

Other Long Term Liabilities increased by £44.232m primarily due to movements in the net pension liability (£20.094m) and an increase in Long Term Borrowing of £27.727m, reflecting the new borrowing undertaken to fund Capital expenditure in 2018/19. There was an increase in long term provisions of £0.884m. These increases were partially offset by a decrease in liability for public private partnerships of £4.473m.

The Council's annual Treasury Management Strategy outlines the Council's policy in relation to borrowing and investment. This is prepared in accordance with the Code of Practice on Treasury Management in Local Authorities. The majority of the Council's borrowing comes from the Public Works Loan Board and market loans. Further details are provided at Note 39.

#### *Pensions Reserve*

International Accounting Standard 19 Revised (IAS19R) requires the disclosure of the Council's share of Tayside Pension Fund's assets and liabilities, both current and future. The information disclosed in the accounts is provided to the Council by the Pension Fund's actuaries following the tri-annual valuation of the Fund. The position at 31 March 2019 indicates a net liability of £118.542m compared to a net pension liability of £98.448m on 31 March 2018 due to changes in the assumptions. This liability is based on a snapshot valuation at 31 March 2019 and is a result of prevailing market conditions at that date. Triennial valuations of the Fund are carried out with the last valuation having taken place at 31 March 2017. Employer's contributions are currently 17% of pensionable pay. For more information see Note 18.

#### *Provisions, Contingencies and Write Offs*

The Council made provision for a number of eventualities which may have an effect on the financial position of the Council. The reasons for the provisions are outlined in Note 30 on page 62.

There were a number of write-offs of debt and stock during the year which were approved by the Strategic Policy and Resources Committee on 12 June 2019 – Authority to Write Off Debts and Obsolete Stock – June 2019.

#### **d) Accounting Ratios**

The following financial indicators have been developed to provide an indication of the sustainability and affordability of the Council's financial plans.

FINANCIAL INDICATOR	2018/19	2017/18	PURPOSE
Uncommitted General Fund Reserve as a proportion of Annual Budgeted Net Expenditure	3.6%	3.6%	Reflects the level of funding available to manage financial risk / unplanned expenditure.
Movement in the Uncommitted General Fund Balance	£0.566m	£(3.435)m	Reflects the extent to which the Council has increased / (decreased) its Uncommitted General Fund Reserve.
Council Tax – In Year Collection Rate	97.9%	97.3%	Demonstrates the Council's effectiveness in collecting council tax debt.



Ratio of Council Tax Income to Overall Level of Funding	21.8%	21.5%	This reflects the Council's capacity to vary expenditure by raising Council Tax Income.
Capital Financing Requirement	£540.265m	£513.013m	Measurement of requirement to borrow for capital purposes.
External Debt Levels	£492.860m	£467.390m	Actual borrowing for capital investment purposes.
Capital Financing Requirement Ratio	91.1%	91.1%	Measurement of prudence in relation to borrowing levels – borrowing only to invest in capital.
Ratio of Financing Costs to Net Revenue Stream	6.1%	9.6%	Measurement of the Council's ability to fund borrowing costs.

#### e) **Financial Statements**

The primary financial statements presented within the Annual Accounts are as follows:

- The **Movement in Reserves Statement** reports movements on the different Reserves held by the Council analysed into Usable Reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and Unusable Reserves.
- The **Comprehensive Income and Expenditure Statement** reports the accounting cost of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations which may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- The **Balance Sheet** brings together all the assets and liabilities of the Council. It is a statement of the resources of the Council and the means by which they have been financed. It is also a report on the Council's financial position at a particular point in time and represents a snapshot of its financial affairs at the close of the year expressed in accounting terms.
- The **Cash Flow Statement** summarises the inflows and outflows of cash and cash equivalents arising from transactions with third parties on both day to day revenue transactions and capital activities. Cash is defined for the purpose of this statement as cash in hand and deposits repayable on demand less overdrafts repayable on demand. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with an insignificant risk of change in value.

The Code also requires the following to be included within the Annual Accounts:

- The **Statement of Responsibilities for the Annual Accounts** explains the responsibilities of the Council and of the Head of Finance as they relate to the Annual Accounts.
- The **Notes to the Financial Statements** provide further information on the above financial statements.
- The Notes include an **Expenditure and Funding Analysis** which compares the net expenditure that is chargeable to taxation and rents and reconciles it to the Comprehensive Income and Expenditure Account. The service analysis for both the Expenditure and Funding Analysis and the Comprehensive Income and Expenditure Statement are now both provided in the way in which the Council organises itself and manages financial performance.
- The **Annual Governance Statement** explains how the Council has complied with the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) standard for good corporate governance and meets the requirements of relevant legislation and current good practice.
- The **Remuneration Report** provides details of the Council's remuneration of its senior councillors and senior officers with regard to salary, taxable expenses and pension benefits and states how remuneration arrangements are managed. The report also provides information on exit packages agreed by the Council during the financial year.

#### Supplementary Financial Statements

The supplementary financial statements are as follows:

- The **Housing Revenue Account** shows the major elements of housing revenue account expenditure and how these are funded by rents and other income.
- The **Council Tax Income Account** reports the gross and net income from Council Tax, together with details of the number of properties on which Council Tax is levied, and the charge per property.
- The **Non-Domestic Rates Income Account** shows the gross and net income from non-domestic rates and details the amount payable to the national non domestic pool, and resulting net income for the financial year to the Council that is shown in the Comprehensive Income and Expenditure Statement.



- The **Charitable Trusts** statement includes the summary Income and Expenditure Account and Balance Sheet of those Charitable Trusts and Endowments administered by the Council.
- The **Common Good** statement includes the summary Income and Expenditure Account and Balance Sheet for the Common Good Funds administered by the Council.
- The **Group Accounts** incorporate the share of the Council's Managed Funds, Subsidiaries and Associates into the Group Movement in Reserves Statement, Group Comprehensive Income and Expenditure Statement, Group Balance Sheet, Group Cash Flow Statement and include the Reconciliation of the Single Entity (Council) Surplus or Deficit for the year to the Group Surplus or Deficit.

## 7. Financial Outlook, Risks and Plans for the Future

The UK economy is going through a period of rising inflation and lower growth, which together with the continued uncertainties surrounding "Brexit", makes it difficult to forecast the financial outlook for the public sector. The Council is also monitoring the potential impact on service delivery in terms of a number of areas including workforce management and suppliers.

This uncertainty further exacerbates the pressures which continue to face public sector expenditure at a UK and Scottish level with further reductions in government funding predicted over the medium term. The impact of this on the Council will be considered in the updates of the Medium Term Financial Plan and Revenue & Capital Budgets and factored into future projections.

The Council approved its latest Medium Term Financial Plan 2019 - 2024 in October 2018. This Plan provided an update on the latest projections for the Council across a number of variables including reductions in funding, population growth and an increase in the number of clients (both young and old people) with more complex care needs. In February 2019 the Scottish Government announced a one year financial settlement for local government that was more favourable than the planning assumptions used in the Medium Term Financial Plan due to the provision of extra revenue funding. The Medium Term Financial Plan reflects sound financial planning by the Council and is critical for the sustainability of key services and the financial stability of the Council. The Council's Reserves Strategy is another key element of its financial planning. It is anticipated that the updated Medium Term Financial Plan will be considered by the Council in December 2019.

The Council continues to take appropriate action to address the challenging financial climate and the reductions in funding that we anticipate will continue over the next few years. This is underpinned by the regular updating of the Medium Term Financial Plan and by the availability of good quality financial information.

In February 2019 the Council approved a three year Revenue Budget – final for 2019/20 and provisional for 2020/21 and 2021/22. There is still significant uncertainty around the level and conditions associated with the funding that the Council will receive beyond 2019/20 and this may have a significant impact on the final Revenue Budgets for future years.

### **Transformation**

The Council continues to work in an environment of reducing revenue funding and increasing demand for services which requires an ongoing commitment to working in new and innovative ways. Overall the population of Perth and Kinross is expected to increase by 8% over the next 25 years bringing additional pressures for the Council to meet the changing requirements.

The Council's Transformation Programme 2015 – 2020 is now in its final year although some projects have been re-phased and will continue beyond the original period, to meet the changing needs of service users. Going forward, transformation will be embedded into the day to day operation of Council services.

The Council welcomes new ways of working together with its Community Planning partners, with its communities and with the business and voluntary sectors in its area. It will jointly face the challenges whilst remaining focussed on building a better place to live, work and visit, and protecting the most vulnerable in our communities.

To date the Council has invested approximately £9.6m of non-recurring funding to support and deliver a number of transformation projects.

### **Perth & Kinross Offer**

The Council recognises that it needs to change the way it works and remains committed to building on its strong track record of innovation and improvement, along with strengthening its commitment to putting people at the heart of what it does.

This will be achieved through a new vision - the Perth and Kinross Offer which recognises citizens and communities as co-creators rather than consumers of services. The Perth and Kinross Offer sets out to create more equal partnerships, by redefining relationships and the social contract between the Council and its citizens, partners and communities. Although still evolving, the Perth and Kinross Offer will articulate the joint ambitions for the people of Perth and Kinross, create a shared focus, and drive the collective efforts for the sustainable future of the area. A number of key themes have been identified:

- Equalities and Fairness
- Economy and Entrepreneurship
- Education and Learning
- Environment
- Empowerment

As the Perth and Kinross Offer is developed, the Council will also change the way it works with employees, partners and other stakeholders. Support from all political parties has been agreed with elected members through briefings and this engagement will be ongoing as the Perth and Kinross Offer develops and takes shape. This will be underpinned by a review of governance and performance arrangements, using the CIPFA Mark of International Excellence Framework, including more outcomes focused performance measures.

The main focus will be on understanding what matters to everyone who lives, works, visits and invests in Perth and Kinross, and co-creating the conditions and opportunities for everyone to Live Life Well.

### Capital

The Council approved a 10 year Composite Capital Budget for 2019/20 – 2028/29 at its meeting on 20 February 2019. The HRA Capital Budget for 2019/20 - 2023/24 was approved by the Housing & Communities Committee on 23 January 2019.

The Council's Composite Capital Budget includes major transport infrastructure improvements, including the Perth Transport Futures project to create a third crossing over the River Tay. Significant investment in improvements to existing infrastructure is also included within the Capital Budget, particularly within annual rolling programmes and road network improvements. Also included are various school refurbishments under the Early Learning & Childcare programme, along with the replacement of the existing Perth High School. There is further investment included in relation to new technologies such as a replacement for the existing SWIFT Social Work database and significant investment in the Microsoft Estate, as well as the upgrading and replacement of School Audio Visual equipment. Other expenditure is planned in relation to various Flood Protection Schemes; the development of Perth City Centre; including the city hall, parks and public spaces improvements; waste reduction & recycling and property improvements.

The HRA Investment Programme 2019/20 - 2023/24 continues to focus upon the provision of new affordable housing and the enhancement of the existing housing stock, including Energy Efficiency and External Fabric maintenance.

The Capital Financing Requirement is estimated to peak at £926,354,000 in 2028/29 under current approved plans. The annual cost of servicing the borrowing and PPP liabilities is being managed through the Capital Fund Strategy within the Medium Term Financial Plan. This ensures the Council's plan remains affordable, prudent and sustainable.

### ***Risk Management***

The effective management of risk in the Council's activities is a vital part of supporting the delivery of positive outcomes for Perth and Kinross, and is a key part of the Council's strategic improvement framework.

The Council's revised Risk Management Framework was approved by the Strategic Policy & Resources Committee on 8 February 2017 and has since been reviewed and further refined to ensure that it remains fit for purpose and reflects the complex risk landscape of local government in these changing and challenging times.

The risk management framework has been developed based on best practice industry standards including the International Standard in Risk Management – ISO: 31000 and the Office of Governance & Commerce (OGC) Management of Risk Guidance (MoR) and guidance from the Association of Local Authority Risk Managers, (ALARM) and comprises:

- Risk Management Policy - statement of the Council's commitment to effective risk management;
- Risk Management Strategy – articulates our overall approach to risk and provides a detailed risk hierarchy;
- Risk Management Appetite Statement – describes the levels of risk the Council is prepared to tolerate in pursuit of our objectives; and
- Risk Management Process Guide - provides a toolkit of techniques and processes to ensure that risk is managed effectively and that our approach to risk management is consistent across the organisation.

Extensive work has been undertaken in 2018/19 to embed the risk management framework to ensure that our risk management activities are integrated with key business process and aligned to the delivery of the Council's objectives and defined outcomes. Strategic and operational risks are regularly monitored and reported in accordance with the principles of the framework. The Strategic Risks Register is reported to the Audit Committee six monthly.

### ***Workforce Management***

The Council values the skills, dedication and passion of its employees who deliver essential services to the people, businesses and communities of Perth and Kinross and who deliver efficiencies and transformation to prepare for the future. The Council is planning for a smaller workforce in the future – however, it continues to invest in building the capability and capacity in its workforce through learning and development opportunities, boosting productivity, encouraging innovation and creativity, embracing agility, digital technology and promoting wellbeing and resilience.

These commitments will enable it to match its ambition for transforming services, growing the economy, reducing inequalities, protecting vulnerable people and supporting young people to be all they can be.

Financial pressures, demand for Council services, changing demographics and public service reform have informed the Council's transformation programme, with a strong focus on partnership, collaboration and more locality based decision-making, planning and delivery through community engagement and empowerment. The Council has started to work with communities, our partners and other stakeholders to co-create the Perth and Kinross Offer – this work will help shape future service provision and in turn workforce skill requirements.

The Corporate Workforce Plan 2018-21 has a strong focus on culture and identifies priorities for attracting, retaining and developing talent, healthy working lives and fair work. The Council's plans include enabling projects which are helping to prepare employees and the organisation for the future – digital skills, mobile working, positive career choices, job families, keeping staff in the loop (communication through change) and more effective processes for workforce flexibility. It recognises that learning is fundamental to growth and continues to organise sharing of knowledge, skills and expertise. Leadership development has continued with new innovative leadership approaches, Business Breakfasts, Senior Manager Briefings, coaching skills and a collaborative leadership development programme with neighbouring councils. The Council continues to invest in training and development opportunities for young people via its Modern Apprenticeship and Graduate Programmes. Together these initiatives help develop and nurture talent to meet future requirements.

The Council's workforce management strategy is inherently linked to the Transformation Programme and the Medium Term Financial Plan. Since 2009, the Council has implemented a range of workforce management measures which are designed to make the best use of opportunities to reshape the workforce on an on-going basis, enable service redesign and deliver a leaner workforce while avoiding compulsory redundancies as far as possible. With a renewed focus on retraining and deploying staff to areas of growth, such as early learning and childcare, and in hard to fill posts, such as teachers, the Council has also successfully used voluntary severance schemes as a means of reshaping the workforce, making significant recurring annual savings through volunteers who seek to exit the organisation. In recognition of the benefits of workforce flexibility and the importance of managing staff costs, the Council has revised its Retirement Scheme to ensure it remains fit for purpose.

A new Health and Wellbeing Framework has been developed with staff and trade unions – it recognises the importance of creating and sustaining a healthy working environment and positive wellbeing culture to ensure that we Live Life Well. The Framework acknowledges the importance of leadership in an evidenced based approach which builds resilience and ensures that everyone is at work and is supported to perform to the best of their ability, thereby maximising productivity.

The Council's positive people practices celebrate success and recognise employee commitment and contribution with the Designing Futures Together Awards, Service Recognition Awards, Modern Apprentice Graduation and David White Award. It has also encouraged grassroots innovations through the annual Angel's Share opportunity. Its wellbeing initiatives have been recognised through the award of Healthy Working Lives – Silver Award, Carer Positive Established Kitemark and accreditations as a Living Wage Employer. The Council is proud to be a Fair Work employer and continues to consult and engage with employees and their trade union representatives on improvements in our employment practices and arrangements. This work is strongly connected to the Council work on Fairer Futures and recognises the leadership role for the Council as one of the area's largest employers.

## **8. Supplementary Information**

### **(a) Group Accounts**

The Code of Practice on Local Authority Accounting in the United Kingdom requires the Council to produce group financial statements where it has an interest in entities that meet the definition of subsidiary, associate or joint venture. The Group results are presented alongside the results for the Council in the Annual Accounts. Further details of the associated entities that have been incorporated into the financial statements can be found on page 92.

The Council has an interest in six organisations (detailed on page 92) that do not form part of the main Accounts. The Council includes the results of these organisations in its Group Accounts due to the significant influence it has over their financial and operating practices. The Council also includes Charitable Trusts administered and controlled by the Council and Common Good Funds as managed funds within the Group Accounts.

In accordance with the Code, the 2018/19 Group Accounts Statements are included on pages 87 to 91. The basis for consolidation is set out in the Notes to the Group Accounts Statements on pages 92 to 94. The effect of consolidation is to increase the Council's net assets by £12.668m resulting in a Group Balance Sheet showing net assets of £557.435m at 31 March 2019 as set out on page 89. This position reflects the Council's share of the pension liabilities of the Associate included within the Group Balance Sheet.

### **(b) Common Good and Charitable Trust Funds**

Common Good Funds are administered by the local authority for the general benefit of the relevant communities. Overall the Common Good Funds recorded an in year deficit of £0.161m which, when applied to the surplus brought forward, results in an accumulated revenue surplus as at 31 March 2019 of £1.801m.

Details of income and expenditure accounts and balance sheets can be found on pages 85 and 86 of the Annual Accounts. These funds are subject to similar accounting policies and procedures to those that are applied to the Council's main accounts. The main source of income to Common Good Funds is rent.

The Council also administers a number of Charitable Trust Funds. Details of income and expenditure accounts and balance sheets can be found on page 84 of these Annual Accounts. Overall the Trust Funds recorded an in year surplus of £0.082m which, when applied to the surplus brought forward, results in an accumulated surplus as at 31 March 2019 of £2.712m.

Perth & Kinross Council's Trust Funds, for which the Council is the sole trustee, also have to prepare their own Trustees' Annual Report and this is separately available on the Council website.

### **(c) Public Private Partnerships**

In September 2000 the Council entered into a 25 year PPP contract for the construction, maintenance and operation of office accommodation and a carpark. In 2018/19 the Council paid £2.760m to the contractor under the terms of the contract.

Between 2009 and 2012 six school campuses were also brought into operation at Blairgowrie, Glenearn, Loch Leven, Strathearn, North Inch and Breadalbane. The contractor's obligation was to construct the schools and is to maintain them to a pre agreed standard. In 2018/19 the Council paid £16.564m to the contractor under the terms of the contract.

During 2019/20 the Council will incur an obligation for Bertha Park High School. The asset and liability for this school will be recognised in the 2019/20 Statement of Accounts.

## **9. Conclusion**

The Council has continued to demonstrate sound financial management in 2018/19 by delivering services with the resources which are available to it. The pressures being experienced by Services in relation to demand are known and plans are in place to mitigate them. They have also been reflected in the medium and long term financial plans.

The Council will face many challenges in the future from the combined effect of reduced resources; increasing demands and expectations for our services. It is confident that by working more creatively with all its residents and partners, it will not only embrace these challenges but will maintain its performance and service delivery.

## **10. Acknowledgements**

As in previous years, we would like to acknowledge the significant work of the finance teams in producing the Annual Accounts and thank colleagues across the Council for their continuing support.

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Karen Reid  
Chief Executive  
Perth & Kinross Council

Date: 18 September 2019

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Councillor Murray Lyle  
Leader of the Council  
Perth & Kinross Council

Date: 18 September 2019

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Stewart MacKenzie  
Head of Finance  
Perth & Kinross Council

Date: 18 September 2019

## **ANNUAL GOVERNANCE STATEMENT 2018/19**

### **1 Introduction**

- 1.1 Good governance is key to the success of Perth & Kinross Council. It supports better informed decision making, the efficient use and management of our resources, high quality performance, greater scrutiny and accountability, resulting in better outcomes for the communities we serve.
- 1.2 The purpose of the Governance Statement is to give assurance to the people of Perth and Kinross, our Elected Members, staff, partner agencies and other stakeholders that our governance arrangements are effective and our system of internal control is robust.

### **2 Scope of Responsibility**

- 2.1 As a public body, the Council must act in the public interest at all times. It must behave with integrity, conduct its business in accordance with the rule of the law and demonstrate a strong commitment to ethical values. We must demonstrate and ensure that public money is used economically, efficiently, and effectively to deliver sustainable outcomes for the people of Perth & Kinross.
- 2.2 The Local Government in Scotland Act 2003 also places a specific duty on the Council to make arrangements to secure best value and ensure continuous improvement in terms of the services it delivers to our communities.
- 2.3 A comprehensive and robust governance framework is integral to the Council's ability to discharge these responsibilities and deliver good outcomes. The Annual Governance Statement seeks to provide assurance that our governance framework is appropriate, adequate and effective in enabling the Council to deliver good outcomes and manage risk.
- 2.4 As well as providing assurance as to the effectiveness of the governance arrangements in place for the Council, this Annual Governance Statement also covers the six organisations that are included in the Council's Group Accounts.
- Live Active Leisure Limited (subsidiary)
  - Horsecross Arts Limited (subsidiary)
  - Culture Perth & Kinross Limited (subsidiary)
  - Tayside Valuation Joint Board (associate)
  - Tayside Contracts (associate)
  - Perth & Kinross Integration Joint Board (joint venture)

### **3 The purpose of the Governance Framework**

- 3.1 Our governance framework comprises the rules, resources, systems, processes, culture and values designed to help us achieve our strategic objectives and provide effective, good quality services in the most cost effective way possible. A crucial part of the governance framework is the system of internal control which is designed to manage the risk of a failure to the achievement of our intended outcomes.
- 3.2 The Council manages risk through a continuous process of identification, assessment, evaluation, prioritisation and mitigation. We evaluate risk on the basis of likelihood and impact in both financial and non-financial terms. We do however need to mitigate and manage risk proportionately; recognising that risk can never be eliminated completely and that only reasonable assurance can ever be given.
- 3.3 The purpose of the governance framework therefore is to ensure that we are using all of our resources effectively to deliver good outcomes for our communities and to provide assurance that we are indeed doing the right things, for the right people at the right time in an open, honest and accountable way.

### **4 Our Governance Framework**

- 4.1 We recognise that the following are fundamental elements of good governance within public sector organisations:-
- Leadership, Culture & Values
  - Vision, Direction & Purpose
  - Stakeholder Engagement
  - Organisational Development
  - Effective Decision Making
  - Internal Controls
  - Scrutiny & Accountability
- 4.2 These fundamental elements of our governance framework reflect and seek to embed the principles of good governance within the International Framework: Delivering Good Governance in the Public Sector developed by CIPFA and the International Federation of Accountants, now incorporated into the 2016 CIPFA Framework for Delivering Good Governance in Local Government, namely:
- Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law
  - Defining outcomes in terms of sustainable economic, social and environmental benefits

- Ensuring openness and comprehensive stakeholder engagement
- Developing the entity's capacity, including the capability of its leadership and the individuals within it
- Determining the interventions necessary to optimise the achievement of the intended outcomes
- Managing risks and performance through robust internal control and strong public financial management
- Implementing good practices in transparency, reporting and audit to deliver effective accountability.

4.3 Our governance arrangements are underpinned by the fundamental principles and the requirements of legislation and legislative best practice. They can be summarised as follows:

- Our vision is the achievement of the shared priorities and intended outcomes for the citizens of Perth and Kinross defined in our Local Outcome Improvement Plan and our Corporate Plan. Building Ambition: Our Transformation Strategy together with our Revenue budget for 2018/19 our Capital Programme and our Housing Investment Programme and other strategic documents provide the necessary direction to the organisation to enable it to deliver on its vision and achieve its purpose.
- There is effective communication between Members and Management through Leaders Meetings, Convenors meetings, Member Officer Working Groups and all member briefings where appropriate. There are also regular pre agenda discussions in respect of each scheduled Council and Committee meeting.
- There are effective arrangements in place for the discharge of the following functions:
  - Head of Paid Service
  - Monitoring Officer
  - Chief Finance Officer
  - Chief Social Work Officer
  - Data Protection Officer
- Our culture and values are reflected in everything we do as an organisation. They are determined by our decision making and behaviours and are reflected in our key corporate and community documents and strategies, our Local Code of Corporate Governance, Elected Member and Employee Codes of Conduct, Whistleblowing and anti- fraud and corruption policies, Elected Member Register of Interests, Gifts & Hospitality Policy and in our suite of policies, processes and procedures ensuring that as a Council we respect the rule of law, behave with integrity, promote a culture of good governance and demonstrate a strong commitment to ethical values.
- We recognise the importance of good stakeholder engagement in redesigning and reshaping public services and we will continue to actively engage with our communities, partners and other stakeholders to ensure that our services best meet their needs. The Council has a strategy for engaging with communities and has agreed a Statement of Intent with its Community Planning Partners to support a co-ordinated approach to community engagement. Our approach to consultations is based on the National Standards for Community Engagement and we have established a wide range of consultation processes and procedures. The Community Empowerment (S) Act 2015 provides a framework for improving the quality of engagement and participation which will be reflected in our Local Outcome Improvement Plan.
- We recognise that in an increasingly complex and financially challenging public sector landscape we have to be able to adapt and evolve our services and workforce to continue delivering cost efficient, high quality services. Our people remain our most valuable asset and as an organisation we will secure the best outcomes for our communities by investing in the development of our workforce and of our leaders to ensure that they have the right skills and have sufficient capacity to deliver. Our approach is outlined in the Corporate Workforce Plan – Developing Talent and our “Learn, Innovate Grow” philosophy is being embedded across the organisation to create a highly motivated, skilled and agile workforce. There is a programme of leadership development in place for our managers and a comprehensive induction programme is in place for Elected Members. An ongoing training programme will be developed in consultation with Members to ensure that it meets their needs going forward.
- The Council's Scheme of Administration sets out the role of committees in decision-making and the delegated decision-making powers of individual officers. The committees, boards and panels we have established ensure proper democratic engagement and provide an appropriate mechanism for effective decision making and accountability. As a local authority, the extent of our decision making powers are determined by statute and regulation. Our report template is designed to ensure that legal and financial checks are carried out before a report is presented for decision. It also provides that appropriate internal and external consultations and where relevant, options appraisals, ensure that decision makers are appropriately informed to determine the best course of action in the circumstances.
- The Council has developed and implemented a suite of policies, procedures and management processes to ensure that there are appropriate **internal controls** in place in respect of:-
  - Workforce Management
  - Financial Management
  - Officer /Member relations
  - Performance Management
  - Change & Improvement
  - Workforce Planning
  - Risk Management

- Procurement
  - Major Investment Project Management
  - Health & Safety
  - Information Management
  - Information Security
  - Civil Contingencies & Business Continuity
  - Anti-Fraud & Corruption
  - Conflicts of Interests
  - Gifts & Hospitality
  - Whistle-Blowing and Reporting Concerns
  - Complaints Handling
  - Funding External bodies / Arm's Length External Organisations
- As a public body we must be open, transparent and accountable for our decisions, actions and performance. Our management and democratic structures and processes are designed to facilitate effective decision making and the proper scrutiny of those decisions and their impact in terms of performance and the achievement of our intended outcomes.
  - The Council has set a three year budget (years 2/3 provisional). Each budget is allocated to a named budget holder. Budgets are monitored regularly by Service Management Teams and overall financial performance is monitored regularly by the Executive Officer Team. The Strategic Policy & Resources Committee receives regular financial monitoring information as part of the budgetary control framework and provides the required political scrutiny of our financial management and performance.
  - Capital spend is monitored by Senior Management through the Strategic Investment & Improvement Board and reported regularly to the Executive Officer Team and the Strategic Policy & Resources Committee as part of the budgetary control framework. The Capital Programme Office monitors project milestones.
  - The annual service planning process ensures that Services meet the needs of customers, and that targets for quality improvements are set and monitored. Individual Business Management & Improvement Plans set out detailed actions and outcomes for each Service and include performance indicators. Service performance is reported regularly to the Executive Officer Team and publicly through the Council's themed committees and the Scrutiny committee. Financial performance is publicly reported through the Strategic Policy & Resources Committee and relevant service committees.
  - The Council publishes an Annual Performance Report on its performance against the objectives set out within the Corporate Plan and Local Outcome Improvement Plan.
  - The Council's Transformation Programme is scrutinised by Service Management Teams, the Executive Officer Team and the Modernising Governance Member Officer Working Group. Progress is reported regularly to the Council's Strategic Policy & Resources Committee.
  - The Council has a published process for dealing with the following and annually reports on performance in respect of the following areas: -
    - complaints from members of the public;
    - requests for access information under the Freedom of Information legislation
    - access information under the Data Protection legislation

## 5 Governance Assurance Process

- 5.1 Assurance evidence has been gathered from Service Management Teams (SMT) by way of self-assessment questionnaires designed around the fundamental elements of good governance and the principles set on in the 2016 CIPFA Framework.
- 5.2 The evidence submitted by services has undergone a process of quality assurance and challenge through the Policy & Governance Group, which is chaired by the Head of Legal & Governance Services.
- 5.3 Each Service Management Team has certified that, having considered the evidence of the financial and non- financial controls within each of their areas, they are satisfied that these are adequate and effective subject to certain improvement actions which have been identified as part of that self-assessment process being implemented.
- 5.4 A Certificate of Assurance to this effect has been signed by each Director and the Depute Chief Executive/ Chief Operating Officer.
- 5.5 Corporate assurance has also been provided as regards the adequacy of the internal controls from the following Officers:
  - Chief Finance Officer (S 95 Officer)
  - Head of Legal & Governance Services /Monitoring Officer
  - Chief Internal Auditor

- Corporate Procurement Manager
- Information Compliance Manager
- Corporate IT Manager
- Corporate HR Manager

5.6 For Arm's Length External Organisations reliance has been placed upon:

- unaudited financial statements of the companies (audited accounts will be scrutinised when available);
- assurance self-assessment evaluations
- terms and conditions of Service Level Agreements
- quarterly contract monitoring meetings with Service;
- performance information and financial monitoring reports to Service; and
- presentations to Scrutiny Committee.

5.7 For Tayside Contracts Joint Committee and Tayside Valuation Joint Board, reliance has been placed upon each organisation's own Annual Governance Statement.

5.8 For Perth & Kinross Integrated Joint Board reliance has been placed on their own Annual Governance Statement.

5.9 The draft Annual Governance Statement is considered by the Executive Officer Team, Corporate Management Group and the Council's Scrutiny Committee prior to inclusion within the final draft Annual Accounts.

5.10 The Annual Governance Statement is considered by the Audit Committee as part of the Annual Accounts.

## 6 2017/18 Governance Statement : Improvement update

6.1 The 2017/18 AGS identified the following areas for further review and/or improvement:-

- Information Management
- Risk Management
- Workforce Planning
- Service Redesign and Transformation
- Procurement and Contract Management
- Scrutiny and Assurance
- Partnership Working

6.2 During the course of 2018/19 to address these areas, the following work was completed or is being undertaken:-

**Information Management:** all relevant policies, processes and procedures have been reviewed and revised to meet the requirements of the General Data Protection Regulation and the new Data Protection Act. A programme of training was designed and delivered to staff dealing in the highest risk areas. A general data protection module has been developed for staff to complete to ensure an adequate understanding and awareness of the legislation across the whole organisation.

**Risk Management:** a new approach to risk management continues to be embedded through a tailored programme of training and risk workshops and a comprehensive review of the Council's strategic risks has been completed.

**Workforce Planning:** we are continuing to develop and implement our Workforce Plan – developing Talent to ensure that we have the organisational capacity, skills and agility to deliver our corporate objectives. Completed an Equal Pay Audit and reviewed the Council's pay/grading structure to ensure it remains sustainable, compliant and fit for purpose.

**Service redesign & transformation:** we have redesigned the governance arrangements for our transformation and investment activity to ensure that we are taking a strategic and cohesive approach to our change, improvement and investment activity across the organisation.

**Procurement & Contract Management:** we have continued to work with services to improve performance and to refine the corporate toolkit to support staff resulting in our procurement activity obtaining the highest performance band (F1) assessment by Scotland Excel.

**Scrutiny and Assurance:** we have reviewed and refined the scrutiny function in respect of the performance of our Arm's Length External Organisations with regular reports and presentations to the Council's Scrutiny Committee. We will continue to refine to ensure that there is transparency and accountability.

**Partnership Working:** Developed a Joint Working Agreement to support partnership working and better integration of health and social care services.



## **7 Effectiveness of Governance Arrangements for 2018/19**

- 7.1 Based on the assurance process outlined above, in terms of effectiveness, the Council's governance arrangements continue to be regarded as fit for purpose in accordance with the governance framework, subject to the areas identified for review or improvement set out in section 9 below.
- 7.2 Our financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015).
- 7.3 Our assurance arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010).
- 7.4 The Council has designated the Depute Chief Executive (Chief Operating Officer) as the Senior Information Risk Owner with the Head of Legal & Governance Services as Depute. Our information security measures have been reviewed in 2018/19 to ensure continuing compliance with the Public Service Network (PSN) requirements.
- 7.5 The Chief Internal Auditor is the Council's nominated Money Laundering Reporting Officer. There has been no relevant activity in respect of the Council and its group during the year.
- 7.6 We have structures in place which support constructive challenge and effective scrutiny of the system of internal control and our broader governance arrangements. In particular:-
- Scrutiny Committee
  - Strategic Policy & Resources Committee
  - Audit Committee
  - Themed Committees
  - Executive Officer Team
  - Corporate Management Group
  - Strategic Improvement & Investment Board
  - Policy & Governance Group
  - External Audit (presently KPMG LLP)

## **8 Opinion of the Chief Internal Auditor**

- 8.1 Audit activity and performance is detailed in the Annual Report by the Chief Internal Auditor for the year 2018/19. The Chief Internal Auditor has given the following opinion in respect of the effectiveness of the governance arrangements in place.

*"In the Chief Internal Auditor's opinion, reasonable reliance can be placed on the Council's risk management and governance arrangements, and systems of internal control for 2018/19, subject to management implementation of the agreed actions detailed in Internal Audit reports."*

## **9 Areas for review /continued improvement action**

- 9.1 The following areas have been identified as requiring ongoing monitoring/review or further improvement action:-
- Communication and Engagement
  - Performance Management
  - Community Empowerment
  - Information Governance
  - Workforce Planning
  - Arm's Length External Organisations
  - Integrated Joint Board – Relationship Governance
- 9.2 It should be noted that significant work has already been undertaken to review processes and improve internal controls in these areas. The assurance process has not identified any area which is not already the subject of current or planned improvement activity.
- 9.3 Improvement actions are contained within key corporate plans and Service Business Management & Improvement Plans particularly Corporate & Democratic Services' plans.

## **STATEMENT**

The Governance Framework has been in place for the financial year ending 31 March 2019 and up to the date of approval of the Annual Accounts. The Council is legally required to conduct an annual review of the effectiveness of its governance arrangements and to publish a reporting statement, known as the Annual Governance Statement, with its Annual Accounts.

This Statement confirms that a comprehensive review of the Council's corporate governance arrangements has been undertaken and reports on the effectiveness of its arrangements and in particular its internal controls. The review has

been carried out in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) Framework: Delivering Good Governance in Local Government 2016.

The review of the effectiveness of the Council's system of internal control and overall governance framework has been informed by different sources providing assurance and assessing risk:-

- Service Management Teams
- Executive Officer Team
- Chief Finance Officer
- Monitoring Officer
- Chief Internal Auditor
- Policy & Governance Group
- Internal Audit
- External Audit
- External Agencies and Inspectorates.

Internal Audit have provided assurance for the year 2018/19 and an Internal Audit plan is in place for 2019/20 that will focus on areas which have been identified as corporate or service specific risks.

The Deputy Chief Executive and each Director who has responsibility within the Scheme of Delegation for the development and maintenance of the system of internal control has provided assurance that the internal controls and governance arrangements within their service are effective and have been reviewed.

The Chief Finance Officer has provided assurance that the financial arrangements in place conform to the relevant CIPFA requirements and that our expenditure is lawful.

The Monitoring Officer has provided assurance that our governance arrangements ensure compliance with relevant laws, regulations, internal policies and procedures.

We are satisfied that our governance arrangements and in particular, our system of internal control, continue to be regarded as fit for purpose in accordance with the governance framework.

Governance improvement actions will be delivered where possible through existing improvement plans and change programmes to avoid duplication of effort.

Oversight of governance improvement activity will be maintained through the Corporate Management Group with support from the Policy & Governance Group who will regularly monitor progress. Progress will be reported to the Council's Executive Officer Team and the Council's Scrutiny Committee.

We are also reassured by the fact that the areas identified for further development are already in progress. This provides assurance to our communities that this Council has a good understanding of its key risks and is committed to continuously improving the effectiveness of our governance framework to ensure that we deliver our intended outcomes.

Signed:

Signed:

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Karen Reid  
Chief Executive  
Date: 18 September 2019

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Councillor Murray Lyle  
Leader of the Council  
Date: 18 September 2019

# **Independent auditor's report to the members of Perth and Kinross Council and the Accounts Commission**

## **Report on the audit of the financial statements**

### **Opinion on financial statements**

We certify that we have audited the financial statements in the annual accounts of Perth and Kinross Council and its group for the year ended 31 March 2019 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the group and council-only Movement in Reserves Statements, Comprehensive Income and Expenditure Statements, Balance Sheets, and Cash-Flow Statements, the council-only Housing Revenue Account Income and Expenditure Statement, the Statement of Movements on the Housing Revenue Account Balance, the Council Tax Income Account, and the Non-domestic Rate Account, the Charitable Trust Income and Expenditure Account, the Charitable Trusts Balance Sheet, the Common Good Income and Expenditure Account, the Common Good Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the 2018/19 Code).

In our opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2018/19 Code of the state of affairs of the council and its group as at 31 March 2019 and of the income and expenditure of the council and its group for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2018/19 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

### **Basis for opinion**

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is three years. We are independent of the council and its group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the council. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern basis of accounting**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require [me/us] to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Head of Finance has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the council's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Risks of material misstatement**

We have reported in a separate Annual Audit Report, which is available from the Audit Scotland website, the most significant assessed risks of material misstatement that we identified and our conclusions thereon.

### **Responsibilities of the Head of Finance and Audit Committee for the financial statements**

As explained more fully in the Statement of Responsibilities for the Annual Accounts, the Head of Finance is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Head of Finance determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Independent auditor's report to the members of Perth and Kinross Council and the Accounts Commission (continued)**

In preparing the financial statements, the Head of Finance is responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

The Audit Committee is responsible for overseeing the financial reporting process.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved. We therefore design and perform audit procedures which respond to the assessed risks of material misstatement due to fraud.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Other information in the annual accounts**

The Head of Finance is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with our audit of the financial statements, our responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Report on other requirements**

#### **Opinions on matters prescribed by the Accounts Commission**

In our opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

## **Independent auditor's report to the members of Perth and Kinross Council and the Accounts Commission (continued)**

### **Matters on which we are required to report by exception**

We are required by the Accounts Commission to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- there has been a failure to achieve a prescribed financial objective.

We have nothing to report in respect of these matters.

### **Conclusions on wider scope responsibilities**

In addition to our responsibilities for the annual accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in our Annual Audit Report.

### **Use of our report**

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Michael Wilkie, for and on behalf of KPMG LLP

319 St Vincent Street  
Glasgow  
G2 5AS

## MOVEMENT IN RESERVES STATEMENT

	General Fund Balance £'000	Housing Revenue Account £'000	Capital Fund £'000	Renewal & Repair Fund £'000	Insurance Fund £'000	Capital Receipts Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves (Note 32) £'000	Total Authority Reserves £'000
<b>Balance at 1 April 2017</b>	(51,402)	(800)	(23,615)	(283)	(2,844)	(1,326)	(87)	(80,357)	(319,896)	(400,253)
<u>Movement in reserves during 2017/18</u>										
Total Comprehensive Income and Expenditure	22,887	3,510	0	0	0	0	0	26,397	(184,322)	(157,925)
Adjustments from income & expenditure charged under the accounting basis to the funding basis (Note 5)	(24,337)	(3,110)	0	0	0	1,326	0	(26,121)	26,121	0
<b>Decrease in 2017/18</b>	(1,450)	400	0	0	0	1,326	0	276	(158,201)	(157,925)
Transfers to/(from) Other Statutory Reserves	1,753	(600)	(1,445)	263	29	0	0	0	0	0
Balance at 31 March 2018 carried forward	(51,099)	(1,000)	(25,060)	(20)	(2,815)	0	(87)	(80,081)	(478,097)	(558,178)
<u>Movement in reserves during 2018/19</u>										
Total Comprehensive Income and Expenditure	17,301	4,995	0	0	0	0	0	22,296	(8,885)	13,411
Adjustments from income & expenditure charged under the accounting basis to the funding basis (Note 5)	(20,287)	(4,035)	0	0	0	(2,581)	(3,493)	(30,396)	30,396	0
<b>(Increase) or Decrease in 2018/19</b>	(2,986)	960	0	0	0	(2,581)	(3,493)	(8,100)	21,511	13,411
Transfers to/(from) Other Statutory Reserves	6,644	(960)	(5,306)	0	(378)	0	0	0	0	0
<b>Balance at 31 March 2019 carried forward</b>	(47,441)	(1,000)	(30,366)	(20)	(3,193)	(2,581)	(3,580)	(88,181)	(456,586)	(544,767)

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Restated 2017/18				2018/19			
Gross Expenditure £'000	Income £'000	Net Expenditure £'000	Notes	Gross Expenditure £'000	Income £'000	Net Expenditure £'000	
COUNCIL SERVICES							
170,984	(8,828)	162,156	Education & Children's Services	179,690	(11,046)	168,644	
121,973	(70,560)	51,413	Health & Social Care	132,809	(75,755)	57,054	
107,036	(23,494)	83,542	Housing & Environment	108,631	(25,626)	83,005	
76,019	(34,743)	41,276	Corporate and Democratic Services	68,000	(31,925)	36,075	
31,644	(26,898)	4,746	Housing Revenue Account	32,727	(27,336)	5,391	
1,145	0	1,145	Valuation Joint Board	1,149	0	1,149	
508,801	(164,523)	344,278	COST OF SERVICES	523,006	(171,688)	351,318	
0	(808)	(808)	Other Operating Income and Expenditure	8	0	(1,395)	(1,395)
35,289	(1,276)	34,013	Financing and Investment Income and Expenditure	9	22,744	(1,409)	21,335
0	(351,086)	(351,086)	Taxation and Non-Specific Grant Income	10	0	(348,962)	(348,962)
544,090	(517,693)	26,397	Deficit on Provision of Services		545,750	(523,454)	22,296
	(7,562)		Surplus on revaluation of non current assets				(6,008)
	(176,760)		Remeasurement of the net defined benefit liability				(2,877)
			Other Comprehensive Income and Expenditure				(8,885)
	(157,925)		Total Comprehensive Income and Expenditure				13,411

## BALANCE SHEET

<u>31 March 2018</u>		Notes	<u>31 March 2019</u>
£'000			£'000
1,070,932	Property, Plant & Equipment	21	1,100,893
27,581	Heritage Assets	22	27,781
13,858	Investment Property	23	13,095
329	Intangible Assets	24	1,757
2,008	Assets Held for Sale	25	798
589	Long Term Debtors	26	761
<u>1,115,297</u>	<b>Long Term Assets</b>		<u>1,145,085</u>
20,537	Short Term Investments		25,317
116	Assets Held for Sale	25	511
445	Inventories	27	432
31,169	Short Term Debtors	28	27,488
15,736	Cash and Cash Equivalents	44	22,503
<u>68,003</u>	<b>Current Assets</b>		<u>76,251</u>
(16,176)	Short Term Borrowing	39	(18,187)
(54,630)	Short Term Creditors	29	(59,589)
(317)	Provisions	30	(562)
<u>(71,123)</u>	<b>Current Liabilities</b>		<u>(78,338)</u>
(1,473)	Provisions	30	(2,357)
(344,853)	Long Term Borrowing	39	(372,580)
(207,673)	Other Long Term Liabilities	18,36	(223,294)
<u>(553,999)</u>	<b>Long Term Liabilities</b>		<u>(598,231)</u>
<u>558,178</u>	<b>NET ASSETS</b>		<u>544,767</u>
80,081	Usable Reserves		88,181
478,097	Unusable Reserves	32	456,586
<u>558,178</u>	<b>TOTAL RESERVES</b>		<u>544,767</u>

The Unaudited Annual Accounts were issued on 26 June 2019 and the Audited Annual Accounts were authorised for issue on 18 September 2019.

The accompanying notes form an integral part of these financial statements.

Stewart MacKenzie CPFA  
Head of Finance  
18 September 2019



## CASH FLOW STATEMENT

<u>2017/18</u>		Notes	<u>2018/19</u>
<u>£'000</u>			<u>£'000</u>
(26,397)	<b>Surplus on the provision of services</b>		(22,296)
69,843	Adjustments to net surplus or deficit on the provision of services for non cash movements		86,280
(35,875)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(31,004)
<u>7,571</u>	Net cash flows from Operating Activities		<u>32,980</u>
(79,538)	Investing Activities	42	(51,743)
63,546	Financing Activities	43	25,530
<u>(8,421)</u>	Net increase/(decrease) in cash and cash equivalents		<u>6,767</u>
24,157	Cash and cash equivalents at the beginning of the reporting period		15,736
<u><u>15,736</u></u>	Cash and cash equivalents at the end of the reporting period	44	<u><u>22,503</u></u>

## STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

### The Council's Responsibilities

The Council is required:

- to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for those affairs under Section 95 of the Local Government (Scotland) Act 1975. In this Council that officer is the Head of Finance.
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003).
- approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by those charged with governance at the meeting of the Audit Committee on 18 September 2019.

Councillor Murray Lyle  
Leader of the Council

Date: 18 September 2019

### The Responsibilities of the Head of Finance

The Head of Finance is responsible for the preparation of the Council's Annual Accounts, which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, is required to present a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for the year.

In preparing these Annual Accounts, the Head of Finance has:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Local Authority Accounting Code of Practice.

The Head of Finance has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.
- used the going concern basis of accounting on the assumption that the Council will continue in operational existence for the foreseeable future.

I certify that the Annual Accounts give a true and fair view of the financial position of the Council and its group at the reporting date and the transactions of the Council and its Group for the year ended 31 March 2019.

Stewart MacKenzie CPFA  
Head of Finance  
Date: 18 September 2019

# NOTES TO THE FINANCIAL STATEMENTS

## 1. Accounting Policies

### General

The Statement of Accounts have been prepared in accordance with International Financial Reporting Standards (IFRS) and adapted to the Code of Practice as required by the Local Authority Accounts (Scotland) Regulations 2014 and section 12 of the Local Government in Scotland Act 2003. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and supported by International Financial Reporting Standards. The Statement of Accounts are intended to present a true and fair view of the financial position and transactions of the authority and have been prepared in accordance with the fundamental accounting principles of relevance, reliability, comparability, understandability and materiality.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

### Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, or when the Council is entitled to the income not simply when cash payments are made or received.

In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods and services are transferred to the service recipient in accordance with the performance obligations in the contract.
- 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.
- Expenses in relation to services received (including those rendered by the Council's officers) are recorded as expenditure when the services are received, rather than when payments are made.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue 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.
- Where the Council is acting as an agent for another party (e.g. in the collection of Non Domestic Rates and Water & Wastewater), income and expenditure are recognised only to the extent that commission is receivable by the Council for the agency services rendered or the Council incurs expenses directly on its own behalf in rendering the services.

### Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

### Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events or conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Changes in accounting estimates are accounted for prospectively, i.e., in the current and future years affected by the change. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

### Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service;
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off;
- amortisation of intangible fixed assets attributable to the service.

The Council is not required to raise council tax to cover depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with the Statutory Repayment of Loans Fund Advances. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by revenue provision in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

## Contingent Assets and Liabilities

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. A contingent liability arises where an event has taken place that gives the Council 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 Council. Contingent liabilities also arise in circumstances where 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.

Contingent Assets and liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

## Employee Benefits

### Benefits Payable During Employment

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, are recognised as an expense in the year in which employees render service to the Council. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Employee Statutory Absences Adjustment Account in the Movement in Reserves Statement.

### Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to terminate the employment of an officer.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for termination benefits related to pensions enhancements 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.

### Post-Employment Benefits

Employees of the Council are members of two separate pension schemes: The Scottish Teachers' Superannuation Scheme and the Local Government Pension Scheme.

The Scottish Teachers' Superannuation Scheme is a statutory unfunded defined final benefit salary scheme administered nationally by the Scottish Public Pensions Agency on behalf of the Scottish Government. There are no investment assets built up under the scheme to meet pension liabilities. The contributions paid into the scheme by the Council and teaching employees are determined nationally and member's pension benefits are prescribed under the Teachers' Superannuation (Scotland) Regulations 2005 with the Scottish Government being responsible for meeting the scheme's liabilities.

Other employees, subject to certain qualifying criteria, are eligible to join the Local Government Pension Scheme (LGPS). The LGPS is a statutory funded defined final benefit salary scheme operated through local pension funds. Perth & Kinross Council and its employees pay contributions into the Tayside Pension Fund administered by Dundee City Council calculated at a level to balance the pension liabilities with investment assets. The contributions paid into the scheme by employees and member pension benefits are prescribed, for the period to which the accounts relate, by the Local Government Pensions Scheme (Scotland) Regulations 1998 as amended. Perth & Kinross Council's contributions, as employer, into the Tayside Pension Fund are subject to the advice of the Fund actuary.

Both schemes provide defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council. However, the arrangements for the teachers' scheme mean that liabilities for these benefits cannot be attributed specifically to the Council. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the Balance Sheet and the Education Service line in the Comprehensive Income and Expenditure Statements is charged with the employer's contributions payable to Teachers' Pensions in the year.

The Local Government Scheme is accounted for as a defined benefits scheme. The liabilities of the Tayside Pension Fund attributable to the Council 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, etc., and projections of projected earnings for current employees. Liabilities are discounted to their value at current prices, using a discount rate of 2.4% which is based on the indicative rate of return on the high quality corporate bond index (i Boxx AA).

The assets of the Tayside Pension Fund attributable to the Council are included in the Balance Sheet at their fair value:

- quoted securities – current bid price;
- unquoted securities – professional estimate;
- unlisted securities – current bid price;
- property – market value.

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

- Service cost comprising:
  - current service cost – the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
  - past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
  - net interest on the net defined liability / (asset), i.e. net interest expense for the authority – the change during the period in the net defined benefit liability / (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – 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 / (asset) at the end of the period – taking into account any changes in the net defined benefit liability / (asset) during the period as a result of contribution and benefit payments;
- Remeasurements comprising:
  - the return on plan assets - excluding amounts included in net interest on the net defined benefit liability / (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
  - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure;
- Contributions paid to the Tayside Pension Fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations 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. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

#### Discretionary Benefits

The Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

#### Career Average Revalued Earnings Scheme (CARE)

The Local Government Pension Scheme changed from Final Salary to Career Average Revalued Earnings (CARE) on 1 April 2015, with a change of accrual rate from 1/60<sup>th</sup> to 1/49<sup>th</sup>. Employees who were previously paying into the Final Salary scheme were automatically transferred into the new CARE scheme on 1 April 2015.

#### **Events after the Reporting Period**

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts are adjusted to reflect such events;
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts are not adjusted to reflect such events, but where a category of events would have a material effect disclosure is made in the notes of the nature of the events and their estimated financial effect.

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

#### **Fair Value Measurement**

The Council measures some of its non-financial assets such as surplus assets and investment properties at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- a) in the principal market for the asset or liability, or
- b) in the absence of a principal market, in the most advantageous market for the asset or liability.

The Council measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Council takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Council's financial statements are categorised within the fair value hierarchy, as follows:

- Level 1: quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly
- Level 3: unobservable inputs for the asset or liability.

### **Financial Liabilities**

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount respectively is deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain/loss over the term of the replacement loan. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

### **Financial Assets**

Financial assets are classified based upon a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics. There are three main classes of financial assets measured at:-

- amortised cost
- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI)

The Council's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal and interest (i.e. where cash flows do not take the form of a basic debt instrument).

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For deposits that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the agreement.

However, the Council has made loans to various organisations at less than market rates (soft loans). When a soft loan is made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. In subsequent years interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a higher effective rate of

interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

Any gains and losses that arise on the de-recognition of an asset are credited/debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **Foreign Currency**

Where the Council enters into a transaction in foreign currency the transaction is converted into sterling at the exchange rate applicable on the date the transaction is effective.

### **Government Grants and Contributions**

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

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attaching to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

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 relevant service line (attributable revenue grants/contributions) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

### **Heritage Assets**

Heritage Assets are those assets that are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. Heritage Assets include museum and gallery collections and works of art. These assets are held by the Council in pursuit of its overall objectives in relation to the maintenance of the heritage. From 1 April 2016 Culture Perth & Kinross had responsibility for the delivery and development of museum and library services in Perth & Kinross. The Trust manages the museum and gallery collections on behalf of the Council, however the Council will continue to be custodian of the collections.

#### Tangible Heritage Assets

The Council's Heritage Assets are held in the Perth Museum & Gallery, Fergusson Gallery and Alyth Museum. The collections include Art, History and Natural History and are held in support of Council objectives i.e. to increase knowledge, understanding and appreciation of the local area and its history. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment.

However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The Council has embarked upon a revaluation programme for all collection items deemed to have significant value, these being mainly items within Fine and Applied Art collections. In recognition of the key qualitative characteristics of the financial statements, i.e. understandability, relevance, reliability and comparability, the Council has chosen to apply a £10,000 de-minimis level for which items will be recognised within the balance sheet. The exclusion of individual items having a value of less than £10,000 does not impact upon the characteristics of the financial statements and a summary of the main collections and applicable accounting treatment is as follows.

#### Art Collection

The Fine Art collection includes paintings and sketches in various mediums, and although international in scope, its greatest strength is in the holding of Scottish pictures. The collection seeks to retain a balance between the historical and the contemporary whilst continuing to develop the holdings of works of specifically local interest. The Applied Art collection has been acquired since 1785 through purchase, gift or bequest. It covers a wide variety of objects and materials, within which the collections of Perth silver and Perthshire glass are unsurpassed in terms of national importance.

Subject to the de-minimis noted above, items donated or acquired are valued by the curators at point of acquisition; in addition, there is a five year rolling programme of valuation to ensure all significant items in the Art collection are valued. All valuations are undertaken by the curators having relevant knowledge and experience and with reference to appropriate commercial markets.

Art collection items are held in the Council balance sheet at market value and are tested annually for impairment, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment.

As the assets within the art collection are deemed to have indeterminate lives and a high residual value, the Council does not consider it appropriate to charge depreciation.

#### History Collection

The History collection includes social history, archaeology, arms & armour, costume, archives, coins, medals & stamps, photography and world cultures collections. These items cannot be readily and/or reliably valued due to their diverse nature. The cost of valuation would be disproportionate in terms of any benefit derived to the user of the financial statements and the History collection is consequently excluded from the Council Balance Sheet.

#### Natural History Collection

The Natural History collection includes zoology, botany and geology collections. No market exists for these items and collections and there is no comparable data to form the basis of valuation. The cost of obtaining valuations would be disproportionate in terms of any benefit derived to the user of the financial statements and Natural History collections are consequently excluded from the Council Balance Sheet.

#### Heritage Assets – General

The Council may dispose of heritage assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

The promotion of other cultural events and programmes during the year makes it difficult to reliably estimate the percentage of the Art Collection on display for public viewing. All items not on display are held in secure storage and access is permitted to scholars and others for research purposes.

The Culture Perth & Kinross Collections Management Framework provides guidance on the collection, disposal or lending of heritage assets.

### **Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council 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 Council. Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and restricted to that incurred during the development phase (research expenditure is not capitalised). Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. 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 General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and the Capital Receipts Reserve.

### **Interests in Companies and Other Entities**

The Council has material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and require it to prepare group accounts. In the Council's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

### **Inventories**

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. Work in progress is valued at the cost of direct materials and labour plus attributable overheads based on the normal level of activity less any attributable losses.



## Investment Properties

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and the Capital Receipts Reserve.

## 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, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

### The Council as Lessee

Operating Leases - Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting 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 Council as Lessor

Operating Leases - Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits 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 premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

## Overheads and Support Services

The costs of overheads and support services are only charged to the HRA and charities in accordance with the total absorption costing principle.

## Property, 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 Property, Plant and Equipment.

### Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (e.g. 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 in the manner intended by management;
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located where there is a legal or constructive obligation to do so.

The Council does not capitalise borrowing costs incurred whilst assets are under construction. The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition will not increase the cash flows of the Council. In the latter case, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure and community assets – depreciated historical cost;
- assets under construction – historical cost
- dwellings – current value, determined using the basis of existing use value for social housing (EUV-SH). The Council values these assets using the Beacon approach (Adjusted Vacant Possession)
- other land and buildings – current value based on existing use value (EUV) for operational assets where there is an active market, or if there is no market based evidence of current value because of the specialist nature of the asset and/or the asset is rarely sold, depreciated replacement cost (DRC) using the instant build approach;
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective;
- all other assets – current value, determined by the amount that would be paid for the asset in its existing use (existing use value – EUV).

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Where decreases in value are identified, the revaluation loss is accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- where there is no balance in the Revaluation Reserve or insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

#### Impairment

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

Where impairment losses are identified, they are accounted for:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- where there is no balance in the Revaluation Reserve or insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

#### Disposals and Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses. Depreciation is not charged on Assets Held for Sale. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement 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). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal are categorised as capital receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

#### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life

(i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Leasehold properties	over period of lease
Roads and bridges	15-30 years
Other infrastructure assets	10-30 years
Vehicles, plant and equipment	3-15 years
Council Buildings	up to 50 years
Council Dwellings	10-30 years
Intangible Fixed Assets	3-5 years

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

#### **Private Finance Initiative (PFI) and Similar Contracts**

PFI and similar contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI contractor. As the Council is deemed to control the services that are provided under its PFI schemes the Council carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment.

The original recognition of these assets at fair value (based on the cost to purchase the property, plant and equipment) was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the capital investment. Non-current assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the Council.

The amounts payable to the PFI operators each year are analysed into five elements:

- fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement;
- finance cost – an interest charge on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- contingent rent – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator (the profile of write-downs is calculated using the same principles as for a finance lease);
- lifecycle replacement costs – debited to the relevant service in the Comprehensive Income and Expenditure Statement.

#### **Provisions**

The Council is required to make provisions 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. Provision has been made for bad and doubtful debts in respect of Council Tax, Housing Rents and other items of income, where appropriate. In all cases the level of provision is based on experience and an assessment of the prospects of recovering the related debt.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the council becomes aware of the obligation, and measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the council settles the obligation.

#### **Reserves**

Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement benefits and that do not represent usable resources for the Council – these reserves are explained in the relevant notes.

#### **Revenue Expenditure Funded from Capital under Statute**

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund

Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

## **VAT**

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

## **2. Accounting Standards that have been issued but have not yet been adopted**

### Amendments to IAS 40: Investment Property - Transfers of Investment Property

Paragraph 57 of IAS 40: Investment Property has been updated to state that property may be transferred to or from Investment Property when, and only when, there is evidence of a change of use. Any amendments arising from the amendment will be made retrospectively by restating the prior period.

The Council regularly reviews the sites held as Investment Property to ensure that they continue to meet the definition of investment property, i.e. the properties are held solely to earn rentals or for capital appreciation or both. It is, therefore, anticipated that there will be no impact following the adoption of the revised standard with effect from 1 January 2019.

### Amendments to IFRS 9: Financial Instruments - Prepayment Features with Negative Compensation

Certain prepayment options under IFRS 9 would preclude instruments that otherwise only feature contractual cash flows that are solely payments of principal and interest from being measured at amortised cost or fair value through other comprehensive income. Problematic in this case are prepayment features where the lender could be forced to accept a prepayment amount that is substantially less than unpaid amounts of principal and interest because this would constitute a payment to the borrower by the lender and not compensation from the borrower to the lender.

In order to promote consistency between financial years 2018/19 and 2019/20, CIPFA/LASAAC agreed that local authorities may apply early adoption of the amendment on transition to IFRS 9 in 2018/19. It is, therefore, anticipated that there will be no impact for financial year 2019/20 as the Council has considered the amendment when classifying financial assets for IFRS 9 in 2018/19.

## **3. Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

### **Public Sector Funding**

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

### **Public Private Partnership (PPP)**

The Council is deemed to control the services provided under the agreement for the provision of educational establishments. The accounting policies for PPP schemes and similar arrangements have been applied and the assets under the contract are included within Property, Plant and Equipment on the Council's Balance Sheet. Note 36 provides further details.

## **4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty**

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council 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 Council's Balance Sheet at 31 March 2019 for which there is a significant risk of material adjustment in the forthcoming financial year are in respect of the Council's Net Pensions Liability and Property and Plant and Equipment.

### Uncertainty

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. This is further detailed in Note 18 to the Accounts which includes a table setting out the potential sensitivity of change in assumptions on the Pension Liability.. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.

#### Effect if Actual Results Differ from Assumptions

The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a reduction in the pension liability of £17,841,000. However, the assumptions interact in complex ways. During 2018/19, the Council's actuaries advised that the net pension liability had reduced by £14,804,000 following an updating of assumptions.

#### Uncertainty

Property, Plant and Equipment assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.

#### Effect if Actual Results Differ from Assumptions

If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £577,000 for every year that useful lives had to be reduced.

### 5. Adjustments between Accounting Basis and Funding Basis under Regulations

	Usable Reserves				Total	2017/18
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied		
	£'000	£'000	£'000	£'000	£'000	£'000
<u>Adjustments involving the Capital Adjustment Account</u>						
Depreciation and impairment on non-current assets	(33,590)	(14,102)	0	0	(47,692)	(45,478)
Revaluation Losses on Property, Plant & Equipment	(4,696)	(165)	0	0	(4,861)	(8,909)
Reversal revaluation gains	2,982	40	0	0	3,022	1,542
Movements in Fair Value of Investment Properties	(403)	0	0	0	(403)	628
Amortisation of Intangible Assets	(835)	0	0	0	(835)	(162)
Capital grants and contributions credited to the Comprehensive Income & Expenditure Statement	22,174	3,673	0	0	25,847	32,434
Amounts of non current assets written off on disposal as part of the gain/loss	(2,160)	(1,699)	0	0	(3,859)	(2,362)
<u>Items not debited or credited to the Comprehensive Income &amp; Expenditure Statement</u>						
Statutory provision for repayment of debt	12,979	4,022	0	0	17,001	19,809
Capital expenditure charged to the General Fund and HRA balances	1,605	3,830	0	0	5,435	6,570
<u>Adjustments involving the Capital Receipts Reserve</u>						
Transfer of sale proceeds credited as part of the gain/loss on disposal	3,081	1,807	(4,888)	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0		2,307	0	2,307	3,916
<u>Adjustments involving the Capital Grants Unapplied Account</u>	0	0	0	(3,493)	(3,493)	0
<u>Adjustments involving the Financial Instruments Adjustment Account</u>	551	172	0	0	723	613
Premiums charged in year to Comprehensive Income & Expenditure Statement	0	0	0	0	0	(10,037)
<u>Adjustments involving the Pensions Reserve</u>						
Employer's pensions contributions and direct payments to pensioners payable in the year	16,943	1,164	0	0	18,107	17,071
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(38,365)	(2,713)	0	0	(41,078)	(42,340)
<u>Adjustments involving Short Term Accumulated Absences Account</u>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(553)	(64)	0	0	(617)	584
<b>Total Adjustments</b>	<b>(20,287)</b>	<b>(4,035)</b>	<b>(2,581)</b>	<b>(3,493)</b>	<b>(30,396)</b>	<b>(26,121)</b>

## 6. Expenditure and Funding Analysis - 2018/19

	Net Expenditure charged to the General Fund and HRA Balances £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Education & Children's Services	149,543	19,101	168,644
Health & Social Care	51,708	5,346	57,054
Housing & Environment	59,695	23,310	83,005
Corporate and Democratic Services	29,238	6,837	36,075
Housing Revenue Account	(7,402)	12,793	5,391
Valuation Joint Board	1,149	0	1,149
Non Distributed Costs	1,534	(1,534)	0
<b>Cost of Services</b>	<b>285,465</b>	<b>65,853</b>	<b>351,318</b>
Other Income and Expenditure	(287,491)	(41,531)	(329,022)
<b>(Surplus) or Deficit on Provision of Services</b>	<b>(2,026)</b>	<b>24,322</b>	<b>22,296</b>
Opening General Fund and HRA Balance	(52,099)		
(Surplus) or Deficit on General Fund and HRA Balance in Year	(2,026)		
Transfers from other Statutory Reserves	5,684		
<b>Closing General Fund and HRA Balance at 31 March 2019</b>	<b>(48,441)</b>		

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between Reserves are explained in the Movement in Reserves Statement.

### Notes to the Expenditure and Funding Analysis - adjustments between funding and accounting basis

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes Note A £ '000	Net change for the Pensions Adjustments Note B £ '000	Other Differences Note C £ '000	Total Adjustments £ '000
<b>COUNCIL SERVICES</b>				
Education & Children's Services	11,760	6,761	580	19,101
Health & Social Care	2,476	3,052	(182)	5,346
Housing & Environment	16,143	7,051	116	23,310
Corporate and Democratic Services	3,195	3,603	39	6,837
Housing Revenue Account	11,356	1,373	64	12,793
Non Distributed Costs	0	(1,534)	0	(1,534)
<b>Cost of Services</b>	<b>44,930</b>	<b>20,306</b>	<b>617</b>	<b>65,853</b>
Other Operating Expenditure and Income	(1,030)	0	0	(1,030)
Financing and Investment Income and Expenditure	(16,596)	2,665	(723)	(14,654)
Taxation and Non-Specific Grant Income	(25,847)	0	0	(25,847)
<b>Other income and expenditure from the Expenditure and Funding Analysis</b>	<b>(43,473)</b>	<b>2,665</b>	<b>(723)</b>	<b>(41,531)</b>
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>1,457</b>	<b>22,971</b>	<b>(106)</b>	<b>24,322</b>

## Expenditure and Funding Analysis - 2017/18

	Net Expenditure charged to the General Fund and HRA Balances £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Education & Children's Services	143,378	18,778	162,156
Health & Social Care	47,231	4,182	51,413
Housing & Community Safety	14,882	2,112	16,994
Housing & Environment	52,177	19,646	71,823
Corporate and Democratic Services	26,807	9,194	36,001
Housing Revenue Account	(7,161)	11,907	4,746
Valuation Joint Board	1,145	0	1,145
Non Distributed Costs	1,463	(1,463)	0
<b>Cost of Services</b>	<b>279,922</b>	<b>64,356</b>	<b>344,278</b>
Other Income and Expenditure	(280,972)	(36,909)	(317,881)
<b>(Surplus) or Deficit on Provision of Services</b>	<b>(1,050)</b>	<b>27,447</b>	<b>26,397</b>
Opening General Fund and HRA Balance	(52,202)		
(Surplus) or Deficit on General Fund and HRA Balance in Year	(1,050)		
Transfers to other Statutory Reserves	1,153		
<b>Closing General Fund and HRA Balance at 31 March 2018</b>	<b>(52,099)</b>		

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and HRA Balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

### Notes to the Expenditure and Funding Analysis - adjustments between funding and accounting basis

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes Note A £ '000	Net change for the Pensions Adjustments Note B £ '000	Other Differences Note C £ '000	Total Adjustments £ '000
<b>COUNCIL SERVICES</b>				
Education & Children's Services	13,178	6,126	(526)	18,778
Health & Social Care	1,224	2,925	33	4,182
Housing & Environment	14,592	7,254	(106)	21,740
Corporate and Democratic Services	6,894	2,302	16	9,212
Housing Revenue Account	10,548	1,360	(1)	11,907
Non Distributed Costs	0	(1,463)	0	(1,463)
<b>Cost of Services</b>	<b>46,436</b>	<b>18,504</b>	<b>(584)</b>	<b>64,356</b>
Other Operating Expenditure and Income	(228)	0	0	(228)
Financing and Investment Income and Expenditure	(10,399)	6,765	(613)	(4,247)
Taxation and Non-Specific Grant Income	(32,434)	0	0	(32,434)
<b>Other income and expenditure from the Expenditure and Funding Analysis</b>	<b>(43,061)</b>	<b>6,765</b>	<b>(613)</b>	<b>(36,909)</b>
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>3,375</b>	<b>25,269</b>	<b>(1,197)</b>	<b>27,447</b>

## Explanation to the Expenditure and Funding Analysis

### Adjustments for Capital Purposes

Note A Adjustments for Capital Purposes adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

- **Other operating expenditure** – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.
- **Financing and investment income and expenditure** – the statutory charges for capital financing and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
- **Taxation and non-specific grant income and expenditure** – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for conditions which were satisfied in the year.

### Net Change for the Pensions Adjustments

Note B Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

- **For services** this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.
- **For Financing and investment income and expenditure** – the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement

### Other Differences

Note C Other differences between the amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute:

- **For Financing and investment income and expenditure** the other differences column recognises adjustments to the General Fund for the timing differences for premiums and discounts and stepped interest rate loans
- **For services** this represents the removal of the increase or decrease in the employee statutory adjustment account.



## 7. Transfer (to)/from General Fund Reserves

The Reserves Strategy that the Council approved in February 2019 earmarked funding towards specific or known future commitments. The following table sets out the updated balances as at 31 March 2019 for these Earmarked Reserves taking cognisance of the final year-end position.

	Balance as at 1 April 2018 £'000	Transfers (In)/Out £'000	Balance as at 31 March 2019 £'000
Transformation Programme (including Workforce Management and Organisational Change)	(10,971)	1,865	(9,106)
Affordable Housing (Resources accrued from reduced Council Tax Discounts)	(4,993)	(251)	(5,244)
Developer Contributions: Commuted Sums & Infrastructure and Affordable Housing	(4,289)	(190)	(4,479)
Revenue Budget Flexibility	(3,738)	147	(3,591)
Revenue Grants	(1,318)	(505)	(1,823)
Secondary Schools	(1,799)	0	(1,799)
Perth High School	(1,989)	290	(1,699)
Remodelling of Residential Care (Children & Young People)	(1,700)	7	(1,693)
Works Maintenance	0	(1,550)	(1,550)
Devolved School Management (DSM)	(1,205)	138	(1,067)
Car Parking	(573)	(281)	(854)
Culture	(122)	(241)	(363)
Modern Apprentices/Graduate Trainees	(172)	(40)	(212)
Planning Appeals and Public Inquiries	(205)	(3)	(208)
Flood Protection Works	(225)	32	(193)
Perth City Centre Projects	(270)	90	(180)
Contaminated Land	(149)	(27)	(176)
Central Energy Efficiency Fund	(151)	1	(150)
Financial Assistance	(116)	(20)	(136)
Community Action Partnerships	(312)	177	(135)
Local Government Elections	0	(53)	(53)
Community Improvement Fund	0	(21)	(21)
Bridge Feasibility Studies	(260)	242	(18)
Public Service Network	(39)	22	(17)
Health and Social Care Partnership	(2,824)	2,824	0
Revenue Budget 2018/19 Commitment - RSG	(943)	943	0
Perth & Kinross Marketing & Promotional Scheme	(235)	235	0
Energy and Water Management	(200)	200	0
Discretionary Non Domestic Rates Relief Scheme	(100)	100	0
Corporate Feasibility Studies	(55)	55	0
Investment in Improvement funds	(38)	38	0
Earmarked Balances at 31 March 2019	(38,991)	4,224	(34,767)

### Purpose of Earmarked General Fund Balances

**Transformation Programme (including Workforce Management and Organisational Change)** – the Reserves Strategy in February 2018 approved these resources as earmarked to support the Council's transformation programme including the costs of any workforce management and cultural change measures required to respond to future financial challenges. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Affordable Housing (Resources accrued from reduced Council Tax Discounts)** - these reserves have been generated as a result of the Council's policy on varying the level of council tax charged for long term empty properties and second homes. These resources can only be used for the provision of affordable housing. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Developer Contributions: Commuted Sums & Infrastructure and Affordable Housing** - the Enterprise & Infrastructure Committee approved supplementary guidance on 3 September 2014 for developer contributions covering community greenspace, primary education, Auchterarder A9 junction improvements, affordable housing and transport infrastructure. These sums are held in the Council's Reserves until they are applied to relevant schemes. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue and capital monitoring process.

**Revenue Budget Flexibility** – to assist in the management of the Revenue Budget, the Council's approved budget flexibility scheme permits Services to carry forward under or over spends from one financial year into future financial years within set limits and with the prior approval of Council. The amount carried forward can only be utilised for purposes approved by Council.

**Revenue Grants** - these grants are being carried forward in reserves as the grant conditions have been met but the expenditure has not been fully incurred.

**Secondary Schools** – £649,000 of these resources were earmarked as part of the 2015/16 Revenue Monitoring Report 1 to the Strategic Policy & Resources Committee (report 15/395 refers) to equip the new secondary school at Bertha Park. A further £650,000 was approved as part of the 2016/17 and 2017/18 Revenue Budget processes as budget flexibility and £100,000 transferred from the amount earmarked for Investment and Learning. The 2017/18 Revenue Monitoring Report 3 (report 18/41 refers) approved a further £400,000 from the Education and Children's Services budget towards this project.

**Perth High School** - these resources were earmarked as part of 2016/17 Revenue Monitoring Report 1 to the Strategic Policy and Resources Committee (Report No. 16/400 refers) for future maintenance works at Perth High School and is being phased over a number of years.

**Remodelling of Residential Care (Children & Young People)** – The Council meeting of 16 August 2017 approved the review and remodelling of residential care (children and young people) and the financial resources to fund this transformation project (Report No.17/262 refers). The Council approved £500,000 from transformation funding and £500,000 from uncommitted Reserves and up to £700,000 from the Education and Children Services budget. 2017/18 Revenue Monitoring Report 3 to the Strategic Policy & Resources Committee approved £300,000 to be transferred from Education and Children Services to this earmarked balance (Report No.18/41 refers) and a further £400,000 as part of the year end position. These resources are being phased over a number of years.

**Works Maintenance** - The Council earmarked £1,250,000 for future works maintenance as part of the 2018/19 – 2020/21 revenue budget. A further £300,000 has been earmarked as part of the year end position. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Devolved School Management (DSM)** – the amount shown is the accumulated sum available to be carried forward at 31 March 2019 under the approved scheme for managing these budgets. The purposes for which the earmarked amount can be used and the procedures for its management and control are detailed in the Council's approved DSM scheme.

**Car Parking** – this balance is the accumulated surplus at 31 March 2019 which is restricted in its application under the Road Traffic Regulation Act 1984. Any proposals to utilise these resources will require approval by the Strategic Policy and Resources Committee.

**Culture** – there is £363,000 approved for developing the cultural offer from the final under spend in the 2018/19 Revenue Budget and reported to Strategic Policy & Resources Committee during the year. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Modern Apprentices/Graduate Trainees** - the Strategic Policy and Resources Committee approved the transfer of the final under spend on modern apprentices and graduate trainees during 2018/19 to fund future expenditure in this area.

**Planning Appeals and Public Inquiries** – under spends in previous years have been earmarked to fund future planning appeal and public inquiry expenses. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Flood Protection Works** – these resources were earmarked as part of the 2017/18 Reserves Strategy for the completion of improvement works required as a consequence of severe weather (Report No. 17/48 refers). There is £193,000 remaining from the original allocation.

**Perth City Centre Projects** – this balance will be utilised for projects in Perth City Centre. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Contaminated Land** – these resources are earmarked to fund future remediation work to comply with the Council's statutory duty. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Central Energy Efficiency Fund** – this fund is a means of pooling grant received from the former Scottish Executive together with savings achieved from the implementation of energy conservation and efficiency schemes to fund expenditure on further schemes of the same type. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Financial Assistance** – at its meeting on 9 February 2006 the Council approved the creation of a recurring budget to fund its anticipated contribution to the Mod and other events across Perth and Kinross.

**Community Action Partnership** – £232,000 was approved for earmarking for Communities in the 2017/18 Revenue Monitoring Report 3 by the Strategic Policy & Resources Committee (Report No.18/41 refers), with a further £70,000 approved in Revenue Monitoring Report 4 (Report 18/133 refers), and a further increase of £10,000 as part of the year end position. During 2018-19 £177,000 of these resources were incurred with the balance of £135,000 continuing to be earmarked. The application of the balance of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Local Government Elections** – these resources are earmarked in reserves as a contribution to local elections. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Community Improvement Fund** – The Council earmarked £600,000 as part of the 2018/19 Revenue Budget of which £21,000 of resources have not been utilised. A further £600,000 was also approved to be earmarked during 2019/20. These resources will be reported to the Strategic Policy & Resources Committee.

**Bridge Feasibility Studies** - the Council originally earmarked £808,000 for testing and assessment of the Queens Bridge, Perth and Old Perth Bridge (Report No. 17/60 refers) with the remaining balance to be utilised in 2019/20.

**Public Service Network** – these resources are earmarked in reserves to fund ongoing work required beyond initial accreditation. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

**Health and Social Care Partnership** – these resources have been fully applied to the Health and Social Care budget in 2018/19.

**Revenue Budget 2018/19 Commitment – Revenue Support Grant** – these resources have been fully applied to the Council's funding in 2018/19.

**Perth & Kinross Marketing & Promotional Scheme** - these resources have been fully applied during 2018/19.

**Energy and Water Management** – these resources have been fully applied during 2018/19.

**Discretionary Non Domestic Rates Relief Scheme** – these resources have been fully applied during 2018/19.

**Corporate Feasibility Studies** – these resources have been fully applied during 2018/19.

**Investment in Improvement Funds** – the final balance of these resources were applied during 2018/19.

## 8. Other Operating Expenditure / Income

	2018/19	2017/18
	£'000	£'000
Gains on the Disposal of Non Current Assets	(870)	(208)
Share of Tayside Contracts surplus	(525)	(600)
Total	<u>(1,395)</u>	<u>(808)</u>

## 9. Financing and Investment Income and Expenditure

	2018/19	2017/18
	£'000	£'000
Interest payable and similar charges	19,762	19,060
Premiums	0	10,037
Pensions interest cost and expected return on pensions assets	2,665	6,765
Interest receivable and similar income	(357)	(229)
Income in relation to investment properties and changes in their fair value	(735)	(1,620)
Total	<u>21,335</u>	<u>34,013</u>

## 10. Taxation and Non Specific Grant Incomes

	2018/19	2017/18
	£'000	£'000
Council Tax Income	(79,668)	(76,171)
Non Domestic Rates	(51,793)	(51,844)
Non Ringfenced Government Grants	(191,654)	(190,637)
Capital Grants and Contributions	(25,847)	(32,434)
Total	<u>(348,962)</u>	<u>(351,086)</u>

## 11. Material Items of Income and Expense

There have been no material items of income and expenditure during 2018/19 which are not disclosed on the face of the Comprehensive Income and Expenditure Statement.

## 12. Premiums and Discounts on Debt Rescheduling Written Down

The Code requires that any premiums or discounts arising from debt rescheduling should be written off in the year they were incurred, except in limited circumstances where they would qualify as a 'modification' of debt.

The net amount of premium and discount debited to the General Fund and HRA for transactions prior to 1 April 2007 (as permitted by statutory guidance) from the Financial Instruments Adjustment Account was £707,000 (2017/18 £597,000).

### 13. General Grants, Bequests and Donations

Perth & Kinross Council is represented on, exercises influence over and provides grants to a large number of outside bodies which provide services to the public, consistent with the Council's statutory responsibilities.

During 2018/19 a total of £14,224,000 (2017/18 £14,605,000) was paid out in support of these organisations ranging from remission of hall rents of a few pounds to the contribution towards the operational and other costs of Live Active Leisure Limited of £4,724,000 (2017/18 £4,818,000). Details of grants are shown below.

	2018/19 £'000	2017/18 £'000
Service Level Agreements with Outside Organisations	3,408	3,549
Live Active Leisure Limited	4,724	4,818
Culture Perth & Kinross	3,264	3,479
Horsecross Arts Ltd	1,156	1,186
Churches Action for the Homeless	248	240
Pitlochry Festival Theatre	220	220
Perth Money Advice Service	402	359
Shaw Trust	0	143
Perthshire Women's Aid	78	103
Perth & Kinross Heritage Trust	86	85
Perth & Kinross Countryside Trust	30	30
Vacant Property Grants	57	53
Perth & Kinross Sports Council	11	11
Other Miscellaneous Grants	540	329
	<u>14,224</u>	<u>14,605</u>

### 14. Expenditure and Income Analysed by Nature

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

Expenditure/Income	2018/19 £'000	2017/18 £'000
<b>Expenditure</b>		
Employee benefits expenses	210,462	198,397
Other services expenses	208,258	208,357
Net Contribution to Integration Joint Board	51,661	46,924
Support service recharges	2,174	2,171
Depreciation, amortisation, impairment	50,769	52,379
Interest payments	22,426	35,862
<b>Total Expenditure</b>	<u>545,750</u>	<u>544,090</u>
<b>Income</b>		
Fees, charges and other service income	131,727	127,503
Interest and investment income	1,409	1,276
Taxation and Non-Specific Grant Income	348,962	351,086
Government grants and contributions	40,486	37,621
Gain on the disposal of assets	870	207
<b>Total Income</b>	<u>523,454</u>	<u>517,693</u>
<b>Deficit on the Provision of Services</b>	<u>22,296</u>	<u>26,397</u>

## 15. Agency Services

Agency arrangements operate in some Services where the Council undertakes work on behalf of other local authorities; Scottish Water; government; and other public bodies. The main items of income and related expenditure, which are included within the Comprehensive Income and Expenditure Account, are shown below.

	2018/19 Income £'000	2018/19 Expenditure £'000	2017/18 Income £'000	2017/18 Expenditure £'000
<u>Education &amp; Children's Services</u>				
Provision of Pupil Support Assistants to other local authorities	139	139	148	148
<u>The Environment Service</u>				
Receipts from other local authorities for cross boundary bus services	16	16	16	16
<u>Corporate and Democratic Services</u>				
Income from Scottish Water	444	444	444	444
Totals	<u>599</u>	<u>599</u>	<u>608</u>	<u>608</u>

## 16. External Audit Costs

In 2018/19 Perth and Kinross Council incurred the following fees relating to external audit services provided in accordance with the Code of Audit Practice:

	2018/19 £'000	2017/18 £'000
External Audit Fees	<u>277</u>	<u>272</u>

This includes £3,100 in respect of the audit of charitable trusts where the Council is the sole trustee (2017/18 £2,500).

## 17. Termination Benefits

The Council terminated the contracts of a number of employees in 2018/19, incurring liabilities of £574,000 (£1,898,000 in 2017/18). These were in relation to 97 officers (116 in 2017/18) from all Services across the Council throughout 2018/19 and will deliver full year recurring savings of approximately £650,000.

## 18. Post-Employment Benefits

International Accounting Standard 19 'Employee Benefits' (IAS 19) prescribes how pension costs and liabilities are to be disclosed in the financial statements. The standard requires employing organisations to account for post-employment benefits in the period in which they are committed to give them, even if the actual payment of these benefits will be many years in the future. The following notes are prepared in accordance with the code guidance on disclosure requirements in respect of IAS 19.

Perth & Kinross Council participates in two different pension schemes, one for teaching staff and a separate scheme for all other employees.

### Pensions Schemes Accounted for as Defined Contribution Schemes

#### Teachers

Teachers employed by the Council are members of the Teachers' Pension Scheme, administered by the Scottish Government. The Scheme provides teachers with specified benefits upon their retirement, and the Council contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is technically a defined benefit scheme. However, the Scheme is unfunded and the Scottish Government uses a notional fund as the basis for calculating the employers' contribution rate paid by local authorities. The Council is not able to identify its share of the underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of the Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2018/19, the Council paid £9,608,382 to the Teachers' Pensions scheme in respect of teachers' retirement benefits, representing 17.2% of pensionable pay. The figures for 2017/18 were £9,258,392 and 17.2%. There were no contributions remaining payable at the year-end. Additional payments relating to added year's benefits, which the Council has inherited from predecessor authorities or awarded itself, together with related increases, amounted to £216,616 (2017/18 £218,664).

## **Pension Schemes Accounted for as Defined Benefit Pension Schemes**

### ***Local Government Pension Scheme***

The post-employment scheme for other employees, subject to certain qualifying criteria, is the Local Government Pension Scheme (LGPS) which is administered in this area by Dundee City Council in respect of all local authorities and admitted bodies in the former Tayside area. This is a multi-employer scheme in which it is possible for an employer to identify its share of the assets and liabilities on a consistent and reasonable basis. Employer's liabilities can be evaluated directly by the Actuary at any time on membership data.

#### **Benefits**

- It is a Career Average Revalued Earnings scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level to balance the pension's liability with investment assets.
- The pension's accrual rate guarantees a pension based on 1/49th of career average revalued earnings and years of pensionable service. There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The scheme's normal retirement age is 65. Pensions are increased annually in line with changes to the Pensions (Increases) Act 1971 and Section 59 of the Social Security Pensions Act 1975.

#### **Governance**

- The Tayside Pension Fund is operated under the regulatory framework for the LGPS in Scotland and the governance of the scheme is the responsibility of the Tayside Pension Fund Committee. This Committee is comprised solely of elected members of Dundee City Council. Employing authorities (including Perth & Kinross Council) are represented at the Tayside Pension Fund Representative Forum.
- Policy is determined in accordance with the Local Government Pension Scheme (Scotland) Regulations. Management of the Fund's investments is carried out by the Fund's Investment Advisory Panel which selects and appoints a number of external investment managers/partners and monitors their investment performance.
- Under the Regulations, employers fall into three categories, scheme employers (also known as scheduled bodies) such as Perth & Kinross Council, community admission bodies and transferee admission bodies. Admission agreements are generally assumed to be open-ended. However, either party can voluntarily terminate the admission agreement by giving an appropriate period of notice to the other parties. Any deficit arising from the cessation valuation will usually be levied on the departing admission body as a capital payment.

#### **Principal Risks**

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

#### **Discretionary Post-employment Benefits**

- Discretionary post-retirement benefits on early retirements are an unfunded defined benefit arrangement, under which liabilities are recognised when an award is made. There are no plan assets built up to meet these pension liabilities.

The contributions paid into the scheme by employees and member pension benefits are prescribed, for the period to which the accounts relate, by the Local Government Pensions Scheme (Scotland) Regulations 1998 as amended. Perth & Kinross Council's contributions, as an employer, into the Tayside Pension Fund are subject to the advice of the Fund actuary.

The Local Government Pension Scheme allows for the award of discretionary post-employment benefits upon early retirement. This is an unfunded defined benefit final arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet the pension's liabilities, and cash has to be generated to meet actual pension's payments as they eventually fall due.

#### **Guaranteed Minimum Pension (GMP) Equalisation**

As a result of the High Court's recent Lloyds ruling on the equalisation of GMPs between genders, a number of pension schemes have made adjustments to accounting disclosures to reflect the effect this ruling has on the value of pension liabilities. It is our understanding that HM Treasury have confirmed that the judgement "does not impact on the current method used to achieve equalisation and indexation in public service pension schemes". More information on the current method of equalisation of public service pension schemes can be found [here](#).

On 22 January 2018, the Government published the outcome to its Indexation and equalisation of GMP in public service pension schemes consultation, concluding that the requirement for public service pension schemes to fully price protect the GMP element of individuals' public service pension would be extended to those individuals reaching State Pension Age (SPA) before 6 April 2021. HM Treasury published a Ministerial Direction on 4 December 2018 to implement this outcome, with effect from 6 April 2016. Details of this outcome and the Ministerial Direction can be found here.

The Council's valuation assumption for GMP is that the Fund will pay limited increases for members that have reached SPA by 6 April 2016, with the Government providing the remainder of the inflationary increase. For members that reach SPA after this date, the Council has assumed that the Fund will be required to pay the entire inflationary increase. Therefore, the Council has not made any adjustments to the value placed on the liabilities as a result of the above outcome.

#### McCloud Judgement

On 20 December 2018 the Court of Appeal ruled that transitional arrangements offered to some public sector pension scheme members amounted to unlawful discrimination. This related to new schemes set up in 2015 which typically meant older workers could stay in the existing, more generous schemes, while younger workers had to transfer to the new schemes. In June 2019, the Supreme Court upheld the ruling, resulting in a post balance sheet event which is reflected in these Accounts..

#### Career Average Revalued Earnings Scheme (CARE)

The Local Government Pension Scheme changed from Final Salary to Career Average Revalued Earnings (CARE) on 1 April 2015, with a change of accrual rate from 1/60<sup>th</sup> to 1/49<sup>th</sup>. Employees who were previously paying into the Final Salary scheme were automatically transferred into the new CARE scheme on 1 April 2015.

#### Transactions Relating to Post-Employment Benefits

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year.

#### Local Government Pension Scheme

	2018/19 £'000	2017/18 £'000
Comprehensive Income and Expenditure Statement		
Cost of Services		
- Service Cost	38,413	35,575
Financing and Investment Income and Expenditure		
- Net Interest on the Defined Liability	2,332	6,539
Administration Expenses	333	226
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	<u>41,078</u>	<u>42,340</u>
Remeasurement of the net defined benefit liability comprising:		
Expected return on pension fund assets in excess of interest	(16,081)	(20,009)
Other actuarial (gains)/losses on assets	0	(2,298)
Changes in demographic assumptions	(29,344)	(51,310)
Changes in financial assumptions	42,548	(42,737)
Experience Gain on defined benefit obligation	0	(60,406)
Total Post Employment Benefit (Credited)/Charged to the Comprehensive Income & Expenditure Statement	<u>(2,877)</u>	<u>(176,760)</u>
Movement in Reserves Statement		
- Reversal of net charges made to the surplus or deficit on the Provision of Services for post-employment benefits in accordance with the code	<u>(41,078)</u>	<u>(42,340)</u>
Actual amount charged against the General Fund Balance for pensions in the year:		
Employers' contributions and direct payments payable to Tayside Pension Fund	<u>18,107</u>	<u>17,071</u>

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

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

	31 March 2019 £'000	31 March 2018 £'000
Present Value of the Defined Benefit Obligation	881,269	829,299
Present Value of Unfunded Obligation	24,271	25,248
Closing Defined Benefit Obligation	<u>905,540</u>	<u>854,547</u>
Fair Value of Pension Fund Assets (Bid Value)	<u>(786,998)</u>	<u>(756,099)</u>
<b>Net Liability in Balance Sheet</b>	<b><u>118,542</u></b>	<b><u>98,448</u></b>

A reconciliation of Perth & Kinross Council's share of the present value of Tayside Pension Fund's defined benefit obligation (liabilities) is as follows:

	31 March 2019 £'000	31 March 2018 £'000
Opening Defined Benefit Obligation	854,547	966,163
Current Service Cost	30,343	30,613
Interest Cost	21,561	25,857
Change in Financial Assumptions	42,548	(42,737)
Change in demographic assumptions	(29,344)	(51,310)
Experience Gain on Defined Benefit Obligation	0	(60,406)
Liabilities Extinguished on Settlement	0	0
Estimated Benefits Paid Net of Transfers In	(26,091)	(22,361)
Past Service Costs (including Curtailments)	8,070	4,962
Contributions by Scheme Participants	5,549	5,557
Unfunded Pension Payments	(1,643)	(1,791)
Closing Defined Benefit Obligation	<u>905,540</u>	<u>854,547</u>

A reconciliation of the movements in Perth & Kinross Council's share of the fair value of Tayside Pension Fund's assets is as follows:

	31 March 2019 £'000	31 March 2018 £'000
Opening Fair Value of Scheme Assets	756,099	716,224
Interest on Assets	19,229	19,318
Return on Assets Less Interest	16,081	43,823
Other actuarial gains/(losses)	0	(21,516)
Administration Expenses	(333)	(226)
Contributions by Employer Including Unfunded	18,107	17,071
Contributions by Scheme Participants	5,549	5,557
Estimated Benefits Paid Plus Unfunded Net of Transfers (Out)/In	(27,734)	(24,152)
Settlement Prices Paid	0	0
Closing Fair Value of Scheme Assets	<u>786,998</u>	<u>756,099</u>

Perth & Kinross Council's share of Tayside Pension Fund's assets at 31 March 2019 comprised:

	31 March 2019		31 March 2018	
	£'000	%	£'000	%
Equities	543,619	69%	522,573	70%
Gilts	11,269	1%	40,087	5%
Other Bonds	118,082	15%	87,536	11%
Property	98,247	13%	89,103	11%
Cash	15,781	2%	16,800	3%
Total	<u>786,998</u>	<u>100%</u>	<u>756,099</u>	<u>100%</u>



A further breakdown of the assets is as follows:

	28 February 2019	28 February 2018
<b>Equities</b>		
Consumer	10%	12%
Manufacturing	3%	n/a
Energy and Utilities	5%	3%
Financial Institutions	13%	13%
Health and Care	6%	4%
Information Technology	7%	8%
Others	14%	n/a
Industrials	n/a	11%
Materials	n/a	5%
Telecommunications	n/a	1%
Pooled Investments	n/a	13%
	58%	70%
<b>Debt Securities</b>		
Corporate Bonds	12%	15%
UK Government Bonds	1%	1%
Others	1%	n/a
	14%	16%
<b>Property</b>		
UK Property	12%	n/a
Retail	n/a	3%
Commercial	n/a	6%
Alternatives and Cash	n/a	2%
	12%	11%
<b>Investment Fund Unit Trusts</b>		
Equities	12%	n/a
Bonds	2%	n/a
	14%	0%
<b>Cash &amp; Cash Equivalents</b>	2%	3%
<b>Total</b>	<u>100%</u>	<u>100%</u>

### Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and Discretionary Benefits liabilities have been assessed by Barnett Waddingham Public Sector Consulting, an independent firm of actuaries. Estimates for the Tayside Pension Fund are based on the latest full valuation of the scheme as at 31 March 2019.

#### The principal assumptions used by the actuary have been:

	2018/19	2017/18
<b>Mortality Assumptions:</b>		
Longevity at 65 for Current Pensioners:		
- Men	19.6	20.3
- Women	21.6	22.2
Longevity at 65 for Future Pensioners:		
- Men	21.3	22.1
- Women	23.4	24.1
Rate of Inflation CPI	2.4%	2.3%
Rate of Inflation RPI	3.4%	3.3%
Rate of Increase in Salaries	3.4%	3.3%
Rate of Increase in Pensions	2.4%	2.3%
Rate for Discounting Scheme Liabilities	2.4%	2.6%
Take-up of Option to Convert Annual Pension into Retirement Lump Sum	n/a	n/a

The liabilities show the underlying commitments that the Council has in the long run to pay post-employment (retirement) benefits. The net liability of £118,542,000 has a substantial impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains sound.

- The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due) as assessed by the scheme actuary.
- Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contribution expected to be made to the Local Government Pension Scheme by the Council in the year to 31 March 2020 is £15,283,000.

### Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the tables above. The sensitivity analysis below have 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. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Adjustment to discount rate	+0.1%	0.0%	-0.1%
- Present value of total obligation	£887,699,000	£905,540,000	£923,756,000
- Projected Service cost	£31,642,000	£32,435,000	£33,247,000
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
- Present value of total obligation	£908,181,000	£905,540,000	£902,920,000
- Projected Service cost	£32,450,000	£32,435,000	£32,419,000
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
- Present value of total obligation	£921,096,000	£905,540,000	£890,302,000
- Projected Service cost	£33,231,000	£32,435,000	£31,657,000
Adjustment to mortality age rating assumption	+ 1 year	None	-1 year
- Present value of total obligation	£938,046,000	£905,540,000	£874,162,000
- Projected Service cost	£33,548,000	£32,435,000	£31,358,000

### 19. Related Parties

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council 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 Council.

#### Scottish Government

The Scottish Government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. Council Tax bills). Grants received from government departments are set out in the subjective analysis in Note 14 on expenditure and income analysed by nature.

#### Tayside Valuation Joint Board

The Tayside Valuation Joint Board provides services on behalf of Perth & Kinross, Angus and Dundee Councils. The Council does not have any direct control or influence over the board and the amount payable to this body for valuation services and electoral registration services was £1,420,000 (2017/18 £1,409,000). £1,149,000 is disclosed in the Comprehensive Income and Expenditure Statement under Valuation Joint Board and £271,000 under Corporate and Democratic Services for electoral and registration services.

#### Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2018/19 is shown in the Remuneration Report. During 2018/19 two councillors had an interest in businesses from which the Council commissioned works and services to the value of £50,134 and £27,731 respectively. Contracts were entered into in full compliance with the Council's standing orders and the Councillors' Code of Conduct.

In addition the Council makes revenue and capital payments to a large number of organisations on which Council members are represented.

#### Live Active Leisure Ltd

This organisation provides leisure services within the area served by the Council. A grant was provided in 2018/19 amounting to £4,724,000 (2017/18 £4,818,000). It is a sole member Company with the Council as that member.

#### Horsecross Arts Ltd

This organisation operates Perth Concert Hall and Perth Theatre. A grant was provided in 2018/19 amounting to £1,156,000 (2017/18 £1,186,000). It is a sole member Company with the Council as that member.

#### Culture Perth & Kinross Ltd

This organisation has operated libraries, museums and arts galleries in Perth & Kinross since 1 April 2016. A grant was provided in 2018/19 amounting to £3,264,000 (2017/18 £3,479,000). It is a sole member Company with the Council as that member.

#### Tayside Contracts Joint Committee

This organisation provides roads maintenance; catering and cleaning services to the Council. Payments to Tayside Contracts in 2018/19 amounted to £25,963,000 (2017/18 £25,300,000). The Joint Committee is administered and controlled by Dundee City, Angus and Perth & Kinross Councils.

#### Health and Social Care Partnership

This organisation is a joint venture between Perth & Kinross Council and Tayside Health Board and has since 1 April 2016 provided an integrated Health and Social Care service. Payments to the Health & Social Care Partnership in 2018/19 amounted to £69,541,000 (2017/18 £66,010,000) and receipts amounted to £17,880,000 (2017/18 £19,086,000).

## **20. Leases**

### Council as Lessee

The Council operates a Lease Car Scheme which is available to eligible employees and lease rental payments are recovered from employees. The car leasing agreements are due to expire during the financial years 2019/20 to 2021/22.

The Council has also acquired the use of a number of properties by entering into leasing arrangements. The majority of such properties are used for office accommodation and any capital works undertaken within these premises are written down over the shorter of the lease term or the useful life of the property.

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

	2018/19	2017/18
	£'000	£'000
Not later than one year	296	303
Later than one year and not later than five years	757	849
Later than five years	693	324
	<u>1,746</u>	<u>1,476</u>

The expenditure charged to the Services lines in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

	2018/19	2017/18
	£'000	£'000
Minimum lease payments	311	299
Sublease payments receivable	(11)	(15)
	<u>300</u>	<u>284</u>

### Council as Lessor

The Council leases out property under operating leases at normal market rents with the following purpose:

Land for the generation of rental income arising from its use; land and buildings, which include offices and shops, for the supply of suitable business accommodation to promote economic development or satisfy social needs, or to solely generate rental income for the Council.

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

	2018/19	2017/18
	£'000	£'000
Not later than one year	1,244	1,290
Later than one year and not later than five years	4,351	4,471
Later than five years	47,006	47,496
	<u>52,601</u>	<u>53,257</u>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. There were no material adjustments in respect of contingent rents during the years 2017/18 and 2018/19.

## 21. Property, Plant and Equipment

Movements on Fixed Assets 2018/19 in respect of Property, Plant & Equipment are shown below:

<b>Movements in 2018/19</b>	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Sub Total c/fwd £'000
<u>Gross Book Value</u>						
As at 1 April 2018	339,412	582,972	45,942	306,489	18,571	1,293,386
Additions	14,359	11,515	5,935	32,361	1,958	66,128
Donations	0	0	0	0	0	0
Revaluation increases recognised in the Revaluation Reserve	0	7,454	0	0	0	7,454
Revaluation decreases recognised in the Revaluation Reserve	0	(9,166)	0	0	0	(9,166)
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	0	2,344	0	0	0	2,344
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	0	(5,031)	0	0	0	(5,031)
Derecognition - disposals	(1,296)	(516)	(3,672)	0	0	(5,484)
Asset reclassifications	9,733	0	0	0	0	9,733
As at 31 March 2019	<u>362,208</u>	<u>589,572</u>	<u>48,205</u>	<u>338,850</u>	<u>20,529</u>	<u>1,359,364</u>
<u>Depreciation</u>						
As at 1 April 2018	(47,813)	(36,698)	(29,526)	(108,732)	(9,188)	(231,957)
Depreciation charge for 2018/19	(13,972)	(15,635)	(6,021)	(10,934)	(1,130)	(47,692)
Depreciation written out to the Revaluation Reserve - revaluation gain	0	4,381	0	0	0	4,381
Depreciation written out to the Revaluation Reserve - revaluation loss	0	3,146	0	0	0	3,146
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	0	568	0	0	0	568
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	0	452	0	0	0	452
Derecognition - disposals	1,258	0	3,562	0	0	4,820
As at 31 March 2019	<u>(60,527)</u>	<u>(43,786)</u>	<u>(31,985)</u>	<u>(119,666)</u>	<u>(10,318)</u>	<u>(266,282)</u>
Net Book Value at 31 March 2019	<u>301,681</u>	<u>545,786</u>	<u>16,220</u>	<u>219,184</u>	<u>10,211</u>	<u>1,093,082</u>

**Property, Plant and Equipment cont'd**
**Movements in 2018/19**

	Sub total b/fwd £'000	Surplus Assets £'000	Assets Under Construction £'000	Total PPE £'000	PFI Assets Included in PPE £'000
<u>Gross Book Value</u>					
As at 1 April 2018	1,293,386	915	8,588	1,302,889	134,152
Additions	66,128	0	10,242	76,370	31
Donations	0	0	0	0	0
Revaluation increases recognised in the Revaluation Reserve	7,454	0	0	7,454	0
Revaluation decreases recognised in the Revaluation Reserve	(9,166)	0	0	(9,166)	0
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	2,344	40	0	2,384	0
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	(5,031)	(280)	0	(5,311)	0
Derecognition - disposals	(5,484)	(165)	(1,396)	(7,045)	0
Asset reclassifications	9,733	0	(9,733)	0	0
Assets reclassified to Held for Sale	0	(400)	0	(400)	0
As at 31 March 2019	1,359,364	110	7,701	1,367,175	134,183
<u>Depreciation</u>					
As at 1 April 2018	(231,957)	0	0	(231,957)	(13,357)
Depreciation charge for 2018/19	(47,692)	0	0	(47,692)	(4,461)
Depreciation written out to the Revaluation Reserve - revaluation gain	4,381	0	0	4,381	0
Depreciation written out to the Revaluation Reserve - revaluation loss	3,146	0	0	3,146	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	568	0	0	568	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	452	0	0	452	0
Derecognition - disposals	4,820	0	0	4,820	0
As at 31 March 2019	(266,282)	0	0	(266,282)	(17,818)
Net Book Value at 31 March 2019	1,093,082	110	7,701	1,100,893	116,365

## Property, Plant and Equipment cont'd

### Comparative Movements in 2017/18

	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Sub Total c/fwd £'000
<u>Gross Book Value</u>						
As at 1 April 2017	314,534	531,183	43,064	256,648	17,747	1,163,176
Donations	0	0	0	0	0	0
Additions	20,585	32,717	7,126	49,841	824	111,093
Revaluation increases recognised in the Revaluation Reserve	0	8,415	0	0	0	8,415
Revaluation decreases recognised in the Revaluation Reserve	0	(2,855)	0	0	0	(2,855)
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	0	1,006	0	0	0	1,006
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	0	(14,595)	0	0	0	(14,595)
Derecognition - disposals	(2,119)	(342)	(4,248)	0	0	(6,709)
Asset reclassifications	6,412	27,443	0	0	0	33,855
As at 31 March 2018	339,412	582,972	45,942	306,489	18,571	1,293,386
<u>Depreciation</u>						
As at 1 April 2017	(36,028)	(30,812)	(27,938)	(98,906)	(8,146)	(201,830)
Depreciation charge for 2017/18	(13,531)	(15,320)	(5,759)	(9,826)	(1,042)	(45,478)
Depreciation written out to the Revaluation Reserve - revaluation gain	0	3,152	0	0	0	3,152
Depreciation written out to the Revaluation Reserve - revaluation loss	0	200	0	0	0	200
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	0	370	0	0	0	370
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	0	5,712	0	0	0	5,712
Derecognition - disposals	1,746	0	4,171	0	0	5,917
As at 31 March 2018	(47,813)	(36,698)	(29,526)	(108,732)	(9,188)	(231,957)
Net Book Value at 31 March 2018	291,599	546,274	16,416	197,757	9,383	1,061,429

## Property, Plant and Equipment cont'd

### Comparative Movements in 2017/18

	Sub total b/fwd £'000	Surplus Assets £'000	Assets Under Construction £'000	Total PPE £'000	PFI Assets Included in PPE £'000
<u>Gross Book Value</u>					
As at 1 April 2017	1,163,176	18	34,818	1,198,012	134,152
Additions	111,093	12	8,251	119,356	0
Donations	0	0	1,350	1,350	0
Revaluation increases recognised in the Revaluation Reserve	8,415	0	0	8,415	0
Revaluation decreases recognised in the Revaluation Reserve	(2,855)	0	(1,350)	(4,205)	0
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	1,006	20	0	1,026	0
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	(14,595)	(25)	0	(14,620)	0
Derecognition - disposals	(6,709)	(45)	0	(6,754)	0
Asset reclassifications	33,855	935	(34,481)	309	0
As at 31 March 2018	1,293,386	915	8,588	1,302,889	134,152
<u>Depreciation</u>					
As at 1 April 2017	(201,830)	0	0	(201,830)	(8,896)
Depreciation charge for 2017/18	(45,478)	0	0	(45,478)	(4,461)
Depreciation written out to the Revaluation Reserve - revaluation gain	3,152	0	0	3,152	0
Depreciation written out to the Revaluation Reserve - revaluation loss	200	0	0	200	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	370	0	0	370	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	5,712	0	0	5,712	0
Derecognition - disposals	5,917	0	0	5,917	0
As at 31 March 2018	(231,957)	0	0	(231,957)	(13,357)
Net Book Value at 31 March 2018	1,061,429	915	8,588	1,070,932	120,795

### Capital Commitments

At 31 March 2019, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2018/19 and future years budgeted to cost £19.949m. Similar commitments at 31 March 2018 were £21.099m. The total commitment is made up of the following:

	2018/19 £'000	2017/18 £'000
Education Projects	12,249	5,065
Perth Theatre Upgrade		0
Roads & Bridges Improvement Schemes	2,268	10,653
Flood Prevention	95	4,476
Other Capital Projects	5,337	905
	<u>19,949</u>	<u>21,099</u>

## Valuation of Assets

### Revaluations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at its current value is revalued at least every five years. All valuations were carried out internally with the exception of Council Dwellings which were carried out by the District Valuer. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

Surplus Assets are valued annually on a fair value basis. In terms of the fair value hierarchy, all Surplus Assets are valued at Level 2 and there were no transfers between Levels during the year.

	Council Dwellings £'000	Other Land and Buildings £'000	Surplus Assets £'000	Total £'000
Carried at historical cost	112,086	19,721	12	131,819
Values at current value as at:				
31 March 2019	0	94,965	80	95,045
31 March 2018	0	75,509	0	75,509
31 March 2017	0	252,882	0	252,882
31 March 2016	0	146,481	18	146,499
31 March 2015	250,122	14	0	250,136
Total Cost or Valuation	362,208	589,572	110	951,890

### Changes in Estimates

The Council has made no material changes to accounting estimates for Property, Plant and Equipment in 2018/19.

## 22. Heritage Assets

### Reconciliation of the carrying value of Heritage Assets held by the Council

	2018/19 Art Collection £'000	2018/19 War Memorials £'000	2018/19 Total £'000	2017/18 Art Collection £'000	2017/18 War Memorials £'000	2017/18 Total £'000
Cost or Valuation						
Balance at 1 April	27,535	46	27,581	27,535	46	27,581
Additions	0	2	2	0	0	0
Revaluations	198	0	198	0	0	0
Balance at 31 March	27,733	48	27,781	27,535	46	27,581

### Art Collection

The collection of Fine Art maintained and preserved by Culture Perth & Kinross, on behalf of Perth & Kinross Council is varied and includes oil paintings (approx. 1,225 items), watercolours (900), drawings (4,000), prints (1,500), and sculptures (150). The Fine Art collection also includes J D Fergusson and Margaret Morris archives which number approximately 30,000 items and include a number of significant works.

The Art Collection also includes silver, glass, ceramics, furniture, Oriental materials, horology and metalwork; these are collectively identified as Applied Art.

Curators within Culture Perth & Kinross commenced in 2011/12 a rolling programme of valuation for the Fine and Applied Art collections. The valuation programme is complete and the curators review, on an annual basis, the value of items within the collection which may be influenced by marked trends.

There were no significant additions to Heritage Assets in 2017/18 and 2018/19. The existing collection of sculptures including pieces such as the Sentry by CS Jagger, Paris by John Gibson and various JD Fergusson sculptures were revalued, resulting in £0.2m being added to the value of Heritage Assets.



There has been no significant addition, either by purchase or donation, to the Fine and Applied Art collection during the current and previous five financial years. The majority of the collections are held in perpetuity, or have disposal conditions attached, and consequently no Fine and Applied Art disposals have occurred during the current and previous five financial years.

## Further Information on the Museum and Art Gallery Collection

### Art Collection

#### Fine and Applied Art

The Fine Art collection owes its existence largely to the 1,926 bequests of local patrons Robert Hay Robertson and Robert Brough, although the first painting entered the collection as early as 1785.

The collection is international in its scope and numbers over 4,000 items. It includes an interesting group of Italian 'Old Masters', a small but important group of 19th Century French works, a good group of 17th century Dutch and Flemish paintings and work by English artists including a small but highly important collection of natural history watercolours by Beatrix Potter.

Its greatest strength however lies in its holding of Scottish pictures. These span the 16th to the 21st century and include such important works as Loch Katrine by Horatio McCulloch and D Y Cameron's The Wilds of Assynt, as well as pictures with strong local connections. Amongst these are pictures by local artists, local topographical views and portraits of local individuals. The collection seeks to retain a balance between the historical and the contemporary aspects whilst continuing to develop the holdings of works of specifically local interest.

In 1991 the collection was effectively doubled in size with the gifting of the J D Fergusson Art Foundation's collection of artworks by the Scottish 'Colourist' John Duncan Fergusson (1874-1961) and its associated archive. This collection is housed at the Fergusson Gallery in Perth.

The Applied Art collection has been acquired since 1785 through purchase, gift or bequest. It covers a wide variety of objects and materials, within which the collections of Perth silver and Perthshire glass are unsurpassed in terms of national importance. The ceramics collection contains significant collections of Staffordshire flat-back figures and Martinware studio pottery as well as a collection of studio pottery produced by potters native to or resident in the Perth & Kinross area. Other smaller collections include furniture, timepieces, oriental and other items.

The promotion of other cultural events and programmes during the year makes it difficult to reliably estimate the percentage of the Art Collection on display for public viewing. However, all items are held in secure storage and access is permitted to scholars and others for research purposes.

The Culture Perth & Kinross Limited Collections Management Framework provides guidance on the collection, disposal or lending of heritage assets.

## 23. Investment Properties

	2018/19 £'000	2017/18 £'000
Rental income from investment property	(1,052)	(1,047)
Direct operating expenses arising from investment property	74	74
Balance at end of year	<u>(978)</u>	<u>(973)</u>

The following table summarises the movement in the fair value of investment properties over the year:

	2018/19 £'000	2017/18 £'000
Balance at start of year	13,858	14,710
Disposals	(360)	(335)
Net gains/(losses) from fair value adjustments	(403)	628
Reclassifications: to Property, Plant and Equipment	0	(1,145)
Balance at end of year	<u>13,095</u>	<u>13,858</u>

All of the Authority's investment properties are valued at Level 2 on the fair value hierarchy. Values as at 31 March 2018 and 31 March 2019 are as follows:

	Other Significant Observable Inputs (Level 2)	
	2018/19	2017/18
	£'000	£'000
Recurring fair value measurements using:		
Industrial and Commercial Land	11,635	12,356
Shops and Offices	1,160	1,150
Other Investment Properties	300	352
Total Fair Value	<u>13,095</u>	<u>13,858</u>

## Valuation Techniques used to Determine Level 2 and 3 Fair Values for Investment Properties

### Significant Observable Inputs – Level 2

The majority of the value of Industrial and Commercial Land relates to sites leased out on ground leases. Market data is available at national and local levels from sector specialists to provide the valuers with information, such as trends and rent yields, for the commercial and industrial markets. Local market activity for ground leases tends to follow national trends and valuations are undertaken using a discounted income approach. Ground leases are longer term arrangements and sites of this nature enjoy 100% occupancy levels; the rental income stream is known and market data for rent yields is available, all of which are observable input. As a result of the conditions of the ground lease agreement, there is no unobservable input. The valuation of investment land leased out on a ground lease therefore requires the use of observable market data and minimal, if any, unobservable data and is regarded as Level 2.

Market data providing information on trends and rent yield is available from sector specialists for leased Shops and Offices. Local market data is used to assist the valuation process, and valuations are undertaken using the income approach, discounted using market rates to arrive at a net present value for the income stream. The valuer will also consider other factors, such as the age and condition of the property, when arriving at the final valuation. This requires judgement, however any unobservable input is not considered to be significant in terms of any adjustment to the fair value of the property. The valuation of the shops and offices is mainly representative of the available market data, and the valuation input is primarily based on observable data. Therefore the properties are categorised as Level 2.

Other Investment Properties primarily relate to land held for development by the private sector, which will generate a receipt to the Council on disposal. Sites held for redevelopment are valued on the basis of the highest and best use of the site, taking into account adjacent and surrounding property, recent market activity, and development plan restrictions. The valuation of these sites is therefore based upon observable input, i.e. local market data, and as such will be regarded as Level 2.

### Highest and Best Use of Investment Properties

In estimating the fair value of the authority's investment properties, the highest and best use of the properties is their current use.

### Valuation Techniques

There has been no change in the valuation techniques used during the year for investment properties.

### Valuation Process for Investment Properties

The fair value of the Council's investment property is measured annually at each reporting date. All valuations are carried out internally, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The Council's valuation experts work closely with finance officers reporting directly to the Head of Finance on a regular basis regarding all valuation matters.

## 24. Intangible Assets

The movement on Intangible Asset balances during the year is as follows:

	2018/19 Assets £'000	2017/18 Assets £'000
Balance at start of year		
Gross carrying amount	604	222
Accumulated amortisation	<u>(275)</u>	<u>(112)</u>
Net carrying amount at start of year	329	110
 Additions: Purchases	 2,263	 381
 Amortisation for the period	 (835)	 (162)
Net carrying amount at end of year	<u>1,757</u>	<u>329</u>
Comprising:		
Gross carrying amounts	2,867	604
Accumulated amortisation	<u>(1,110)</u>	<u>(275)</u>
	<u>1,757</u>	<u>329</u>

Intangible Assets include the cost of software licences and bespoke software solutions deemed to provide future benefit to the Council. These items have been included and amortised over their perceived useful life.

## 25. Assets Held for Sale

	Current		Non Current	
	2018/19 £'000	2017/18 £'000	2018/19 £'000	2017/18 £'000
Balance outstanding at start of year	116	895	2,008	1,438
Assets newly classified as held for sale:				
- Property, Plant and Equipment	400	334	0	502
Revaluation Losses	(5)	0	0	0
Revaluation Gains	0	0	68	145
Assets sold	0	(1,113)	(1,274)	(77)
Other movements	0	0	(4)	0
Balance outstanding at year end	<u>511</u>	<u>116</u>	<u>798</u>	<u>2,008</u>

## 26. Long Term Debtors

	2018/19 £'000	2017/18 £'000
Other Entities & Individuals	761	589
Total	<u>761</u>	<u>589</u>

## 27. Inventories

	Consumables & Maintenance Materials	
	2018/19	2017/18
	£'000	£'000
Balance outstanding at start of year	445	483
Purchases	3,028	2,834
Recognised as an expense in the year	(2,945)	(2,869)
Written off balances	(96)	(3)
Balance outstanding at end of year	<u>432</u>	<u>445</u>

## 28. Debtors

	2018/19	2018/19	2017/18	2017/18
	£'000	£'000	£'000	£'000
	Gross	Net	Gross	Net
Scottish Government		6,415		8,832
Central Government		4,879		6,733
Other Local Authorities		427		186
NHS Bodies		492		1,743
Public Corps & Trading funds		111		85
Other Entities & Individuals	14,132		13,864	
less Impairment	<u>(8,947)</u>		<u>(8,530)</u>	
		5,185		5,334
Trade	7,333		5,597	
less Impairment	<u>(914)</u>		<u>(812)</u>	
		6,419		4,785
Council Tax & Community Charge	16,862		16,395	
less Impairment	<u>(13,302)</u>		<u>(12,924)</u>	
		3,560		3,471
Total		<u>27,488</u>		<u>31,169</u>

## 29. Creditors

	2018/19 £'000	2017/18 £'000
Scottish Government	(393)	(401)
Central Government	(5,926)	(4,570)
Other Local Authorities	(736)	(493)
NHS Bodies	(364)	(118)
Public Corporations and Trading Funds	(474)	(400)
Other Entities and Individuals	(20,259)	(16,656)
Trade Creditors	(31,437)	(31,992)
Total	<u>(59,589)</u>	<u>(54,630)</u>

## 30. Provisions Other than Bad and Doubtful Debts

### Self-Insured/Uninsured Losses

The Insurance Fund makes provision for losses arising from Property, Employers' Liability, Public Liability, Motor, Fidelity Guarantee, Computer, Engineering and Travel/Personal Accident claims.

The provision provides for an estimate of all liabilities likely to be incurred by the Council in respect of self-insured and uninsured losses in respect of incidents that have arisen prior to 1 April 2019.

### Compensation Payments

The Council has made provision for a number of potential compensation claims arising from significant capital projects within the Council's capital programme.

### Canal Street Car Park

The Council had previously made provision for a compensation claim received from a contractor for a project within the 2016/17 capital programme. The provision was reversed in 2018-19 as the claim was not required to be settled.

### Commercial Rent

The Council manages the rental leases for a number of commercial properties. The Council had previously made provision for rent refunds due to the downturn in the economic climate affecting retail trading performance. The provision at 31 March 2019 is to meet any potential liability for the years 2017/18 and 2018/19.

	Self Insured/ Uninsured Losses £'000	Compensation Payments £'000	Canal Street Car Park £'000	Commercial Rent £'000	Total £'000
Balance as at 1 April 2018	1,701	0	49	40	1,790
Additional provisions made in 2018/19	122	1,472	0	20	1,614
Amounts used in 2018/19	(416)	0	0	(20)	(436)
Unused amounts reversed in 2018/19	0	0	(49)	0	(49)
Balance as at 31 March 2019	<u>1,407</u>	<u>1,472</u>	<u>0</u>	<u>40</u>	<u>2,919</u>
Balance Sheet Disclosure:					
Less than 12 months	321	221	0	20	562
Over 12 months	1,086	1,251	0	20	2,357
	<u>1,407</u>	<u>1,472</u>	<u>0</u>	<u>40</u>	<u>2,919</u>

## 31. Usable Reserves

Movements in the Council's Usable Reserves are detailed in the Movement in Reserves Statement and notes 5 and 6.

### 32. Unusable Reserves

	2018/19 £'000	2017/18 £'000
Revaluation Reserve	(276,144)	(277,711)
Capital Adjustments Account	(324,324)	(324,280)
Financial Instruments Adjustment Account	19,825	20,548
Pensions Reserve	118,542	98,448
Employee Statutory Adjustment Account	5,515	4,898
Total Unusable Reserves	<u>(456,586)</u>	<u>(478,097)</u>

#### Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are:

- re-valued downwards or impaired and the gains are lost;
- used in the provision of services and the gains are consumed through depreciation; or
- disposed of and the gains are realised.

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

	2018/19 £'000	2017/18 £'000
Balance at 1 April	(277,711)	(278,190)
Upward revaluation of assets	(12,033)	(11,567)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services	6,025	4,005
	<u>(283,719)</u>	<u>(285,752)</u>
Difference between fair value depreciation and historical cost depreciation	7,550	7,707
Accumulated gains on assets sold or scrapped	25	334
Amount written off to the Capital Adjustment Account	7,575	8,041
	<u>(276,144)</u>	<u>(277,711)</u>
Balance at 31 March	<u>(276,144)</u>	<u>(277,711)</u>

#### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council.

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

Note 5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2018/19 £'000	2017/18 £'000
Balance at 1 April	(324,280)	(308,251)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement		
Charges for depreciation and impairment of non current assets	47,692	45,478
Revaluation losses/(gains) on Property, Plant and Equipment	1,839	7,367
Amortisation of intangible assets	835	162
Amounts of non current assets written off on disposal as part of the gain/loss	3,859	2,362
	<u>(270,055)</u>	<u>(252,882)</u>
Adjusting amounts written out of the Revaluation Reserve	<u>(7,575)</u>	<u>(8,041)</u>
	<u>(277,630)</u>	<u>(260,923)</u>
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(2,307)	(3,916)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement	(22,354)	(32,434)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(17,001)	(19,809)
Capital expenditure charged against the general fund and HRA balances	<u>(5,435)</u>	<u>(6,570)</u>
	<u>(324,727)</u>	<u>(323,652)</u>
Movements in the fair value of the Investment Properties	403	(628)
	<u>403</u>	<u>(628)</u>
Balance at 31 March	<u><u>(324,324)</u></u>	<u><u>(324,280)</u></u>

#### Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account (FIAA) is used to hold the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions.

The Council uses the Account to manage the balance of premiums and discounts which existed at 31 March 2007, which arose on the early redemption of loans. These are charged to the General Fund and Housing Revenue Account (HRA) in accordance with statutory provisions, and so spreading the burden on Council Tax and Housing Rents. These statutory arrangements allow for the annual charges to be made in accordance with the original amortisation schedules which existed at that time.

The Council also uses the FIAA to hold the difference in interest charges which arises on stepped interest rate loans. These typically have low interest rates in the early years before "stepping up" to a higher interest rate. Interest on such loans is now required to be charged consistently over the life of the loan using the Effective Interest Rate Method. The difference in the cumulative charges under this new method to 31 March 2007 was debited to the FIAA, and is to be charged to the General fund and the HRA over the life of the loans under the statutory provisions.

Accordingly, the balance on the FIAA as at 31 March 2019 in respect of the above provisions will be charged to the General Fund and HRA over the next 50 years. The movements on the FIAA during the year are shown below:

	2018/19 £'000	2017/18 £'000
Balance at 1 April	20,548	11,124
Amount of premiums incurred during the year debited to the FIAA in accordance with statutory requirements	0	10,037
Proportion of discounts incurred in previous financial years credited against the General Fund & HRA Balance in accordance with statutory requirements in the year	4	4
Proportion of premiums incurred in previous financial years charged against the General Fund & HRA Balance in accordance with statutory requirements in the year	(711)	(601)
Difference on restatement of Stepped Interest Rate Loans	(16)	(16)
	<u>19,825</u>	<u>20,548</u>
Balance at 31 March	<u><u>19,825</u></u>	<u><u>20,548</u></u>

### Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council 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 Council makes employer's contributions to pensions funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall between the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2018/19 £'000	2017/18 £'000
Balance at 1 April	98,448	249,939
Actuarial Gains or (Losses) on Pensions Assets and Liabilities	(2,877)	(176,760)
Reversal of Items Relating to Retirement Benefits Debited or Credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	41,078	42,340
Employer's Pensions Contributions and Direct Payments to Pensioners Payable in the Year	(18,107)	(17,071)
Balance at 31 March	<u>118,542</u>	<u>98,448</u>

### Employee Statutory Adjustment Account

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

	2018/19 £'000	2017/18 £'000
Balance at 1 April	4,898	5,482
Cancellation of accrual made at the end of the preceding year	(4,898)	(5,482)
Amounts accrued at the end of the current year	5,515	4,898
Balance at 31 March	<u>5,515</u>	<u>4,898</u>

### **33. Impairment Losses**

Movements in the value of properties during the year were mainly due to the revaluation of the libraries and museums, community centres, day care and residential homes, town halls and hostels and public toilets during 2018/19. Any losses arising have been assessed as a revaluation loss rather than a loss attributed to deterioration in the anticipated level of the performance of the properties.



### 34. Grants

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2018/19.

	2018/19 £'000	2017/18 £'000
<b>Credited to Taxation and Non Specific Grant Income</b>		
Scottish Government	22,687	22,303
Scottish Government Bodies & Directorates	263	2,429
Developer Contributions	1,455	2,833
Other Third Party Contributions	1,442	4,869
	<u>25,847</u>	<u>32,434</u>
<b>Credited to Services</b>		
Scottish Government	10,767	7,847
Scottish Government Directorates (incl Historic Scotland; NHS)	442	299
Sport Scotland	52	48
Local Authority	112	77
Other Scottish Government Bodies	452	310
Other Third Party Contributions	664	595
	<u>12,489</u>	<u>9,176</u>

### 35. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under PFI/PPP contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed below.

	2018/19 £'000	2017/18 £'000
Capital Financing Requirements b/fw d	513,013	455,232
<u>Capital Expenditure</u>		
Property, Plant & Equipment	78,635	119,737
Revenue Expenditure funded from Capital	<u>1,771</u>	<u>1,575</u>
	<u>80,406</u>	<u>121,312</u>
	<u>593,419</u>	<u>576,544</u>
<u>Sources of Finance</u>		
Capital Receipts	(3,335)	(3,143)
Government Grants and Contributions	(27,383)	(34,009)
Revenue Contributions	(5,435)	(6,570)
Loans Fund Principal Repayments	<u>(17,001)</u>	<u>(19,809)</u>
	<u>(53,154)</u>	<u>(63,531)</u>
Closing Capital Financing Requirement c/fw d	<u>540,265</u>	<u>513,013</u>
Movement	27,252	57,781
<u>Analysed as:</u>		
Increase in need to borrow	31,725	61,958
Net assets acquired under PPP contract	<u>(4,473)</u>	<u>(4,177)</u>
	<u>27,252</u>	<u>57,781</u>

### 36. Public Finance Initiatives and Similar Contracts

The Council has an obligation for 25 years commencing September 2000 in respect of a unitary charge payment to be made for office accommodation and a car park.

The unitary charge for 2018/19 for the office accommodation was £2,416,000 (2017/18 £2,346,000). In 2015/16 the facilities management element of the service charge was renegotiated resulting in a reduced unitary charge payment.

The unitary charge for 2018/19 for the car park was £344,000 (2017/18 £386,000).

Future agreed payments will increase in line with inflation. The unitary charge payments for 2019/20 for the office accommodation will be £2,484,000 and for the car park is £360,000.

The project agreement for provision of the facilities included the transfer of four Council properties to the operator in exchange for reduced annual payments over the life of the agreement. At the end of this project these assets do not revert back to the Council.

The Council has an obligation for six school campuses in a Public Private Partnership with Axiom Education (Perth and Kinross) Ltd. North Inch Primary was brought into operation in 2011/12. Breadalbane Campus at Aberfeldy was completed in 2010/11 and the campuses at Blairgowrie, Perth South, Kinross, Crieff and the Roman Catholic School Campus were brought into operation during 2009/10. The Council will make unitary charge payments until the contract ends in 2042, at which time the campuses will be handed back to the Council at no cost. The estimated capital value of the scheme is £127,687,000.

The unitary charge for 2018/19 for the campuses operating in the year was £16,564,000 (2017/18 £15,967,000).

Future agreed payments will increase in line with inflation. The unitary charge payments for 2018/19 for all school campuses will be £16,984,000.

During 2019/20 the Council will incur an obligation for Bertha Park High School. The asset and liability for this school will be recognised in the 2019/20 Statement of Accounts. However the future obligations have been included in the table of future liabilities.

Movements in Fixed Assets under Public Private Partnerships during the year were:

	2018/19 £'000	2017/18 £'000
Net Book Value at 1 April 2018	120,795	125,256
Additions	31	0
Depreciation	(4,461)	(4,461)
Net Book Value at 31 March 2019	<u>116,365</u>	<u>120,795</u>

Movements in Public Private Partnership Liabilities during the year were:

	2018/19 £'000	2017/18 £'000
Liabilities at 1 April 2018	113,698	117,875
Amounts repaid in year	(4,473)	(4,177)
Liabilities at 31 March 2019	<u>109,225</u>	<u>113,698</u>
Disclosed in the Balance Sheet as:		
Long Term Liabilities	104,752	109,225
Creditors	4,473	4,473
Liabilities at 31 March 2019	<u>109,225</u>	<u>113,698</u>

Future Public Private Partnership liabilities due to be met:

	Repayment of liability £'000	Interest £'000	Service Charges £'000	Lifecycle Maintenance £'000	Contingent Rentals £'000	TOTAL £'000
Due within one year	5,067	6,862	6,430	1,458	2,129	21,946
Due in 2 to 5 years	22,155	26,265	27,809	9,694	10,278	96,201
Due in 6 to 10 years	24,219	24,486	36,591	18,324	16,723	120,343
Due in 11 to 15 years	27,029	18,675	41,418	19,062	24,195	130,379
Due in 16 to 20 years	36,634	11,378	47,247	16,177	34,609	146,045
Due in 21 to 25 years	26,276	2,920	27,613	12,237	20,357	89,403
Due in 26 to 30 years	891	25	151	0	0	1,067
Total	<u>142,271</u>	<u>90,611</u>	<u>187,259</u>	<u>76,952</u>	<u>108,291</u>	<u>605,384</u>

These figures are based on the actual cash amount estimated to be payable and not on prices at 31 March 2019.

### 37. Authorisation of Annual Accounts

The Unaudited Annual Accounts were authorised for issue by the Head of Finance on 26 June 2019 and the Audited Annual Statements were authorised for issue on 18 September 2019. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2019, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

### 38. Contingent Liabilities

The Council has made provision for insurance claims where appropriate and has an Insurance Fund to manage insurable risks. There is also a contingent liability in respect of potential insurance claims incurred but not reported which cannot be forecast with any certainty.

There is a contingent liability relating to Municipal Mutual Insurance (MMI), who were the insurers for Tayside Regional Council (TRC). Following a Supreme Court judgement in November 2012 a scheme of arrangement has been put in place where MMI will seek to recover, from the scheme members or successors, 25% (and increase from 15% applied after April 2016) of all claims paid out since 1993 on policies taken out by TRC (less an overall total reduction of £50,000). Perth and Kinross Council is one of the successor bodies of TRC. There remains uncertainty as to whether the remaining assets of the TRC Insurance Fund will be sufficient to meet all future liabilities due to the long time horizon for certain types of claims.

The Limitation (Childhood Abuse) (Scotland) Act 2017 came into force on 4 October 2017 and removed the time limit on raising civil court actions relating to childhood abuse. The Council has received a claim, however, it is not possible to determine with any certainty whether there is any liability at this time until the claim is fully investigated. In addition, it is not possible to estimate the potential financial effect in respect of future claims the Council may receive due to a number of uncertainties. This includes the number of claims which may arise and the extent of compensation which could arise. Additionally the extent of re-imbursement which might arise from historic or current insurance policies cannot currently be assessed. The Council may also receive claims in respect of Educational provision.

The Council has a number of contracts for the upgrade and redevelopment of buildings and infrastructure. Claims relating to compensation for works and land purchases for several schemes are currently being negotiated or refuted, however, no reliable estimate can be made at this time in respect of any potential amount to be paid by or to be received by the Council.

The Council previously identified a potential issue in terms of fixed assets included in the Council Balance Sheet which should, potentially, be included in the Balance Sheet of the Common Good Funds instead. The Community Empowerment (Scotland) Act 2015 requires the Council to establish and maintain a list of property which is held as part of the Common Good. The review of property titles to facilitate the eventual publication of the list has commenced, however, until the review is complete property titles are being reviewed when land and/or buildings are declared surplus to operational needs. Until all property titles for all former burghs are reviewed, there remains the possibility that some assets may require to be transferred between the Council and Common Good balance sheets.

The Council operates services from a number of properties that it does not own. In the future there may be a liability in respect of property costs to reinstate buildings to their original specification and design.

The Council has a potential liability in respect of financial guarantees for the Tayside Pension Fund in respect of Scheduled Bodies and Admitted Bodies should they cease to exist, withdraw from the Pension Scheme or otherwise become unable to continue covering any unfunded liabilities. These bodies include Tayside and Central Scotland Transport Partnership, Live Active Leisure Ltd, Horsecross Arts Limited, Perth & Kinross Countryside Trust, Perth & Kinross Society for the Blind, Perth Citizens' Advice Bureau and Culture Perth & Kinross. In addition the Council has a potential liability in respect of pensions for the Convention of Scottish Local Authorities (COSLA) should the organisation cease to exist.

### 39. Financial Instruments

Accounting regulations require the 'financial instruments' (investment, lending and borrowing of the Council) shown on the balance sheet to be further analysed into various defined categories. The investments, lending and borrowing disclosed in the balance sheet are made up of the following categories of 'financial instruments'.

	Long-Term		Current		Total	
	31 March 2019 £'000	31 March 2018 £'000	31 March 2019 £'000	31 March 2018 £'000	31 March 2019 £'000	31 March 2018 £'000
<b>Borrowings</b>						
Financial liabilities at amortised cost	372,580	344,853	18,187	16,176	390,767	361,029
Total borrowings	<u>372,580</u>	<u>344,853</u>	<u>18,187</u>	<u>16,176</u>	<u>390,767</u>	<u>361,029</u>
<b>Investments</b>						
Loans and receivables	654	489	47,978	36,454	48,632	36,943
Total investments	<u>654</u>	<u>489</u>	<u>47,978</u>	<u>36,454</u>	<u>48,632</u>	<u>36,943</u>

Lender Option Borrower Option (LOBO) borrowings of £44.426m have been included in long term borrowing as at 31 March 2019 but have a call date in the next 12 months.

The above long term figures are based on the 2018 Code which requires that in undertaking Effective Interest Rate (EIR) calculations, the maturity period for a LOBO is taken as being the contractual period to maturity.

### Financial Instruments Gains / Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Account in relation to financial instruments are as follows:

	Financial Liabilities	Financial Assets		
	Liabilities measured at amortised cost	Loans and receivables	Total 2018/19	Total 2017/18
	£'000	£'000	£'000	£'000
Interest expense	12,489	0	12,489	11,639
Interest payable and similar charges	12,489	0	12,489	11,639
Interest income	0	(467)	(467)	(283)
Interest and investment income	0	(467)	(467)	(283)
Losses on derecognition	0	0	0	10,037
Losses on revaluation	16	0	16	13
Surplus arising on revaluation of financial assets	16	0	16	10,050
Net loss/(gain) for the year	<u>12,505</u>	<u>(467)</u>	<u>12,038</u>	<u>21,406</u>

### Fair Value of Liabilities Carried at Amortised Cost

The fair value of each class of financial assets and liabilities which are carried in the balance sheet as at 31 March 2019 at amortised cost is disclosed below.

## Methods and Assumptions in valuation technique:

The fair value of an instrument is determined by calculating the Net Present Value (NPV) of future cash flows, which provides an estimate of the value of payments in the future in today's terms.

The discount rate used in the NPV calculation is the rate applicable in the market on the date of valuation for an instrument with the same structure, terms and remaining duration. For debt, this will be the new borrowing rate since premature repayment rates include a margin which represents the lender's profit as a result of rescheduling the loan; this is not included in the fair value calculation since any motivation other than securing a fair price should be ignored. In addition, lenders do not have the ability to force the Council to repay debt early.

The rates quoted in this valuation were obtained by the Council's treasury management consultants from the market on 31 March 2019, using bid prices where applicable.

The calculations are made with the following assumptions:

- For Public Works Loans Board (PWLB) debt, the discount rates used are the rates for new borrowing as per rate sheet number 127/19.
- For other market debt and investments the discount rates used are the rates available for an instrument with the same terms from a comparable lender.
- Interpolation techniques have been used between available rates where the exact maturity period was not available
- No early repayment or impairment is recognised.
- Fair values have been calculated for all instruments in the portfolio, but only those which are materially different from the carrying value have been disclosed.

The fair values are calculated as follows:

	31 March 2019		31 March 2018	
	Carrying amount	Fair value	Carrying amount	Fair value
	£'000	£'000	£'000	£'000
Public Works Loans Board (PWLB)	342,051	405,022	312,011	369,712
Lender Option Borrower Option (LOBO)	44,795	66,660	44,812	65,464
Short term borrowing	1,374	1,374	1,507	1,502
Other (Special Loans)	2,137	2,138	2,243	2,242
Other Market Loans	410	427	456	466
Financial Liabilities	390,767	475,621	361,029	439,386

Fair value is more than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the rates available for similar loans at the balance sheet date. The difference between the carrying amount and the fair value therefore represents the premium the Council would need to pay to the lender in the event these loans were to be repaid at that date. For comparison, if the Council were to have repaid all the loans to the PWLB on the balance sheet date, a total of £500.5m would have been payable after applying the PWLB's premature redemption rates applicable on that date. This is higher than the Fair Value shown in the table above, as the PWLB premature redemption rates include an additional profit margin over their comparative new borrowing rates.

## Fair Value of Assets Carried at Amortised Cost

	31 March 2019		31 March 2018	
	Carrying amount	Fair value	Carrying amount	Fair value
	£'000	£'000	£'000	£'000
Cash (including petty cash)	22,503	22,503	15,736	15,736
Deposits with Banks and Building Societies	25,317	25,317	20,537	20,537
Mortgages	117	117	123	123
Loans to Others	695	695	550	550
Financial Assets	48,632	48,632	36,946	36,946

The fair value is the same as the carrying amount in 2018/19 as the carrying amount reflects the prevailing interest rates.

## Nature and Extent of Risks Arising from Financial Instruments

The Council's management of treasury risks is intended to minimise the Council's exposure to the unpredictability of financial markets and to protect the financial resources available to fund services. The Council has fully adopted CIPFA's Code of Treasury Management Practices and has written principles for overall risk management as well as written policies and procedures covering specific areas such as credit risk, liquidity risk and market risk.

### (i) Credit Risk

Credit risk arises from the short-term lending of surplus funds to banks, building societies, Money Market Funds and other local authorities as well as credit exposures to the Council's customers. It is the policy of the Council to place deposits only with a limited number of high quality banks, building societies and Money Market Funds whose credit rating, together with other market information, is independently assessed as sufficiently secure by the Council's treasury advisers and to restrict lending to a prudent maximum amount and duration for each institution.

Under the terms of the Council's approved Treasury policy, only the highest rated banks and financial institutions are used. Accordingly, the expected credit loss on such deposits is deemed negligible, and no expected credit loss provision has been provided in the Income & Expenditure account for 2018/19 (2017/18 nil) on the grounds of immateriality. Applying historic default rates for the counterparties used by the Council as at 31 March 2019 shows the expected credit loss to be less than 0.02% of the principal sums deposited, whilst the actual historic default experienced by the Council is nil. Further, there is no information to indicate that this position has changed since the balance sheet date.

The following analysis summarises the Council's potential maximum exposure to credit risk, based on past experience and current market conditions.

	Amounts at 31 March 2019	Historical experience of default	Historical experience adjusted for market conditions as at 31 March 2019	Estimated maximum exposure to default and uncollectability
	£'000	%	%	£'000
Deposits with banks and other financial institutions	50,911	0	0	0
Loans to Others	812	0	0	0
Debtors	11,275	22.7	22.7	2,559
Total	62,998	-	-	2,559

The Council's overall exposure to credit risk in relation to its deposits in banks and other financial institutions of £50.91m above cannot be assessed generally, as the risk of non-payment of the principle sums or interest is specific to each individual institution. Experience indicates that any such non-payment is rare, and there is no evidence that any risk of default existed at 31 March 2019. The repayment profile of these deposits, including loans to others, is shown below:

	31 March 2019 £'000	31 March 2018 £'000
Less than three months	28,619	17,092
Three to six months	9,523	13,013
Six months to one year	12,769	7,524
<b>Total</b>	<b>50,911</b>	<b>37,629</b>

### Loans to Others

The Council initiates a legal charge on property where, for example, clients require assistance with payment of care fees, but cannot pay immediately until such time as their property is sold. The total amount outstanding as at 31 March 2019 in this category is £695,000 and experience of default is minimal. The Council has granted mortgages for essential property repairs in shared ownership properties as well as loans to property owners to bring their properties back into use for affordable rent under the Empty Home Loans Fund (EHLF) scheme. The total amount outstanding as at 31 March 2019 is £117,000 with no experience of default. The total amount of Loans to Others of £812,000 can be analysed as follows:

	<b>31 March 2019</b>	<b>31 March 2018</b>
	<b>£'000</b>	<b>£'000</b>
Less than three months	39	50
Three to six months	39	43
Six months to one year	80	86
More than one year	654	494
<b>Total</b>	<b>812</b>	<b>673</b>

## Debtors

The Council does not generally allow credit for customers, such that £7.93m of the £11.275m balance is past its due date for payment.

	<b>31 March 2019</b>	<b>31 March 2018</b>
	<b>£'000</b>	<b>£'000</b>
Less than three months	4,294	7,507
Three to six months	799	456
Six months to one year	1,007	1,112
More than one year	1,830	1,650
<b>Total</b>	<b>7,930</b>	<b>10,725</b>

## (ii) Liquidity Risk

The Council has access to borrowings from the money markets to cover day to day cashflow needs, as well as borrowing from the Public Works Loans Board or money markets for longer term funding requirements. As a result there is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments. The Council manages its portfolio in conjunction with interest rate forecasts to reduce the risk of a large proportion of its borrowing maturing at a time of higher interest rates, and so reduce the financial impact of re-financing at an unfavourable time. In addition, the monitoring of interest rate movements for the identification of debt rescheduling opportunities to amend the maturity profile, as well as achieving savings in interest charges, is undertaken on a continuous basis to further mitigate any refinancing risks.

The maturity structure of financial liabilities is as follows (at nominal value):

<b>Loans outstanding</b>	<b>On 31 March 2019</b>	<b>On 31 March 2018</b>
	<b>£'000</b>	<b>£'000</b>
Public Works Loans Board	340,000	310,000
Market debt	43,635	43,692
Temporary borrowing	1,372	1,506
Local bonds	2,124	2,236
Bank Overdraft	3,127	1,393
<b>Total</b>	<b>390,258</b>	<b>358,827</b>
Less than 1 year	18,890	15,192
Between 1 and 2 years	7,528	12,267
Between 2 and 5 years	25,640	28,028
Between 5 and 10 years	40,500	33,140
Between 10 and 15 years	0	2,500
More than 15 years	297,700	267,700
<b>Total</b>	<b>390,258</b>	<b>358,827</b>

In the more than 15 years category there are £44.426m of LOBO borrowings which have a call date in the next 12 months.

## (iii) Market Risk

### Interest rate risk

The Council is exposed to interest rate risk in two different ways: the first being the uncertainty of interest paid/received on variable rate instruments and the second being the effect of fluctuations in interest rates on the fair value of an instrument.

The current interest rate risk for the council is summarised below:

- Reductions in interest rates will affect interest earned on variable rate investments, and reduces income credited to the Comprehensive Income and Expenditure Statement. There would only be a small reduction in the interest payable on variable rate borrowing.
- Increases in interest rates will affect interest paid on variable rate borrowings, and increases interest expense charged to the Comprehensive Income and Expenditure Account, but offset by increased investment returns.
- The fair value of fixed rate financial assets will fall if interest rates rise. This will not impact on the balance sheet for assets held at amortised cost, but will impact on the disclosure note for fair value. It would have a negative effect on the balance sheet for any assets held at fair value in the balance sheet, which would also be reflected in the Comprehensive Income & Expenditure Statement. However, no such assets at fair value were held by the Council as at 31 March 2019.
- The fair value of fixed rate financial liabilities will rise if interest rates fall. This will not impact on the balance sheet for liabilities held at amortised cost, but will impact on the disclosure note for fair value.

The Council has a number of strategies for managing interest rate risk. The policy is to keep a maximum of 35% of its borrowings in variable rate loans. During periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans may be repaid early to limit exposure to losses, whilst fixed deposits may be undertaken for longer periods (within policy and counterparty limits).

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget throughout the year. This allows any favourable or adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31 March 2019, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	498
Increase in interest receivable on variable rate investments	(514)
Impact on Comprehensive Income and Expenditure Statement	<u>(16)</u>
Share of overall impact credited to the HRA	(4)

The impact of a 1% fall in interest rates would have been an estimated cost of £463,000 to the Council as a result of a reduction in investment income, whilst it would be unlikely that the lenders of the market loans borrowed would pass on the reduction in rates payable. However, there would be a small reduction of £31,000 payable on other small loan balances. Therefore the net cost of a 1% fall in interest rates would be £432,000, of which £103,000 would be debited to the HRA.

#### Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies and thus has no exposure to loss arising from movements in exchange rates.

#### Price Risk

The Council does not invest in equities, however does invest in other tradable instruments but with the intention of holding them until their maturity date. Therefore, the Council does not actively trade in such instruments, and is therefore not exposed to gains or losses on movements in their price.

#### **Transition to IFRS 9 Financial Instruments**

The Council adopted the IFRS9 Financial Instruments accounting standard with effect from 1 April 2018. The main changes include the reclassification and re-measurement of financial assets and liabilities, and the earlier recognition of the estimated impairment of financial assets. The application of the new standard did not revise the category or the value at which financial assets or liabilities are held in the Council's balance sheet.

#### **40. Devolved School Management (DSM) Schools**

The accumulated balance on the General Fund at 31 March 2019 includes net surplus funds of £1,067,000 (31 March 2018 £1,205,000) in respect of schools participating in the Devolved School Management scheme. There are a number of schools with surpluses totalling £1,071,000 and a number of schools carrying forward deficits amounting to £4,000. These surpluses and deficits are earmarked in 2018/19 for the individual schools concerned. There is Pupil Equity Funding from the Scottish Government of £639,000 which is being carried forward to 2019/20 for schools within the Council's earmarked general fund balances.



#### 41. Operating Activities

The cash flows for operating activities include the following items:

	2018/19 £'000	2017/18 £'000
Interest received	(444)	(297)
Interest paid	19,939	18,048
	<u>19,495</u>	<u>17,751</u>

#### 42. Investing Activities

	2018/19 £'000	2017/18 £'000
Purchase of property, plant and equipment, investment property and intangible assets	(77,699)	(119,073)
Purchase of short-term and long-term investments	(74,544)	(57,537)
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	4,889	2,590
Proceeds of short-term and long-term investments	69,764	62,048
Other receipts for investing activities	25,847	32,434
	<u>(51,743)</u>	<u>(79,538)</u>

#### 43. Financing Activities

	2018/19 £'000	2017/18 £'000
Cash receipts of short and long-term borrowing	101,188	134,371
Cash payments for the reduction of the outstanding liabilities relating to finance leases and on balance sheet PFI contracts	(4,473)	(4,177)
Repayments of short and long-term borrowing	(71,185)	(66,648)
	<u>25,530</u>	<u>63,546</u>

#### 44. Cash and Cash Equivalents

The balance of Cash and Cash equivalents is made up of the following elements:

	2018/19 £'000	2017/18 £'000
Cash held by officers	36	36
Bank current accounts	(3,127)	(1,393)
Short-term deposits with banks	25,594	17,093
	<u>22,503</u>	<u>15,736</u>

#### 45. Trust Funds

Perth & Kinross Council administers a number of Charitable Funds of varying sizes. The Income and Expenditure Account and Balance Sheet are detailed on page 84.

These funds include Educational Trusts and other trusts which are primarily for the residents of Perth & Kinross. An exercise is currently being undertaken to amalgamate many of the non-educational trusts in order for the funds to be more readily accessible.

The Perth & Kinross Educational Trust gives financial assistance towards scholarships, second or subsequent degrees, mature students and further education. Assistance is also provided to schools for sports facilities and special equipment, promoting visual arts and education in music and drama. There are also preferences for certain beneficiaries usually named schools for prizes etc. Also within the Perth & Kinross Educational Trust there are eight individual endowments for maintaining, furnishing and equipping school buildings.

The other charitable trusts purposes include giving financial assistance to the poor in different areas of Perth & Kinross, assistance for libraries and art galleries and the maintenance of memorials.

	31 March 2019 £'000	31 March 2018 £'000
Educational Trust - Financial Assistance		
Net assets	915	888
Net(Incoming)/Outgoing Resources before other recognised gains and losses	(2)	(5)
Educational Trust - Endowments		
Net assets	53	53
Net (Incoming) Resources before other recognised gains and losses	0	1
Other Charitable Trusts		
Net assets	1,744	1,689
Net (Incoming)/Outgoing Resources before other recognised gains and losses	22	(443)
<b>TOTAL Net Assets</b>	<b>2,712</b>	<b>2,630</b>
<b>TOTAL Net (Incoming)/Outgoing Resources before other recognised gains and losses</b>	<b>20</b>	<b>(447)</b>

Detailed Accounts for the Charities are available from the Head of Finance, 2 High Street, Perth, PH1 5PH.

#### 46. The Statutory Loans Fund

The Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016 came into force on 1 April 2016. These made various changes to the way the Loans Fund was operated and accounted for. Changes to the Council's Loans Fund policies were approved by the Council on 20 December 2017 (report 17/414 refers), relating to the repayment period and method that capital advances (expenditure) were repaid (charged) on an annual basis.

The Loans Fund is an internal fund operated by the Council to manage the amortisation of capital expenditure (capital advances) over the life of the various assets being funded by borrowing, and also to manage the external borrowing raised to finance the capital expenditure. Whilst both elements of the Loans Fund operate independently of each other, because they are based on the same capital plans they will broadly be consistent to each other over the long term. However, significant differences may arise over the short-term. This may include, for example, delaying external borrowing due to unfavourable prevailing interest rates, where the Council's daily cashflow remains positive, or where the Council has significant levels of Reserves.

The annuity repayment method is used for all internal capital advances through the Loans Fund. The Council also defers the repayment of Loans Fund advances until the asset being funded is completed and operational. The Council repays/amortises the capital advances over the life of the asset being funded, up to a maximum of 50 years.

The value of Loans Fund advances outstanding at 31 March 2019 is £431,725,000. This is made up as follows:

	Advances 1 April 2018 £'000	Repaid 2018/19 £'000	New Advances 2018/19 £'000	Advances 31 March 2019 £'000
General Fund	262,215	(5,658)	27,540	284,097
Prudential Borrowing	43,006	(2,848)	4,115	44,273
<b>Sub Total</b>	<b>305,221</b>	<b>(8,506)</b>	<b>31,655</b>	<b>328,370</b>
HRA	94,776	(4,022)	12,601	103,355
<b>Total</b>	<b>399,997</b>	<b>(12,528)</b>	<b>44,256</b>	<b>431,725</b>

The future repayments of these advances is summarised in the table below:

	General Fund	Prudential Borrowing	Sub Total: General Fund	Housing Revenue Account	Total
	£'000	£'000	£'000	£'000	£'000
Within 1 Year	3,804	2,751	6,555	4,435	10,990
Between 1 and 2 Years	3,823	2,632	6,455	3,972	10,427
Between 2 and 5 Years	10,295	6,001	16,296	10,123	26,419
Between 5 and 10 Years	10,201	5,194	15,395	21,977	37,372
Between 10 and 15 Years	2,278	3,881	6,159	21,912	28,071
Between 15 and 20 Years	21,709	2,970	24,679	13,726	38,405
Between 20 and 25 Years	25,862	2,834	28,696	3,317	32,013
More than 25 Years	206,125	18,010	224,135	23,893	248,028
Total	284,097	44,273	328,370	103,355	431,725

Comparison of the Capital advances above with the capital debt of £383.635m shows that the Council is currently "under-borrowed" by around £48.1m. This reflects the strategy adopted in recent years of utilising cash balances (which have arisen due to reserves held by the Council in the short term) to reduce the level of short term investments held by the Council, instead of undertaking new borrowing. This strategy reduced the risks and low returns associated with investments in recent years.

The latest approved General Fund (Composite) Capital Budget and Housing Investment Programme includes the amount of capital expenditure to be funded by borrowing (i.e. new Loans Fund advances) in each of the next 10 years is as follows:

	General Fund	Housing Investment Programme	Total
	£'000	£'000	£'000
2019/20	33,776	11,520	45,296
2020/21	70,823	6,665	77,488
2021/22	88,610	4,064	92,674
2022/23	94,087	6,854	100,941
2023/24	29,599	24,739	54,338
2024/25	10,936	0	10,936
2025/26	10,606	0	10,606
2026/27	10,427	0	10,427
2027/28	8,386	0	8,386
2028/29	9383	0	9,383
Total	366,633	53,842	420,475

All the above Loans Fund repayments have been included in the Loan Charge estimates within the approved Medium Term Financial Plans, and therefore remain affordable under the current Loan Charge Budget strategy.

## HOUSING REVENUE ACCOUNT

The Housing Revenue Account (HRA) Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Councils charge rents to cover expenditure in accordance with the legislative framework which may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the Statement of Movements on the Housing Revenue Account Balance.

<u>2017/18</u>			<u>2018/19</u>	
£'000			£'000	£'000
	<b>Income</b>			
(25,718)	Dwelling Rents	(26,559)		
279	less Voids	374		
			(26,185)	
(530)	Non-Dwelling Rents	(571)		
95	less Voids	47		
			(524)	
(1,024)	Other Income		(627)	
(26,898)	<b>Total Income</b>			(27,336)
	<b>Expenditure</b>			
7,474	Repairs & Maintenance		7,700	
8,850	Supervision & Management		9,132	
13,710	Depreciation, impairment and revaluation losses on non current assets		14,227	
(656)	Movement in the Impairment of Debtors		67	
2,266	Other expenditure		1,601	
31,644	<b>Total Expenditure</b>			32,727
4,746	<b>Net Expenditure for HRA Services as included in the Comprehensive Income and Expenditure Statement</b>			5,391
342	HRA services' share of Corporate and Democratic Core			343
5,088	<b>Net Expenditure for HRA Services</b>			5,734
	HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:			
(147)	(Gain)/loss on sale of HRA Non-Current Assets			(108)
2,682	Interest payable and similar charges			2,882
(18)	Interest and investment income			(16)
451	Net Interest on the net defined benefit liability			176
(4,546)	Capital Grants and Contributions Receivable			(3,673)
3,510	<b>Deficit for the year on HRA services</b>			4,995

## STATEMENT OF MOVEMENTS ON THE HOUSING REVENUE ACCOUNT BALANCE

The Statement of Movement on the Housing Revenue Account balance reconciles the Housing Revenue Account to the HRA balance, an earmarked element of the Council's General Fund Balance.

<u>2017/18</u> £'000		<u>2018/19</u> £'000	<u>2018/19</u> £'000
(800)	Balance on the HRA at the end of the Previous Year		(1,000)
3,510	Deficit for the year on the HRA Income and Expenditure Account	4,995	
<u>(3,110)</u>	Adjustments between Accounting Basis and Funding Basis Under Statute	<u>(4,035)</u>	
<u>400</u>	Net Decrease before Transfers to or from Reserves	960	
(600)	Transfer from Reserves	<u>(960)</u>	
(200)	Increase in Year on the HRA		0
<u><u>(1,000)</u></u>	Balance on the HRA at the end of the Current Year		<u><u>(1,000)</u></u>

### Note to the Statement of Movement on the HRA Balance

<u>2017/18</u> £'000		<u>2018/19</u> £'000	<u>2018/19</u> £'000
	<b>Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year</b>		
147	Gain/(Loss) on sale of HRA Non-current assets	108	
(13,710)	Depreciation and impairment of non current assets	(14,227)	
4,546	Capital Grants and Contributions credited to the Comprehensive Income and Expenditure Statement	3,673	
1	Adjustments involving Short Term Accumulated Absences Account	(64)	
(2,822)	Reversal of items relating to retirement benefits credited to the Comprehensive Income and Expenditure Statement	<u>(2,713)</u>	
<u>(11,838)</u>			(13,223)
	<b>Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year</b>		
1,011	Employer's pension contributions and direct payments to pensioners payable in the year	1,164	
145	Adjustments involving the Financial Instruments Adjustment Account	172	
3,810	Statutory provision for the repayment of debt	4,022	
3,762	Capital expenditure charged to the HRA balances	<u>3,830</u>	
<u>8,728</u>			9,188
<u><u>(3,110)</u></u>	<b>Net additional amount required by statute to be debited to the HRA Balance for the year</b>		<u><u>(4,035)</u></u>

## THE ACCOMPANYING NOTES TO THE HOUSING REVENUE ACCOUNT

### 1. **Housing Stock** at 31 March 2019

	No. of Dwellings 31 March 2019	<i>No. of Dwellings 31 March 2018</i>
Sheltered accommodation	285	285
Detached/Semi-Detached/Terraced	3,640	3,606
High Rise Flats	136	136
Tenement Flats/Other Flats/Maisonettes	3,575	3,513
Total	<u>7,636</u>	<u>7,540</u>

### 2. **Rent Arrears** at 31 March 2019

	Gross Arrears 31 March 2019		<i>Gross Arrears 31 March 2018</i>	
	£'000	% of Income	£'000	% of Income
Houses	1,745	6.6	1,679	6.5
Other Subjects	47	8.3	59	11.1
Totals	<u>1,792</u>	<u>6.8</u>	<u>1,738</u>	<u>6.6</u>

### 3. **Impairment of Debtors**

In 2018/19 an impairment of £1,192,983 has been provided in the Balance Sheet, an increase of £67,451 from the impairment in 2017/18.

## COUNCIL TAX INCOME ACCOUNT

The Council Tax Income Account shows the gross income raised from Council Taxes levied and deductions made under statute. The resultant net income is transferred to the Comprehensive Income and Expenditure Statement of the Council.

<u>2017/18</u>			<u>2018/19</u>
£'000			£'000      £'000
93,886	<b>Gross Charge</b>		97,595
(3,175)	Deduct - Exemptions		(3,389)
(149)	Disabled Relief		(152)
(6,706)	Discounts and Reductions		(7,049)
(6,188)	Council Tax Reduction Scheme		(6,164)
<u>77,668</u>	<b>Net Council Tax</b>		<u>80,841</u>
	Deduct -		
(6)	Ministry Of Defence Properties	(6)	
6	Contribution Received	<u>6</u>	0
(1,051)	Provision for Bad and Doubtful Debts		(1,083)
<u>76,617</u>	<b>Total Council Tax Income</b>		<u>79,758</u>
(446)	Adjustments for prior years for Council Tax and Community Charge		(90)
<u><u>76,171</u></u>	<b>Total Council Tax / Community Charge Income to Comprehensive I&amp;E Statement</b>		<u><u>79,668</u></u>

## THE ACCOMPANYING NOTES TO THE COUNCIL TAX INCOME ACCOUNT

### 1. CALCULATION OF THE COUNCIL TAX BASE

	A	B	C	D	E	F	G	H	2018/19 TOTAL	2017/18 TOTAL
No. of Properties	8,806	14,840	12,234	10,792	11,658	7,638	6,191	680	72,839	72,289
Exemptions	(825)	(754)	(478)	(316)	(263)	(126)	(77)	(25)	(2,864)	(2,994)
Disabled Relief	73	4	1	35	(30)	4	(82)	(5)	0	0
Discounts	(1,375)	(1,907)	(1,358)	(1,083)	(893)	(450)	(298)	(61)	(7,425)	(7,377)
Effective No. of Properties	6,679	12,183	10,399	9,428	10,472	7,066	5,734	589	62,550	61,918
Ratio	240/360	280/360	320/360	360/360	473/360	585/360	705/360	882/360		
Band D Equivalents	4,450	9,476	9,244	9,428	13,759	11,483	11,229	1,443	70,512	69,745
Contributions in lieu									6	6
TOTAL									70,518	69,751
Provision for non-payment at 2.0% (2017/18 2.0%)									(1,410)	(1,395)
COUNCIL TAX BASE									69,108	68,356

### 2. THE COUNCIL TAX CHARGE

The Council Tax is based on the value of a domestic property together with a personal element which takes into account the number and circumstances of that property's occupants.

Each property is placed in one of eight valuation bands (A-H) in accordance with their value as at 1 April 1991. The Council Tax charge levied for each property is calculated in proportion to the Council Tax charge for a band D property by applying fractions. A discount of 25% is given where there are fewer than two residents of a property. Discounts of 10% are awarded for second homes and long term empty dwellings. Some unoccupied dwellings may receive discount of 50%. Persons in detention, students, mentally handicapped people and certain others are disregarded for Council Tax purposes. Reductions in Council Tax are also granted for disabled people.

The valuation bands, the fractions used in calculating the Council Tax payable for each valuation band and the actual charges determined for 2018/19 are set out below:

Valuation Band	Property Valuation Range	Fraction of band D	2018/19 Actual Charge	2017/18 Actual Charge
A	£0 - £27,000	240/360	£810.67	£787.33
B	£27,001 - £35,000	280/360	£945.78	£918.56
C	£35,001 - £45,000	320/360	£1,080.89	£1,049.78
D	£45,001 - £58,000	360/360	£1,216.00	£1,181.00
E	£58,001 - £80,000	473/360	£1,597.69	£1,551.70
F	£80,001 - £106,000	585/360	£1,976.00	£1,919.12
G	£106,001 - £212,000	705/360	£2,381.33	£2,312.79
H	Over £212,000	882/360	£2,979.20	£2,893.45



## NON DOMESTIC RATE INCOME ACCOUNT

The Non-Domestic Rate Account is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Non-Domestic Rate Account. The statement shows the gross income from the rates and deductions made under statute. The net income is paid to the Scottish Government as a contribution to the national Non-Domestic Rate pool.

2017/18		2018/19
£'000		£'000      £'000
76,780	<b>Gross Rate Levied</b>	79,935
(1,490)	Transitional Relief	(352)
		<u>79,583</u>
	Deduct:	
(2,619)	Rate Rebates	(2,640)
(17,256)	Reliefs, Charities etc.	(19,682)
(225)	Provision for Bad and Doubtful Debts	(187)
		<u>(22,509)</u>
	Adjustments to Previous Years:	
(2,072)	Gross Rate Levied	(611)
	Transitional Surcharge/Relief	5
(27)	Reliefs, Charities etc.	(173)
(89)	Impairment for Bad and Doubtful Debts and Abatements	(60)
		<u>(839)</u>
<u>53,002</u>	<b>Net Non Domestic Rate Income</b>	<u>56,235</u>
(53,193)	Contribution to National Non Domestic Rate Pool	(56,437)
<u>52,035</u>	Contribution from National Non Domestic Rate Pool	<u>51,953</u>
(1,158)	Net contribution from National Non Domestic Rate Pool	(4,484)
<u>51,844</u>	<b>Total Non Domestic Rate Income (before Council retentions)</b>	<u>51,751</u>
0	Non-Domestic Rate Income Retained by Council (Business Rates Incentivisation Scheme)	42
<u>51,844</u>	<b>Total Non Domestic Rate Income to Comprehensive Income and Expenditure Statement</b>	<u>51,793</u>
<u>191</u>	Discretionary Relief funded by the Council	<u>202</u>

## THE ACCOMPANYING NOTES TO THE NON DOMESTIC RATE INCOME ACCOUNT

### 1. NON DOMESTIC RATES

All non domestic rate income collected by Scottish local authorities is paid into a national pool. It is redistributed to authorities in proportion to the resident population in each authority's area and therefore bears no direct relationship to the amount collected by those authorities. The rate poundage set by the Scottish Government for 2018/19 was 48.0p (2017/18 46.6p).

The Small Business Bonus Scheme, introduced from 1 April 2008, provides relief to businesses based on their combined rateable value. From 1 April 2014 the combined rateable value threshold has been set at £35,000 with relief available on all individual properties with a rateable value of £18,000 or less. Subject to eligibility, this provides relief of between 25% and 100%. This scheme replaced the Small Business Rates Relief Scheme.

A supplement of 2.6p (2017/18 for 2.6p) was charged on properties with a rateable value of over £51,000 (£51,000 for 2017/18) to contribute towards the additional cost of the scheme.

### 2. RATEABLE SUBJECTS AND VALUES

<i>No. of Subjects at 1 April 2017</i>	<i>Rateable Value £'000 at 1 April 2017</i>		<i>No. of Subjects at 1 April 2018</i>	<i>Rateable Value £'000 at 1 April 2018</i>
1,673	36,344	Shops	1,673	36,305
87	1,820	Public Houses	86	1,800
1,025	14,270	Offices (including banks)	1,052	14,245
232	13,706	Hotels etc.	232	13,675
1,569	22,812	Industrial Subjects etc.	1,592	23,086
1,587	11,250	Leisure, Entertainment, Caravans etc.	1,653	11,484
151	4,186	Garages and Petrol Stations	152	4,788
63	1,306	Cultural	62	1,400
423	1,639	Sporting Subjects	1,402	3,049
121	14,862	Education and Training	122	15,243
413	8,064	Public Service Subjects	410	8,061
1	0	Communications	1	0
23	407	Quarries, Mines etc.	22	406
2	3,597	Petrochemical	2	3,597
246	1,602	Religious	247	1,676
113	6,777	Health, Medical	113	6,716
709	1,775	Other	725	1,811
67	3,276	Care Facilities	63	3,150
34	125	Advertising	36	120
82	10,760	Undertaking	82	11,923
<u>8,621</u>	<u>158,578</u>	Total	<u>9,727</u>	<u>162,535</u>

## CHARITABLE TRUSTS

The Council administers Perth & Kinross Educational Trust and various other Charitable Trusts and Endowments. The figures below summarise the aggregate income and expenditure for the year and the assets and liabilities at 31 March 2019.

### INCOME AND EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 2019

	2018/19 £'000	2018/19 £'000	2017/18 £'000
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds:			
Investment Income	118		122
<b>Total Incoming Resources</b>		118	122
<b>RESOURCES EXPENDED</b>			
Costs of generating funds:			
Investment management costs	13		16
Charitable activities	74		69
Governance costs	9		11
Reorganisation of trusts	2		473
<b>Total Resources Expended</b>		98	569
<b>Net Incoming Resources Before Other Recognised Gains &amp; Losses</b>		20	(447)
<b>OTHER RECOGNISED GAINS</b>			
Gain/(Losses) on Investment assets		62	(114)
<b>Net Movement in Funds for the Year</b>		82	(561)
<b>RECONCILIATION OF FUNDS</b>			
Total Funds Brought Forward at 1 April 2018		2,630	3,191
<b>TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2019</b>		<u>2,712</u>	<u>2,630</u>

### BALANCE SHEET AS AT 31 MARCH 2019

	31 March 2019 £'000	31 March 2019 £'000	31 March 2018 £'000
<b>FIXED ASSETS</b>			
Tangible Assets		90	95
Investments		2,453	2,393
<b>CURRENT ASSETS</b>			
Debtors	3		7
Investments - Amounts due by Perth & Kinross Council Loans Fund	185		151
	188		
<b>LIABILITIES</b>			
Creditors: amounts falling due within one year	(19)		(16)
<b>NET CURRENT ASSETS</b>		169	142
<b>NET ASSETS</b>		<u>2,712</u>	<u>2,630</u>
<b>TOTAL FUNDS</b>		<u>2,712</u>	<u>2,630</u>

#### Notes to Charitable Trusts

- The market value of Investments at 31 March 2019 was £2,453,000 (31 March 2018 £2,393,000).
- The unaudited accounts were issued on 26 June 2019 and the audited accounts were authorised for issue on 18 September 2019.

Stewart MacKenzie CPFA  
Head of Finance  
18 September 2019

## COMMON GOOD

The Council administers the Common Good Accounts for ten former burghs within Perth & Kinross. The figures below summarise the aggregate income and expenditure for the year and detail the Assets and Liabilities at 31 March 2019.

### INCOME AND EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 2019

	2018/19 £'000	2018/19 £'000	2017/18 £'000
<b>EXPENDITURE</b>			
Grants to Voluntary Organisations	105		177
Christmas Lighting	64		72
Property Costs	252		37
Supplies & Services	15		10
	<u>436</u>		<u>296</u>
<b>INCOME</b>			
Rents, Fees, Charges etc.	255		258
Interest on Loans	18		14
Other	2		1
	<u>275</u>		<u>273</u>
<b>(DEFICIT) FOR THE YEAR</b>		(161)	(23)
Revenue Balance Brought Forward		1,962	1,985
Revenue Balance Carried Forward		<u>1,801</u>	<u>1,962</u>

### BALANCE SHEET AS AT 31 MARCH 2019

	31 March 2019 £'000	31 March 2019 £'000	31 March 2018 £'000
<b>FIXED ASSETS</b>		4,744	4,923
<b>CURRENT ASSETS</b>			
Debtors	14		6
Investments	2,003		2,115
Revenue Advances to Perth & Kinross Council Loans Fund	145		190
	<u>2,162</u>		<u>2,311</u>
<b>CURRENT LIABILITIES</b>			
Creditors and Accruals	(89)		(83)
<b>NET CURRENT ASSETS</b>		2,073	2,228
<b>TOTAL NET ASSETS</b>		<u>6,817</u>	<u>7,151</u>
<b>RESERVES</b>			
Revenue		1,801	1,962
Capital		386	386
Capital Adjustment Account		91	80
Revaluation Reserve		4,539	4,723
		<u>6,817</u>	<u>7,151</u>

The unaudited accounts were issued on 26 June 2019 and the audited accounts were authorised for issue on 18 September 2019.

Stewart MacKenzie CPFA  
Head of Finance  
18 September 2019

## THE ACCOMPANYING NOTES TO THE COMMON GOOD ACCOUNTS

1. Depreciation on Common Good Funds is charged on buildings, based on current value less residual value over the remaining useful life of the property. The buildings have a life expectancy of over 50 years and depreciation has been charged on a straight line basis over that period.

### 2. Common Good Reserve Funds

The movements in the individual Common Good Funds Revenue Reserves are summarised below:

FUND	Balance at 1 April 18	Income 2018/19	Expenditure 2018/19	Balance at 31 March 19
	£'000	£'000	£'000	£'000
Perth City	1,339	246	415	1,170
Aberfeldy	122	1	0	123
Abernethy	0	1	0	1
Alyth	21	0	1	20
Auchterarder	285	24	17	292
Blairstown	21	1	2	20
Crieff	10	1	0	11
Kinross	157	1	1	157
Pitlochry	7	0	0	7
<b>TOTAL</b>	<b>1,962</b>	<b>275</b>	<b>436</b>	<b>1,801</b>

### 3. Common Good Fixed Assets

Some of the fixed assets included in the Council Balance Sheet should potentially be included in the Balance Sheet of the Common Good Funds instead.

The Community Empowerment (Scotland) Act 2015 requires the Council to establish and maintain a list of property which is held as part of the Common Good. The review of property titles to facilitate the eventual publication of the list has commenced, however, until the review is complete property titles are being reviewed when land and/or buildings are declared surplus to operational needs. Until all property titles for all former burghs are reviewed, there remains the possibility that some assets may require to be transferred between the Council and Common Good balance sheets.

# GROUP MOVEMENT IN RESERVES STATEMENT

	General Fund Balance	Housing Revenue Account	Capital Fund	Renewal & Repair Fund	Insurance Fund	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	TOTAL Authority Reserves	Authority's share of subsidiaries	Authority's share of associates & joint ventures	TOTAL Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Balance at 1 April 2017</b>	(51,402)	(800)	(23,615)	(283)	(2,844)	(1,326)	(87)	(80,357)	(319,896)	(400,253)	(5,807)	8,393	(397,667)
<b><u>Movement in reserves during 2017/18</u></b>													
Total Comprehensive Income and Expenditure	22,887	3,510	0	0	0	0	0	26,397	(184,322)	(157,925)	(7,671)	(11,907)	(177,503)
Adjustments from income & expenditure charged under the accounting basis to the funding basis	(24,337)	(3,110)	0	0	0	1,326	0	(26,121)	26,121	0	0	0	0
<b>Decrease in 2017/18</b>	(1,450)	400	0	0	0	1,326	0	276	(158,201)	(157,925)	(7,671)	(11,907)	(177,503)
Transfers to/(from) Other Statutory Reserves	1,753	(600)	(1,445)	263	29	0	0	0	0	0	0	0	0
<b>Balance at 31 March 2018 carried forward</b>	(51,099)	(1,000)	(25,060)	(20)	(2,815)	0	(87)	(80,081)	(478,097)	(558,178)	(13,478)	(3,514)	(575,170)
<b><u>Movement in reserves during 2018/19</u></b>													
Total Comprehensive Income and Expenditure	17,301	4,995	0	0	0	0	0	22,296	(8,885)	13,411	2,868	1,456	17,735
Adjustments from income & expenditure charged under the accounting basis to the funding basis	(20,287)	(4,035)	0	0	0	(2,581)	(3,493)	(30,396)	30,396	0	0	0	0
<b>(Increase) or Decrease in 2018/19</b>	(2,986)	960	0	0	0	(2,581)	0	(8,100)	21,511	13,411	2,868	1,456	17,735
Transfers to/(from) Other Statutory Reserves	6,644	(960)	(5,306)		(378)	0	0	0	0	0	0	0	0
<b>Balance at 31 March 2019 carried forward</b>	(47,441)	(1,000)	(30,366)	(20)	(3,193)	(2,581)	(87)	(88,181)	(456,586)	(544,767)	(10,610)	(2,058)	(557,435)

# GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Restated 2017/18 Net Expenditure £'000		Note	2018/19		
			Gross Expenditure £'000	Income £'000	Net Expenditure £'000
	<b>SERVICES</b>				
162,156	Education & Children's Services		179,690	(11,046)	168,644
51,413	Health & Social Care		132,809	(75,755)	57,054
83,542	Housing & Environment		108,631	(25,626)	83,005
43,318	Corporate and Democratic Services		80,384	(42,360)	38,024
4,746	Housing Revenue Account		32,727	(27,336)	5,391
1,145	Valuation Joint Board		1,149	0	1,149
569	Charitable Trusts		98	0	98
37	Common Good		436	(257)	179
346,926	<b>COST OF SERVICES</b>		535,924	(182,380)	353,544
(808)	Other Operating Expenditure / Income		0	(1,395)	(1,395)
33,948	Financing and Investment Income and Expenditure	4	22,744	(1,659)	21,085
(351,086)	Taxation and Non-Specific Grant Income		0	(348,962)	(348,962)
28,980	<b>Deficit on Provision of Services</b>		558,668	(534,396)	24,272
3,059	Share of the Deficit on the provision of services by Associates and Joint Ventures				822
32,039	<b>Group Deficit/(Surplus)</b>				25,094
(7,879)	Surplus on revaluation of non current assets				(5,835)
(185,529)	Remeasurement of the net defined benefit liability				(1,907)
(153)	Other gains and (losses)				0
(15,981)	Share of the other comprehensive income and expenditure of Associates and Joint Ventures				383
(209,542)	<b>Other Comprehensive Income and Expenditure</b>				(7,359)
(177,503)	<b>Total Comprehensive Income and Expenditure</b>				17,735

## GROUP BALANCE SHEET

31 March 2018		Notes	31 March 2019
£'000			£'000
1,087,361	Property, Plant & Equipment		1,117,200
27,581	Heritage Assets		27,781
13,858	Investment Property		13,095
329	Intangible Assets		1,757
2,008	Assets Held for Sale		798
0	Investment in Joint Venture		1,235
589	Long Term Debtors		761
<b>1,131,726</b>	<b>Long Term Assets</b>		<b>1,162,627</b>
25,045	Short Term Investments	5	29,773
116	Assets Held for Sale		511
528	Inventories		516
32,231	Short Term Debtors	6	28,960
26,528	Cash and Cash Equivalents		32,086
<b>84,448</b>	<b>Current Assets</b>		<b>91,846</b>
(16,176)	Short Term Borrowing		(18,187)
(57,817)	Short Term Creditors	7	(62,944)
(317)	Provisions		(562)
<b>(74,310)</b>	<b>Current Liabilities</b>		<b>(81,693)</b>
(1,473)	Provisions		(2,357)
(344,853)	Long Term Borrowing		(372,580)
(6,267)	Liabilities in associates and joint ventures		(8,707)
(214,101)	Other Long Term Liabilities		(231,701)
<b>(566,694)</b>	<b>Long Term Liabilities</b>		<b>(615,345)</b>
<b>575,170</b>	<b>NET ASSETS</b>		<b>557,435</b>
80,081	Usable Reserves		88,181
478,097	Unusable Reserves		456,586
7,211	Group Reserves		3,139
9,781	Charitable and Common Good Reserves		9,529
<b>575,170</b>	<b>TOTAL RESERVES</b>		<b>557,435</b>

The unaudited Accounts were issued on 26 June 2019 and the audited accounts were authorised for issue on 18 September 2019.

The accompanying notes form an integral part of these financial statements.

Stewart MacKenzie CPFA  
Head of Finance  
18 September 2019



## GROUP CASH FLOW STATEMENT

<u>2017/18</u>		<u>Notes</u>	<u>2018/19</u>
£'000			£'000
(28,980)	<b>Deficit on the provision of services</b>		(24,272)
72,620	Adjustments to net surplus or deficit on the provision of services for non cash movements		87,537
(35,875)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(31,004)
<u>7,765</u>	Net cash flows from Operating Activities		<u>32,261</u>
(80,413)	Investing Activities	10	(52,302)
63,589	Financing Activities	11	25,599
<u>(9,059)</u>	Net increase/(decrease) in cash and cash equivalents		<u>5,558</u>
35,587	Cash and cash equivalents at the beginning of the reporting period		26,528
<u><u>26,528</u></u>	Cash and cash equivalents at the end of the reporting period		<u><u>32,086</u></u>

**RECONCILIATION OF THE SINGLE ENTITY (SURPLUS)/DEFICIT FOR THE YEAR TO THE GROUP  
SURPLUS**

<u>2017/18</u>		<u>2018/19</u>
<u>£'000</u>		<u>£'000</u>
26,397	Deficit on the single entity Comprehensive Income & Expenditure Statement for the year	22,296
	Add:	
584	• Managed Funds - Charitable Trusts & Common Good	79
693	• Joint Venture	(1,235)
2,366	• Associates	2,057
1,999	• Subsidiaries	1,897
<u>32,039</u>	Deficit for the year on the Group Comprehensive Income & Expenditure Statement	<u>25,094</u>

## NOTES TO THE GROUP ACCOUNTS

### 1. Combining Entities

The results of Tayside Valuation Board which is jointly administered with Dundee City and Angus Councils have been included in the Group Accounts. The Council is exempt from including the Board as a subsidiary under the “rebuttable presumption” which recognises that the Scottish Government exercises a dominant influence on the Board evidenced particularly by its ability to reconstitute or abolish statutory bodies or otherwise influence their operating and financial policies.

A number of Councillors have voting rights on the Board. The Council has an obligation to contribute to the Joint Board losses or deficits and the ability to exercise significant influence over it. The Joint Board has therefore been incorporated in the Group Accounts under the equity method of Accounting for Associates.

For the purpose of consolidation and incorporation within the Group Accounts recognition has been made of the Council's interest which is based on its share of the contributions made to the Tayside Valuation Board, which in 2018/19 was 41.27% (2017/18 41.14%). The accounting period for the Board is the year to 31 March 2019 and the Board Statements of Accounts presents fairly its individual financial position.

The individual accounts relating to Tayside Valuation Joint Board are published separately, and can be obtained from the Director of Corporate Services, Dundee City Council, Dundee House, 50 North Lindsay Street, Dundee, DD1 1QE.

In addition, the Council has also included Live Active Leisure Ltd., Horsecross Arts Ltd. and Culture Perth & Kinross Ltd. as Subsidiaries within its Group Accounts in accordance with IAS 27 Consolidated and Separate Financial Statements, and in particular SIC 12 Consolidation – Special Purpose Entities. These organisations deliver services on behalf of the Council and the Council therefore obtains benefit from their operations. In addition, service delivery is managed through Service Level Agreements specific to the service provision required from the organisations by the Council. Live Active Leisure Ltd., Horsecross Arts Ltd. and Culture Perth & Kinross Ltd. are governed by company and charitable trust regulation. For the purpose of consolidation and incorporation within the Group Accounts it has been assumed that the Council's interest in these organisations is 100% due to the nature of Council control and direction over their operations.

Live Active Leisure Ltd., Horsecross Arts Ltd. and Culture Perth & Kinross Ltd. are arm's length companies with sole member status with the Council being the sole member in each company.

The individual accounts relating to these organisations are published separately, and can be obtained from the following addresses:-

Live Active Leisure Ltd.	Caledonia House, Hay Street, Perth, PH1 5HS.
Horsecross Arts Ltd.	Perth Concert Hall, Mill Street, Perth, PH1 5HZ.
Culture Perth & Kinross Ltd.	A K Bell Library, 2-8 York Place, Perth, PH2 8EP

The income, expenditure, assets and liabilities of the Charitable Trusts which are administered and controlled by the Council have also been included as a managed fund. The nature of the assets of the managed fund are heritable property, investments and debtors. The assets are not the property of Perth & Kinross Council and are subject to charitable trust regulations. The Income and Expenditure Account of the Charitable Trusts is detailed on page 84 of the Annual Accounts.

The income, expenditure, assets and liabilities of the Common Good Accounts which are administered and controlled by the Council have also been included as a managed fund. The nature of the assets of the managed fund are heritable property, investments and debtors. The assets are the property of Perth & Kinross Council and are subject to the Accounting Code of Practice. The Income and Expenditure Account of the Common Good is detailed on page 85 of the Annual Accounts.

Perth & Kinross Council's share of the assets and liabilities of Tayside Contracts Joint Committee which is jointly administered and controlled with Dundee City Council and Angus Council has been included in the Group Accounts using the equity method for an associate due to the Council having significant influence rather than joint control over the entity. The Council's investment in Tayside Contracts for 2018/19 is 36.7% (2017/18 33.0%). Copies of Tayside Contracts Joint Committee's individual accounts are published separately, and can be obtained from Head of Financial Services, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS.

Perth and Kinross Integration Joint Board (IJB) is the statutory body established to integrate health and social care services between the Council and NHS Tayside. The IJB Board consists of eight voting members, four of whom are Perth & Kinross Council councillors. The Council can therefore exercise joint control over the arrangement and the IJB has been consolidated into the Council Group accounts as a joint venture using the equity method and a percentage share of 50%. Copies of the Perth & Kinross Integration Joint Board individual accounts are published separately and can be obtained from the Chief Financial Officer, Perth & Kinross Integration Joint Board, 2 High Street, Perth, PH1 5PH.

In addition the CIPFA Code requires the realignment of accounting policies for entities included within the Group Accounts. The pension liability at 31 March 2019 for Horsecross Arts Ltd of £1,008,000 has been included within the Group Reserves balance at 31 March 2019.

Tayside and Central Scotland Transport Partnership (TACTRAN) is a statutory body established under the Transport (Scotland) Act 2005. The partnership covers Angus, Dundee City, Perth & Kinross and Stirling Council areas. The results of TACTRAN have been excluded from Perth & Kinross Council's Group accounts on the grounds of materiality.

## 2. Nature of Combination

The Council inherited its interest in the Tayside Valuation Board following the reorganisation of local government in 1996. It is considered that the Council's interest was obtained on an acquisition basis. However, as no consideration was given, no goodwill requires to be accounted for.

## 3. Financial Impact of Consolidation and Going Concern

The effect of inclusion of the Subsidiaries and Associates listed above in the Group Balance Sheet is to increase both reserves and net assets by £12,668,000 (2017/18 £16,992,000 increase).

All Subsidiaries and the Associate have prepared their accounts on a 'going concern' basis. The Council's Group Accounts have been prepared on a 'going concern' basis as there is no reason to suggest that future funding will not continue. Apart from the disclosures made in the Notes to the Group Accounts there were no material amounts or details in relation to associates or managed funds.

## 4. Group Comprehensive Income & Expenditure Statement – Financing and Investment Income & Expenditure

	2018/19 £'000	2017/18 £'000
Council Financing and Investment Income & Expenditure	21,335	34,013
Subsidiaries	(51)	(43)
Charitable Trusts	(181)	(8)
Common Good	(18)	(14)
	<u>21,085</u>	<u>33,948</u>

## 5. Group Balance Sheet - Investments

	2018/19 £'000	2017/18 £'000
Council Investments	25,317	20,537
Charitable Trusts Investments	2,453	2,393
Common Good Investments	2,003	2,115
Total Group Investments	<u>29,773</u>	<u>25,045</u>

## 6. Group Balance Sheet – Short term Debtors (net of provisions)

	2018/19 £'000	2017/18 £'000
Net Debtors Balance - Note 28 to the Financial Statements	27,488	31,169
Subsidiary Debtors	1,455	1,049
Charitable Trust		
Debtors	188	158
Inter-company elimination	(185)	(151)
Common Good		
Debtors	159	196
Inter-company elimination	(145)	(190)
Total Group Debtors	<u>28,960</u>	<u>32,231</u>

## 7. Group Balance Sheet – Short term Creditors

	2018/19 £'000	2017/18 £'000
Net Creditors Balance - Note 28 to the Financial Statements	(59,589)	(54,630)
Charitable Trust		
Creditors	(19)	(16)
Inter-company elimination	186	151
Common Good		
Creditors	(89)	(83)
Inter-company elimination	145	190
	<u>(59,366)</u>	<u>(54,388)</u>
Subsidiary Creditors	<u>(3,578)</u>	<u>(3,429)</u>
Total Group Creditors	<u><u>(62,944)</u></u>	<u><u>(57,817)</u></u>

## 8. Group Balance Sheet - Pension Liability

	2018/19 £'000	2017/18 £'000
Net Pensions Liability at 31 March - Note 18 to the Financial Statements	(118,542)	(98,448)
Subsidiaries	<u>(8,408)</u>	<u>(6,428)</u>
Group Pension Liability at 31 March	<u><u>(126,950)</u></u>	<u><u>(104,876)</u></u>

## 9. Group Cash Flow Statement

There has been no impact on the Group Cash Flow Statement from the inclusion of the Tayside Valuation Joint Board, Tayside Contracts Joint Committee, or the Perth & Kinross Integration Joint Board. Cash transactions between the Joint Boards and the Council are already included within the Council's Cash Flow Statement and there were no dividend transactions.

The impact of the inclusion of Live Active Leisure Ltd., Horsecross Arts Ltd. and Culture Perth & Kinross Ltd. within the Group Cash Flow Statement is to increase the movement in the net cash position by £9,583,000 (2017/18, increase of £10,792,000). A cash increase of £7,922,000 represents the Council's 100% share of Live Active Leisure Ltd., a cash increase of £237,000 represents the Council's 100% share of Horsecross Arts Ltd and a cash increase of £1,424,000 represents the Council's 100% share of Culture Perth & Kinross Ltd.

## 10. Group Cash Flow – Investing Activities

	2018/19 £'000	2017/18 £'000
Council Investing Activities	(51,743)	(79,538)
Subsidiaries	<u>(559)</u>	<u>(875)</u>
	<u><u>(52,302)</u></u>	<u><u>(80,413)</u></u>

## 11. Group Cash Flow – Financing Activities

	2018/19 £'000	2017/18 £'000
Council Financing Activities	25,530	63,546
Subsidiaries	<u>69</u>	<u>43</u>
	<u><u>25,599</u></u>	<u><u>63,589</u></u>

## 12. Related Party Transactions

The under noted balances, which all relate to the supply of goods and services, existed between the Tayside Valuation Joint Board and the Council at the year-end:

	Balance Due		Balance Due	
	From	To	From	To
	31.3.19	31.3.19	31.3.18	31.3.18
	£'000	£'000	£'000	£'000
Tayside Valuation Joint Board	1	0	26	0

## **REMUNERATION REPORT FOR FINANCIAL YEAR 2018/19**

### **1. Introduction**

The Local Authority Accounts (Scotland) Amendment Regulations 2011 (SSI No. 2011/64) require local authorities in Scotland to prepare a Remuneration Report as part of their annual statutory accounts. The disclosures within this report have been prepared in accordance with guidance issued by the Scottish Government on 13 May 2011 in Local Government Finance Circular No 8/2011 (subsequently updated). This guidance prescribes the content and format of the information presented within the Remuneration Report and specifies that remuneration disclosures are to be based upon taxable expenses and benefits. The disclosures are set out in accordance with proper accounting practice as prescribed by the Code of Practice on Local Authority Accounting in the UK and include prior year comparative figures.

The Tables below, do not include information from 2017/18 on individual Councillors or officers who are no longer in office. The information on these individuals can be found in the 2017/18 Audited Annual Accounts. The totals have been amended accordingly.

### **2. Audit of Remuneration Report**

The Remuneration Report is a statement in its own right rather than a note to the accounts and certain disclosures within the report are subject to audit.

All information disclosed in Tables 1 to 7 in this Remuneration Report will be audited by the Council's appointed auditor KPMG. The other sections of the Remuneration Report will be reviewed by KPMG to ensure that they are consistent with the financial statements.

### **3. Remuneration of Senior Councillors**

- 3.1 The remuneration of Councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183). The Regulations provide for the grading of Councillors for the purposes of remuneration arrangements, as either, the Leader of the Council, the Civic Head (Provost), Senior Councillors or Councillors. The Leader of the Council and the Civic Head cannot be the same person for the purposes of payment of remuneration. A Senior Councillor is a Councillor who holds a significant position of responsibility in the Council's political management structure.
- 3.2 When determining the level of remuneration for Councillors the Scottish Ministers considered the recommendations of the former Scottish Local Authority Remuneration Committee (SLARC). SLARC was an advisory Non-Departmental Public Body set up in 2005 to advise Scottish Ministers on the remuneration, allowances and expenses incurred by local authority councillors. The Committee was stood down in February 2013.
- 3.3 The Regulations set out the salary that is to be paid to the Leader of the Council in accordance with bandings also set out in the Regulations. The Regulations also permit the Council to remunerate one Civic Head, which in the case of Perth & Kinross Council is the Provost, and set out the maximum salary that may be paid to that Civic Head. For 2018/19 the maximum salary for the Leader of Perth & Kinross Council is £33,992 and the Council has agreed that the Civic Head be paid 75% of the salary of the Leader, which for 2018/19 is a maximum of £25,494. Please refer to Table 1.
- 3.4 In addition to the Leader of the Council and Civic Head, Regulations also set out the maximum number of Senior Councillors the Council may have; the maximum yearly amount that may be paid to a Senior Councillor (75% of the total yearly amount payable to the Leader of the Council) and the maximum yearly amount payable by the Council for all Senior Councillors. Perth & Kinross Council may have a maximum of 14 Senior Councillors with a maximum salary of £25,494 and a maximum yearly amount payable for all Senior Councillors of £297,416 in 2018/19 (excluding the Council Leader, Civic Head, Conveners and Vice Conveners of Joint Boards). The Council is able to exercise local flexibility in the determination of the precise number of Senior Councillors and their salary within these maximum limits. Perth & Kinross Council's policy in 2018/19 was to pay Senior Councillors up to 90% of the maximum of £25,494 as prescribed by SLARC.
- 3.5 The Regulations also set out the remuneration payable to Councillors with the responsibility of a Convener or a Vice-Convener of a Joint Board such as Tayside Valuation Joint Board. The Regulations require the remuneration to be paid by the Council of which the Convener or Vice-Convener is a member. Joint Board Conveners and Vice-Conveners are considered to be Senior Councillors for remuneration disclosure purposes. In financial year 2018/19, no Councillors from Perth & Kinross Council served as Convener or Vice Convener of a Joint Board.
- 3.6 During 2018/19 Perth & Kinross Council had a total of 12 Senior Councillors at any one time and a total of 14 Senior Councillors during the year for the purposes of the Remuneration Report. Details are provided in Table 1. Together with the Leader of the Council and the Provost, the total remuneration including taxable expenses paid to these Councillors was £288,657. The individual amounts payable to the Leader of the Council, the Provost and the Senior Councillors of Perth & Kinross Council in 2018/19 are set out in Table 1. The Regulations also permit the Council to pay contributions or other payments as required to the Local Government Pension Scheme in respect of those Councillors who elect to become Councillor Members of the pension scheme.

**Table 1: Remuneration of Senior Councillors, Conveners and Vice-Conveners of Joint Boards for Financial Year 2018/19**

Name and Post Title	Salary, Fees & Allowances 2018/19 £	Taxable Expenses 2018/19 (Note 1) £	Total Remuneration 2018/19 £	Total Remuneration 2017/18 £
<b>FROM 1 APRIL 2018 TO 31 MARCH 2019</b>				
D Murray Lyle Council Leader, Convener Strategic Policy & Resources	33,992	91	<b>34,083</b>	22,875
Dennis Melloy Provost (Civic Head)	25,494	78	<b>25,572</b>	22,313
Chris Ahern Convener Licensing Committee (from 20/06/18)	17,811	63	<b>17,874</b>	n/a
Kathleen Baird Convener Licensing Board	22,831	7	<b>22,838</b>	16,350
Peter Barrett Convener Housing & Communities Committee	22,831	134	<b>22,965</b>	19,983
Rhona Brock Convener Licensing Committee (to 19/06/18)	4,994	0	<b>4,994</b>	19,892
Dave Doogan Leader of the Largest Opposition Party	22,831	124	<b>22,955</b>	22,082
Eric Drysdale Convener Audit Committee	22,831	74	<b>22,905</b>	19,986
Angus Forbes Convener Environment & Infrastructure Committee	22,831	0	<b>22,831</b>	1,558
Grant Laing Convener Scrutiny Committee	22,831	131	<b>22,962</b>	20,022
Roz McCall Convener Planning & Development Management Committee	22,831	52	<b>22,883</b>	1,558
Caroline Shiers Convener Lifelong Learning Committee	22,831	0	<b>22,831</b>	19,885
Lewis Simpson Convener Local Review Body (from 01/06/18)	19,026	100	<b>19,126</b>	n/a
Willie Wilson Convener Local Review Body (to 31/05/18)	3,805	33	<b>3,838</b>	19,986
<b>TOTAL (Note 2)</b>	<b>287,770</b>	<b>887</b>	<b>288,657</b>	206,580

Notes:

- (1) Taxable Expenses relate to meals provided by the Council and one travel claim which was not receipted. Only those expenses incurred whilst undertaking a Senior Councillor role are included.
- (2) After adjusting for the salaries of the Leader of the Council and the Civic Head (Provost), the total salaries paid to Senior Councillors in 2018/19 was £228,294 which compares with the maximum under Regulations of £297,416.

- 3.7 The arrangements for political decision making structures within Perth & Kinross Council as at 31 March 2019, which encompassed the salaries of all Elected Members including the Council Leader, Civic Head and Senior Councillors, were agreed at the meeting of the full Council on 17 May 2017 (Report No. 17/81 refers) and are available on the Council's website.
- 3.8 The Council paid the following salaries and expenses to all Councillors (including those listed in Table 1 above) in financial year 2018/19:

**Table 2: Remuneration Paid to Councillors 1 April 2018 to 31 March 2019**

Type of Remuneration	2018/19 £	2017/18 £
Salaries	762,679	751,323
Taxable Expenses	2,368	2,710
<b>Total</b>	<b>765,047</b>	<b>754,033</b>

3.9 The annual return of Councillors' salaries and expenses for 2018/19 is available for any member of the public to view at Perth & Kinross Council, 2 High Street, Perth; Culture Perth & Kinross Ltd. libraries and Council local area offices during normal working hours and is also available on the Council's website at Councillors Expenses.

3.10 The information in the annual return of Councillors' salaries and expenses for 2018/19 differs from the information presented within the Remuneration Report as the Remuneration Report excludes the payment of expenses which are not subject to taxation such as receipted car mileage expenses; expenditure on public transport and subsistence expenses.

#### 4. Remuneration of Senior Employees

4.1 The Council is required to publish the remuneration of Senior Employees as defined by the disclosure regulations. Senior Employees are defined with reference to their management authority; to the political restriction placed upon their post under section 2(1) (a), (b) or (c) of the Local Government Housing Act 1989 and with reference to their reporting relationship to the Council's 'Head of Paid Service' or Chief Executive. The disclosure requirements also include any employee whose annual remuneration is £150,000 or more. No employee of Perth & Kinross Council was remunerated at this level in 2018/19.

4.2 The application of the disclosure regulations in relation to the management structure of Perth & Kinross Council defines the following post-holders as Senior Employees in 2018/19:

- The Chief Executive as the statutory head of paid service.
- The Deputy Chief Executive and Chief Operating Officer as the officer responsible for the management of the authority to the extent that they may direct or control the major activities of the authority either solely or collectively.
- The Executive Director of Education & Children's Services as the Council's chief education officer, the Head of Legal and Governance Services as the Council's statutory monitoring officer; the Head of Finance as the Council's proper officer for financial administration and the Deputy Director of Education & Children's Services as the Council's statutory chief social work officer.
- The Executive Director of Housing & Environment as an officer who is directly accountable to the Council's head of paid service and/or is directly accountable to the Council or any committee or sub-committee.

4.3 The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish local authorities.

4.4 The remuneration of Senior Employees of Perth & Kinross Council and its Subsidiaries for 2018/19 is detailed in Table 3 below:

**Table 3: Remuneration of Senior Employees of the Council and its Subsidiaries for Financial Year 2018/19**  
(Job titles as at 31 March 2019)

Name and Post Title	Salary, Fees & Allowances 2018/19 £	Compensation for Loss of Office £	Total Remuneration 2018/19 £	Total Remuneration 2017/18 £
Karen Reid (full year salary = £130,123) Chief Executive (from 01/09/18) (Note 1)	75,905	0	<b>75,905</b>	n/a
Bernadette Malone Chief Executive (retired from 01/07/18) (Note 1)	32,531	0	<b>32,531</b>	136,320
James Valentine Depute Chief Executive & Chief Operating Officer	117,104	0	<b>117,104</b>	114,021
Sheena Devlin Executive Director of Education & Children's Services (Note 2)	106,524	0	<b>106,524</b>	n/a
Barbara Renton Executive Director of Housing & Environment (Note 2)	106,634	0	<b>106,634</b>	n/a
Jacqueline Pepper Chief Social Work Officer	92,183	0	<b>92,183</b>	78,108
Lisa Simpson Head of Legal & Governance Services	90,369	0	<b>90,369</b>	89,139
Stewart MacKenzie Head of Finance	86,735	0	<b>86,735</b>	63,851
Michael Griffiths Horsecross Arts Limited – Interim Chief Executive	77,000	0	<b>77,000</b>	2,692



Name and Post Title	Salary, Fees & Allowances 2018/19 £	Compensation for Loss of Office £	Total Remuneration 2018/19 £	Total Remuneration 2017/18 £
James Moyes Live Active Leisure – Chief Executive (retired 30/06/18)	20,313	0	<b>20,313</b>	78,300
Paul Cromwell Live Active Leisure – Chief Executive	73,461	0	<b>73,461</b>	n/a
Helen Smout Culture Perth & Kinross Limited – Chief Executive	59,577	0	<b>59,577</b>	57,569
<b>TOTAL</b>	<b>938,336</b>	0	<b>938,336</b>	<b>620,000</b>

Notes:

(1) The substantive salary for the Chief Executive is laid down in COSLA Circular CO/150.

(2) Including temporary higher duty payments to cover Depute Chief Executive.

- 1.5 Election fees are included with Senior Employee salaries. No other taxable benefits or bonuses were received by the above named Senior Employees of Perth & Kinross Council in 2018/19.
- 1.6 Rob Packham as Chief Officer of the Perth & Kinross Integration Joint Board in 2018/19 is a member of the Council's Executive Officer Team but is remunerated by NHS Tayside and, therefore, is not included in the table above.

## 5. General Disclosure of Remuneration by Pay Band

- 5.1 In accordance with the disclosure regulations, Table 4 below details the number of Perth & Kinross Council employees (including teachers) whose annual remuneration in 2018/19 was £50,000 or more, including Senior Employees subject to individual disclosure in section 4 of this report. The information is presented, as required, in bandings of £5,000.

**Table 4: Remuneration of Employees by Pay Band for 2018/19**

Remuneration Bands	Number of Employees	
	2018/19	2017/18
£50,000-£54,999	96	80
£55,000-£59,999	43	44
£60,000-£64,999	18	9
£65,000-£69,999	4	2
£70,000-£74,999	4	3
£75,000-£79,999	6	6
£80,000-£84,999	10	14
£85,000-£89,999	1	2
£90,000-£94,999	3	0
£95,000-£99,999	0	1
£100,000-£104,999	0	1
£105,000-£109,999	2	0
£110,000-£114,999	0	1
£115,000-£119,999	1	1
£120,000-£124,999	0	0
£125,000-£129,999	0	0
£130,000-£134,999	0	0
£135,000-£139,999	0	1
<b>Total</b>	<b>188</b>	<b>165</b>

The current Chief Executive's remuneration is included in Table 4 at £75,000 - £79,000 because of the change in postholder during the year. The previous postholder earned below £50,000 in 2018/19 so is not shown on this table.

Movement in the numbers are mainly due to the pay awards for Teachers (3%/£1,600), SJC and Chief Officers (3.5%/£1,600). The increase in total numbers is mainly due to 29 teaching staff being included in the figures for £50,000 - £54,999 for the first time following the application of the 2018/19 pay award.

**Table 5: The number of Exit Packages with Total Cost per band and Total Cost of Compulsory and Other Redundancies**

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		(c) Number of other departures agreed		(d) Total number of exit packages by cost band (b) + (c)		(e) Total cost of exit packages in each band	
	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19 £'000	2017/18 £'000
£0 - £20,000	0	0	88	93	88	93	159	253
£20,001 - £40,000	0	0	5	12	5	12	124	431
£40,001 - £60,000	0	0	1	3	1	3	43	205
£60,001 - £80,000	0	0	1	4	1	4	62	331
£80,001 - £100,000	0	0	2	1	2	1	186	180
Over £100,000	0	0	0	3	0	3	0	498
<b>Total</b>	<b>0</b>	<b>0</b>	<b>97</b>	<b>116</b>	<b>97</b>	<b>116</b>	<b>574</b>	<b>1,898</b>

- 5.2 The costs included within Table 5 are all non-recurring and include payments to individual officers and to the relevant Superannuation Fund.
- 5.3 In most cases the individual exit packages included within Table 5 have been subject to a full business case outlining the implications for the Council. In terms of the financial assessment for each business case, the maximum payback period is up to five years. The departure of the individuals included in the above table has delivered significant recurring savings to the Council and also facilitated the delivery of an ambitious and challenging transformation / modernisation programme.

## **6. Remuneration by Subsidiary Bodies of Perth & Kinross Council**

- 6.1 Councillors and Senior Employees of Perth & Kinross Council serve as Board members; officials and technical advisors to subsidiary bodies of the Council. In 2018/19, the Head of Legal & Governance Services and Head of Democratic Services served as proper officers to the Tayside and Central Scotland Transport Partnership (TACTRAN). No remuneration was paid to Councillors and Senior Employees of Perth & Kinross Council by subsidiary bodies of the Council in 2018/19.

## **7. Disclosure of Pension Benefits**

- 7.1 The disclosure regulations require the separate disclosure of accrued pension benefits for Senior Councillors and Senior Employees of Perth & Kinross Council. Pension Benefits for councillors and local government employees are provided through the Local Government Pension Scheme (LGPS). Councillors have only been eligible to join this scheme since May 2007.
- 7.2 Councillor's pension benefits are based on career average pay. The councillor's pay for each year or part year ending 31 March (other than the pay in the final year commencing 1 April) is increased by the increase in the cost of living as measured by the appropriate index between the end of that year and the last day of the month in which their membership of the scheme ends. The total of the revalued pay is then divided by the period of membership to calculate the career average pay. This is the value used to calculate the pension benefits.
- 7.3 From 1 April 2015 a career average scheme was implemented for local government employees. This means that pension is built up based on the pensionable pay for each year. The benefit is added to the employee's pension account plus inflation increases. The scheme's normal retirement age for both councillors and employees will vary dependant on age and length of pensionable service.
- 7.4 From 1 April 2009 a tiered contribution scheme was introduced with contributions from scheme members being based on how much pay falls into each tier. Prior to 2009 contribution rates were set at 6% for all non-manual employees.

### **Tiered Pension Contribution Rates for Local Government Pension Scheme Members in 2018/19**

Actual Pensionable pay	Contribution Rate 2018/19
On earnings up to and including £21,300	5.5%
On earnings above £21,300 and up to £26,100	7.25%
On earnings above £26,100 and up to £35,700	8.5%
On earnings above £35,700 and up to £47,600	9.5%
On earnings above £47,600	12%

- 7.5 Pensionable Pay includes salary, plus any contractual elements of pay such as shift payment, night working payment, standby and the monetary value of any accommodation or other allowances in kind pertaining to employment.
- 7.6 Under the scheme there is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The pension is built up based on pensionable pay in the year with an accrual rate of 1/49th added to the pension account. (Prior to 2015 the accrual rate was 1/60th of final pensionable salary and years of pensionable service. Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service).
- 7.7 The value of accrued benefits have been calculated on the basis of the age at which the person will first become entitled to receive a pension on their retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The pension figures shown relate to the benefits that the person has accrued as a consequence of their local government service, and not just their current appointment.

## 7.8 Pension Entitlements of Senior Councillors

The pension entitlements of Senior Councillors of Perth & Kinross Council for the year to 31 March 2019 are shown in Table 6 below, together with the contribution made by the Council to each Senior Councillor's pension during the year.

**Table 6: Pension Entitlements of Senior Councillors and the Convener of Tayside Valuation Board for Financial Year 2018/19**

Name and Post Title	In-year pension contributions		Accrued Pension Benefits			
	2018/19 £	2017/18 £		as at 31/03/2019 £'000	as at 31/03/2018 £'000	Difference £'000
<b>SENIOR COUNCILLOR BETWEEN 1 MARCH 2018 AND 31 MARCH 2019</b>						
Murray Lyle Council Leader, Convener Strategic Policy & Resources Committee	5,779	3,965	Pension Lump Sum	5 2	4 2	1 0
Dennis Melloy Provost (Civic Head)	4,334	3,869	Pension Lump Sum	6 2	5 2	1 0
Chris Ahern Convener Licensing Committee (from 20/06/18)	3,660	n/a	Pension Lump Sum	1 0	n/a n/a	n/a n/a
Kathleen Baird Convener Licensing Board	3,881	3,326	Pension Lump Sum	2 0	1 0	1 0
Peter Barrett Convener Housing & Communities Committee	3,881	3,475	Pension Lump Sum	5 2	4 2	1 0
Rhona Brock Convener Licensing Committee (to 19/06/18)	3,103	3,475	Pension Lump Sum	2 0	2 0	0 0
Dave Doogan Leader of the Largest Opposition Party	3,881	3,829	Pension Lump Sum	3 0	2 0	1 0
Eric Drysdale Convener Audit Committee	3,881	3,475	Pension Lump Sum	1 0	0 0	1 0
Angus Forbes Convener Environment & Infrastructure Committee	3,881	2,683	Pension Lump Sum	1 0	0 0	1 0
Grant Laing Convener Scrutiny Committee	3,881	3,475	Pension Lump Sum	2 0	2 0	0 0
Rosalind McCall Convener Planning & Development Management Committee	3,881	2,683	Pension Lump Sum	1 0	0 0	1 0
Caroline Shiers Convener Lifelong Learning Committee	3,881	3,475	Pension Lump Sum	4 1	3 1	1 0
Lewis Simpson Convener Local Review Body (from 01/06/18)	3,716	n/a	Pension Lump Sum	4 2	n/a n/a	n/a n/a
William Wilson Convener Local Review Body (to 31/05/18)	3,054	0	Pension Lump Sum	1 0	0 0	1 0
<b>TOTAL</b>	<b>54,694</b>	<b>33,720</b>				

Notes:

- (1) The pension benefits shown relate to the benefits that the individual has accrued as a consequence of their total local government service, including any service with a Council subsidiary body, and not just their current appointment. Councillors have only been eligible to join the Local Government Pension Scheme since May 2007.

## 7.9 Pension Entitlements of Senior Employees

The pension entitlements of Senior Employees of Perth & Kinross Council and its Subsidiaries for the year to 31 March 2019 are shown in Table 7 below, together with the contribution made by the Council to each Senior Employee's pension during the year.

**Table 7: Pension Entitlements of Senior Employees of the Council and its Subsidiaries for Financial Year 2018/19  
(Post titles as at 31 March 2019)**

Name and Post Title	In-year pension contributions		Accrued Pension Benefits			
	2018/19 £	2017/18 £		as at 31/03/2019 £'000	as at 31/03/2018 £'000	Difference £'000
Bernadette Malone Chief Executive (retired 01/07/18)	5,530	21,849	Pension Lump Sum	49 129	62 129	(13) 0
Karen Reid Chief Executive (started 01/09/18)	12,904	0	Pension Lump Sum	22 0	0 0	22 0
James Valentine Depute Chief Executive	19,889	19,101	Pension Lump Sum	54 104	50 100	4 4
Sheena Devlin Executive Director of Education & Children's Services	18,109	n/a	Pension Lump Sum	51 101	n/a n/a	n/a n/a
Barbara Renton Executive Director of Housing & Environment	18,109	n/a	Pension Lump Sum	21 7	n/a n/a	n/a n/a
Jacqueline Pepper Chief Social Work Officer	15,671	14,422	Pension Lump Sum	21 24	18 22	3 2
Lisa Simpson Head of Legal & Governance Services	15,363	15,091	Pension Lump Sum	7 0	5 0	2 0
Stewart MacKenzie Head of Finance	14,745	14,319	Pension Lump Sum	36 61	33 59	3 2
Michael Griffiths (Note 2) Horsecross Arts Limited – Interim Chief Executive	0	0	Pension Lump Sum	n/a n/a	n/a n/a	n/a n/a
James Moyes Live Active Leisure - Chief Executive (retired 30/06/18)	3,428	13,311	Pension Lump Sum	44 94	44 93	0 1
Paul Cromwell Live Active Leisure – Chief Executive (started 01/04/18)	12,488	0	Pension Lump Sum	16 11	n/a n/a	n/a n/a
Helen Smout Culture Perth & Kinross Limited - Chief Executive	10,128	9,787	Pension Lump Sum	18 21	16 20	2 1
<b>TOTAL</b>	<b>146,364</b>	<b>107,880</b>				

Notes:

- (1) Accrued pension benefits include total benefits accumulated during all membership of the Local Government Pension Scheme and not just service in their current role.
- (2) Michael Griffiths has opted out of the pension scheme.

Signed:

Karen Reid  
Chief Executive

Perth & Kinross Council

Date: 18 September 2019

Councillor Murray Lyle  
Leader of the Council

Perth & Kinross Council

Date: 18 September 2019

## **GLOSSARY**

### **ACCOUNTING PERIOD**

The period of time covered by the accounts, normally a period of twelve months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

### **ACCRUALS**

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March.

### **BEACON METHOD (ADJUSTED VACANT POSSESSION METHOD)**

Based on the (vacant possession) market value of the asset which is the adjusted to reflect the assets' use for social housing with a sitting tenant.

### **CAA**

Capital Adjustment Account

### **CAPITAL EXPENDITURE**

Expenditure on the acquisition of a fixed asset, which will be used in providing services beyond the current accounting period, or expenditure which adds to and not merely maintains the value of an existing fixed asset.

### **CAPITAL FINANCING**

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

### **CAPITAL RECEIPT**

The proceeds from the disposal of land or other fixed assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the Government but they cannot be used to finance revenue expenditure.

### **CONTINGENT LIABILITY**

A contingent liability is either:

- A possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control; or
- A present obligation arising from past events where it is not probable that a transfer of economic benefits will be required, or the amount of the obligation cannot be measured with sufficient reliability.

### **CORPORATE & DEMOCRATIC CORE**

The corporate and democratic core comprises all the activities that local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

### **CREDITOR**

Amount owed by the Council for work done, goods received or services rendered within the accounting period, but for which payment has not been made by the Council by the end of that accounting period.

### **CRR**

Capital Receipts Reserve

### **CURRENT VALUE**

The measurement of operational assets used for the delivery of Council services. Property, plant and equipment is measured on the basis of service potential using existing use value for assets where an active market exists, existing use value-social housing for operational Council dwellings or depreciated replacement cost for assets where there is no market and/or the asset is specialised.

### **DISCOUNTED CASH FLOW METHOD**

Quantifies the cash-generating potential, stated at present value, of the housing operation taking into account the estimated future income and expenditure streams.

### **DEBTOR**

Amount owed to the Council for works done, goods received or services rendered within the accounting period, but for which payment has not been received by the Council by the end of that period.

### **EXISTING USE VALUE FOR SOCIAL HOUSING (EUV-SH)**

Is the estimated amount for which a property should exchange on the date of valuation, between a willing buyer and a willing seller in an arm's length transaction.

### **FAIR VALUE**

Fair value is the price that would be received to sell an asset or pay to transfer a liability in an orderly transaction between market participants at the measurement date

**FIAA**

Financial Instruments Adjustment Account

**IMPAIRMENT**

A reduction in the value of a fixed asset to below its carrying amount on the Balance Sheet.

**MATERIALITY**

The concept that the Statement of Accounts should include all amounts which, if omitted, or mis-stated, could be expected to lead to a distortion of the financial statements and ultimately mislead a user of the accounts.

**NET BOOK VALUE**

The amount at which fixed assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

**NON-DISTRIBUTED COSTS**

These are overheads which cannot be directly allocated to a specific area of activity and as such are not apportioned to services.

**PPE**

Property, Plant & Equipment

**PRIOR YEAR ADJUSTMENT**

Material adjustments applicable to previous years arising from changes in accounting policies or from the correction of fundamental errors. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

**PROVISION**

An amount put aside in the accounts for future liabilities or losses which are certain or very likely to occur but the amounts or dates of when they will arise are uncertain.

**PUBLIC WORKS LOAN BOARD (PWLb)**

A Central Government Agency, which provides loans from one year and above to authorities at interest rates that are 1% higher than those at which the Government can borrow itself.

**REVENUE EXPENDITURE**

The day-to-day expenses of providing services.

**Draft Letter of Representation**

KPMG LLP  
319 St Vincent Street  
Glasgow  
G2 5AS

18 September 2019

Dear Sirs

This representation letter is provided in connection with your audit of the Group and Parent Council financial statements of Perth and Kinross Council ("the Council"), for the year ended 31 March 2019, for the purpose of expressing an opinion:

- i. as to whether these financial statements, in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 give a true and fair view of the state of the Group's and of the Council's affairs as at 31 March 2019 and of the Group's and Council's income and expenditure for the financial year then ended;
- ii. whether the group and council-only financial statements have been properly prepared in accordance with International Financial Reporting Standards as adopted by the European Union, as interpreted and adapted by the code of Practice on Local Authority Accounting in the United Kingdom 2018/19; and
- iii. whether the financial statements have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government Scotland Act 2003.

These financial statements comprise the following the group and council-only balance sheet as at 31 March 2019, the related comprehensive income and expenditure statements, movement in reserves statements, cash flow statements, the council-only housing revenue account income and expenditure statement, the movement on the housing revenue account statement, the council tax income account, the non domestic rate income account for the year then ended and the notes, comprising of summary of significant accounting policies and other explanatory information.

I confirm that the representations I make in this letter are in accordance with the definitions set out in the Appendix to this letter.

I confirm that, to the best of my knowledge and belief, having made such inquiries as I considered necessary for the purpose of appropriately informing itself:

**Financial statements**

1. I have fulfilled my responsibilities, as set out in the terms of the audit engagement dated 31 May 2016, for the preparation of financial statements that:
  - i. give a true and fair view of the state of the Group's and of the Council's affairs as at the end of its financial year and of the Group's and Council's income and expenditure for the financial year;
  - ii. have been properly prepared in accordance with International Financial Reporting Standards as adopted by the EU ("IFRSs") as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19; and

- iii. have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government Scotland Act 2003.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by myself in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.

### Information provided

4. I have provided you with:

- access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
- additional information that you have requested from myself for the purpose of the audit; and
- unrestricted access to persons within the Group and the Council from whom you determined it necessary to obtain audit evidence.

5. All transactions have been recorded in the accounting records and are reflected in the financial statements.

6. I confirm the following:

I have disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

7. I have disclosed to you all information in relation to:

- a) Fraud or suspected fraud that it is aware of and that affects the Group and the Council and involves:

- management;
- employees who have significant roles in internal control; or
- others where the fraud could have a material effect on the financial statements; and

- b) allegations of fraud, or suspected fraud, affecting the Group and the Council's financial statements communicated by employees, former employees, analysts, regulators or others.

8. In respect of the above, I acknowledge my responsibility for such internal control as I determine necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, I acknowledge my responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.



9. I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
10. I have disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
11. I have disclosed to you the identity of the Group and the Council's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as I understand them and as defined in IAS 24.

12. I confirm that:
  - The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Council's and the Group's ability to continue as a going concern as required to provide a true and fair view.
  - No events or conditions have been identified that may cast significant doubt on the ability of the Council and the Group to continue as a going concern.
13. On the basis of the process established by myself and having made appropriate enquiries, I am satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) Employee Benefits.

I further confirm that:

- all significant retirement benefits, including any arrangements that are:
- statutory, contractual or implicit in the employer's actions;
- arise in the UK and the Republic of Ireland or overseas;
- funded or unfunded; and
- approved or unapproved, have been identified and properly accounted for; and
- all plan amendments, curtailments and settlements have been identified and properly accounted for.

Yours faithfully,

**Stewart MacKenzie**  
**Head of Finance**

## **Appendix to the Board Representation Letter of Perth and Kinross Council: Definitions**

### **Financial Statements**

IAS 1.10 states that “a complete set of financial statements comprises:

- a statement of financial position as at the end of the period;
- a statement of profit or loss and other comprehensive income for the period;
- a statement of changes in equity for the period;
- a statement of cash flows for the period;
- notes, comprising a summary of significant accounting policies and other explanatory information;
- comparative information in respect of the preceding period as specified in paragraphs 38 and 38A; and
- a statement of financial position as at the beginning of the preceding period when an entity applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements in accordance with paragraphs 40A-40D.

An entity may use titles for the statements other than those used in this Standard. For example, an entity may use the title ‘statement of comprehensive income’ instead of ‘statement of profit or loss and other comprehensive income’.

Additionally, the financial statements contain the Council’s Movement in Reserves Statements, Comprehensive Income and Expenditure Statement, Balance Sheet, a Cash Flows Statement and related notes.

### **Material Matters**

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

### **Fraud**

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

## **Error**

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- was available when financial statements for those periods were authorised for issue; and
- could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

## **Management**

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

## **Related Party and Related Party Transaction**

### **Related party:**

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

1. A person or a close member of that person's family is related to a reporting entity if that person:
  - has control or joint control over the reporting entity;
  - has significant influence over the reporting entity; or
  - is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
2. An entity is related to a reporting entity if any of the following conditions applies:
  - The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
  - One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
  - Both entities are joint ventures of the same third party.
  - One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
  - The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
  - The entity is controlled, or jointly controlled by a person identified in (a).
  - A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

- The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a government that has control or joint control of, or significant influence over the reporting entity; and
- another entity that is a related party because the same government has control or joint control of, or significant influence over, both the reporting entity and the other entity.

**Related party transaction:**

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.



# Perth and Kinross Council

Annual audit report to the Members of Perth and Kinross Council and the Controller of Audit for the year ended 31 March 2019

18 September 2019

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# Contents

	Page
<b>Executive Summary</b>	<b>3</b>
<b>Introduction</b>	<b>4</b>
<b>Financial statements and accounting</b>	<b>5</b>
<b>Wider scope and Best Value</b>	<b>18</b>
<b>Appendices</b>	<b>30</b>

**DRAFT**

## About this report

This report has been prepared in accordance with the responsibilities set out within the Audit Scotland's Code of Audit Practice ("the Code").

This report is for the benefit of Perth and Kinross Council and is made available to Audit Scotland and the Controller of Audit (together "the Beneficiaries"). This report has not been designed to be of benefit to anyone except the Beneficiaries. In preparing this report we have not taken into account the interests, needs or circumstances of anyone apart from the Beneficiaries, even though we may have been aware that others might read this report. We have prepared this report for the benefit of the Beneficiaries alone.

Nothing in this report constitutes an opinion on a valuation or legal advice.

We have not verified the reliability or accuracy of any information obtained in the course of our work, other than in the limited circumstances set out in the scoping and purpose section of this report.

This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than the Beneficiaries) for any purpose or in any context. Any party other than the Beneficiaries that obtains access to this report or a copy (under the Freedom of Information Act 2000, the Freedom of Information (Scotland) Act 2002, through a Beneficiary's Publication Scheme or otherwise) and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the Beneficiaries.

## Complaints

If at any time you would like to discuss with us how our services can be improved or if you have a complaint about them, you are invited to contact Michael Wilkie, who is the engagement leader for our services to Perth and Kinross Council, telephone 0141 300 5890 or email to michael.wilkie@kpmg.co.uk, who will try to resolve your complaint. If your problem is not resolved, you should contact Hugh Harvie, our Head of Audit in Scotland, either by writing to him at Saltire Court, 20 Castle Terrace, Edinburgh, EH1 2EG or by telephoning 0131 527 6682 or by emailing hugh.harvie@kpmg.co.uk. We will investigate any complaint promptly and do what we can to resolve the difficulties. After this, if you are still dissatisfied with how your complaint has been handled you can refer the matter to Fiona Kordiak, Audit Scotland, 4th Floor, 102 West Port, Edinburgh, EH3 9DN.



# Executive summary

## Significant risks

Pages 7-12

- Management override of controls fraud risk Page 7
  - Fraud risk from income recognition and expenditure Page 8
  - Revaluation of property, plant and equipment, and investment property Page 9
  - Retirement benefits Page 11
- Wider scope areas (*no significant risks identified*) Page 18

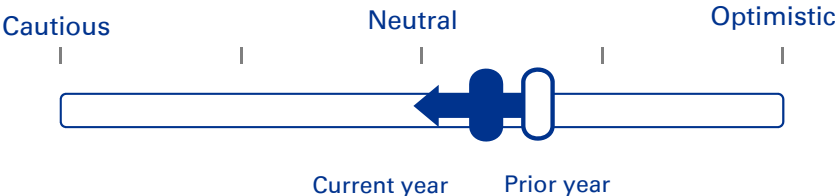
## Open recommendations

Appendix four

	Number
Significant recommendations	0
Other recommendations	0
Minor recommendations	2

## Accounting judgements related to estimates

Page 13



Overall we are satisfied with the key accounting judgments taken and that discussion of these matters in the section of the accounting policies appropriately addresses the matters we have communicated to you.

## Corrected audit misstatements

Appendix three

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Understatement/(overstatement)	£m	%
Short term creditors	(0.3)	(0.1)
Net cost of services	(0.3)	(0.1)
Usable reserves	0.0	0.0
Unusable reserves	0.3	0.1

## Uncorrected audit misstatements - none

## Additional adjustments

In addition, there was an adjustment made to the accounts as a result of updated estimates and information made available during the course of the audit. The adjustment was not viewed as a misstatement or error (see page 12).

Understatement/(overstatement)	£m	%
Net cost of services	5.3	0.6
Long term liabilities	5.3	0.6
Unusable reserves	5.3	0.6
Usable reserves	0.0	0.0

# Scope and responsibilities

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### Purpose of this report

The Accounts Commission has appointed KPMG LLP as auditor of Perth and Kinross Council (the Council) under part VII of the Local Government (Scotland) Act 1973 (“the Act”). The period of appointment is 2016-17 to 2021-22, inclusive.

Our annual audit report is designed to summarise our opinions and conclusions on significant issues arising from our audit. It is addressed to both those charged with governance at the Council and the Controller of Audit. The scope and nature of our audit are set out in our audit strategy document which was presented to the audit committee on 27 March 2019.

Audit Scotland’s Code of Audit Practice (“the Code”) sets out the wider dimensions of public sector audit which involves not only the audit of the financial statements but also consideration of wider scope areas. The reports incorporate both aspects of the Code.

### Accountable officer responsibilities

The Code sets out the Council’s responsibilities in respect of:

- corporate governance;
- financial statements and related reports;
- standards of conduct for prevention and detection of fraud and error
- financial position; and
- Best Value.

### Auditor responsibilities

This report reflects our overall responsibility to carry out an audit in accordance with our statutory responsibilities under the Act and in accordance with International Standards on Auditing (UK) (“ISA”) issued by the Financial Reporting Council (“FRC”) and the Code. Appendix eight sets out how we have met each of the responsibilities set out in the Code.

### Scope

An audit of the financial statements is not designed to identify all matters that may be relevant to those charged with governance. Weaknesses or risks identified are only those which have come to our attention during our normal audit work in accordance with the Code, and may not be all that exist.

Communication by auditors of matters arising from the audit of the financial statements or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

Under the requirements of ISA 260 *Communication with those charged with governance*, we are required to communicate audit matters arising from the audit of financial statements to those charged with governance of an entity.

This report to those charged with governance and our presentation to audit committee, together with previous reports to the audit committee throughout the year, discharges the requirements of ISA 260.

### Limitations on work performed

This Report is separate from our audit report in the annual accounts and does not provide an additional opinion on the Council’s annual accounts nor does it add to or extend or alter our duties and responsibilities as auditors in accordance with the Code.

We have not designed or performed procedures outside those required of us as auditors for the purpose of identifying or communicating any of the matters covered by this Report.



# Audit conclusions

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### Audit opinion

Following approval of the annual accounts by the audit committee we expect to issue an unqualified opinion on the truth and fairness of the state of the Council's affairs as at 31 March 2019, and of the deficit for the year then ended. We also expect to issue unqualified opinions on the truth and fairness of the state of the Perth and Kinross Council Charitable Trusts' affairs as at 31 March 2019. There are no matters identified on which we are required to report by exception.

### Financial reporting framework, legislation and other reporting requirements

The Council is required to prepare its annual accounts in accordance with International Financial Reporting Standards ("IFRS"), as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018-19 ("the CIPFA Code"), and in accordance with the Local Authority Accounts (Scotland) Regulations 2014. Our audit confirmed that the annual accounts have been prepared in accordance with the CIPFA Code and relevant legislation.

The Perth and Kinross Council Charitable Trust's financial statements are prepared in accordance with the Charities SORP (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audits confirmed that the annual accounts have been prepared in accordance with the relevant charity accounting legislation.

### Annual accounts preparation and audit readiness

The accounts were made available to us on 26 June 2019, having been approved by the Audit Committee in full compliance with legislation. The Council's finance team continued to perform well in its delivery of high quality annual accounts and in its readiness for audit, effectively responding to our queries during the audit.

In order to support the Council in increasing the efficiency of its accounts preparation timetable, we have made one recommendation in Appendix four.

### Statutory reports

We have not identified any circumstances to notify the Controller of Audit that indicate a statutory report may be required.

### Other communications

We did not encounter any significant difficulties during the audit. There were no other significant matters arising from the audit that were discussed, or subject to correspondence with management that have not been included within this report. There are no other matters arising from the audit, that, in our professional judgement, are significant to the oversight of the financial reporting process.

### Audit misstatements

One audit misstatement was identified during the audit in relation to employee compensation absences accrual which was adjusted. This has not impacted on the general fund reserve balance.

### Written representations

Our representation letter does not include any additional representations to those that are standard as required for our audit.

# Materiality and summary of risk areas

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### Materiality

We summarised our approach to materiality in our audit strategy document. On receipt of the financial statements and following completion of audit testing we reviewed our materiality levels and concluded that the level of materiality set at planning was still relevant.

We used a materiality of £9.0 million for the Council's standalone financial statements, and £9.3 million for the Group financial statements. The Council's materiality equates to 1.7% of Council gross expenditure on the provision of services, adjusted for revaluation charges recognised in the year, and funding provided to the Perth and Kinross Integration Joint Board ("the IJB"). We designed our procedures to detect errors in specific accounts at a lower level of precision than our materiality. For the standalone accounts our performance materiality was £6.75 million, and for the Group accounts it was £7.0 million. We report all identified misstatements greater than £250,000.

### Forming our opinions and conclusions

In gathering the evidence for the above opinions and conclusions we:

- performed controls testing and substantive procedures to ensure that key risks to the annual accounts have been covered;
- communicated with the head of internal audit and reviewed internal audit reports as issued to audit committee to ensure all key risk areas which may be viewed to have an impact on the annual accounts had been considered;
- reviewed estimates and accounting judgements made by management and considered these for appropriateness;
- considered the potential effect of fraud on the annual accounts through discussions with senior management and internal audit to gain a better understanding of the work performed in relation to the prevention and detection of fraud; and

- attended audit committee meetings to communicate our findings to those charged with governance, and to update our understanding of the key governance processes.

### Significant risks and other focus areas in relation to the audit of the financial statements

We summarise below the risks of material misstatement as reported within the audit strategy document.

Significant risks:

- Management override of controls fraud risk;
- Fraud risk from income recognition and expenditure;
- Revaluation of property, plant and equipment, and investment property; and
- Retirement benefits.

We also report on the previously identified an audit focus area in respect of Capital Expenditure.

As described in more detail on page 11, we updated our understanding of the risks relating to retirement benefits as a result of the legal judgements on McCloud and GMP but did not change our assessment of the risk overall. No other changes to significant risks or other matters were identified during the course of our audit.

### Most significant assessed risks of material misstatement

We set out on pages seven though 12 the significant risks identified in the audit, together with our conclusions. The audit opinion within the annual accounts includes a reference to the most significant assessed risks of material misstatement, which equates to the significant risks included in this annual audit report. This annual audit report does not constitute our audit opinion; the opinion is included within the annual accounts.

# Significant risks

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SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Management override of controls fraud risk</b></p> <p>A presumed risk we are required to consider covers fraud risk from management override of control.</p> <p>Management is typically in a position to perpetrate fraud owing to its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Our audit methodology incorporates the risk of management override as a default significant risk.</p> <p>This is an assumed risk per ISA 240 <i>The Auditor's responsibilities related to fraud in the audit of financial statements</i>.</p>	<p>Our audit methodology incorporates the risk of management override as a default significant risk. We did not identify any specific additional risks of management override relating to the audit of the Council.</p> <p>Strong oversight of finances by management provides additional review of potential material errors caused by management override of controls.</p> <p>Our audit procedures included:</p> <ul style="list-style-type: none"> <li>— controls testing and substantive procedures, including over journal entries and accounting estimates (such as over property revaluations and pensions); and</li> <li>— review of significant transactions that are outside the Council's normal course of business, or are otherwise unusual.</li> </ul>	<p><i>We did not identify any indicators of management bias or management fraud during the audit or as a result of our controls testing as presented on page 22.</i></p> <p>Our testing of journal entries was satisfactory and we have obtained sufficient audit evidence as a result of the planned procedures. No issues were identified.</p> <p>We did not identify any significant transactions that are outside the Council's normal course of business, or are otherwise unusual.</p>

# Significant risks (continued)

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SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Fraud risk from income recognition and expenditure</b></p> <p>Under ISA 240 there is a presumed risk that income may be misstated due to improper recognition of income. This requirement is modified by Practice Note 10, issued by the FRC, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.</p> <p>We consider that the Council's significant income streams, which include taxation and non-specific grant income are free of management judgement or estimation. We do not consider recognition of remaining income to represent a significant risk for the Council as there are limited incentives or opportunities to manipulate income recognition, and these are not likely to be materially inappropriate. We rebut this risk and did not incorporate specific work in this area beyond our standard fraud procedures.</p> <p>We consider that there is not a risk of improper recognition of expenditure in respect of payroll costs, financing and investment expenditure, or depreciation. These costs are routine in nature and not at risk of manipulation. We rebutted the risk of fraud over other operating expenditure on the basis of materiality.</p> <p>We did not rebut the assumed risk in respect of the remaining expenditure.</p>	<p>In respect of material income:</p> <ul style="list-style-type: none"> <li>– non-ringfenced government grants are agreed in advance of the year, with any changes requiring government approval. There is no estimation or judgement in recognising this stream of income and we do not regard the risk of fraud to be significant. We agreed significant grants to supporting documentation.</li> <li>– the other major sources of income are from annual local taxes and rental income (council tax, non-domestic rates and housing incomes). These incomes are prescribed by law and other specific regulations, which prescribe the period in which annual local taxes and rental income is recognised as income. We performed tests of detail and substantive analytical procedures in our audit of these sources of income.</li> </ul> <p>We performed procedures in respect of expenditure to:</p> <ul style="list-style-type: none"> <li>– compare the outturn with the in year budget monitoring, considering variances;</li> <li>– test controls specific to confirm correct capital vs revenue allocation;</li> <li>– test expenditure cut-off including a search for unrecorded liabilities and journals posted towards the year end;</li> <li>– test transactions focusing on the areas of greatest risk, including debtors, creditors, accruals, prepayments and provisions to challenge completeness and existence of these balances; and</li> <li>– review and challenge of management in respect of estimates for evidence of bias.</li> </ul>	<p><i>We have concluded that that income and expenditure are appropriately recognised.</i></p> <p>Our review of variances of actual performance against budget did not highlight any errors.</p> <p>We undertook a detailed search for unrecorded liabilities, as well as testing estimates over accruals which did not identify any errors in expenditure cut off. We tested the employee compensated absences accrual, and identified one minor error of £262,000, which management adjusted (see page 34 for further details)</p> <p>No exceptions were identified in respect of the specific controls testing, and expenditure testing covering purchase ledger, and journals.</p> <p>No indications of management bias were identified.</p>

# Significant risks (continued)

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SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Revaluation of property, plant and equipment and investment property</b></p> <p>The CIPFA Code requires that where assets are subject to revaluation, their year-end carrying value should reflect the appropriate fair value at that date. In common with other councils, the Council has adopted a rolling revaluation model which sees all land and buildings revalued over a five year cycle. In 2018-19 community centres, day care centres, halls and town halls, hostels, libraries, public toilets, residential homes, miscellaneous operational properties, investment properties, and shops were subject to revaluation. The revaluation model also includes revaluation of assets with significant capital investment, and consideration of impairment indicators for all Council assets.</p> <p>The Council uses a valuation date of the 1 April 2018 for the 31 March 2019 year end in respect of all properties except those classed as investment properties which have a valuation date of 1 August 2018. Therefore we consider there to be a risk of a material movement in valuation between these dates.</p> <p>Given the quantum of the asset carrying values and the inherent use of assumptions in their valuation, we consider there to be a significant risk of misstatement.</p>	<p>Our procedures included:</p> <p><b>Control design:</b></p> <p>We tested a control ensuring sufficient segregation of duties and authorisation of valuations before being submitted to Corporate Accounting.</p> <p>We reviewed the approach that the Council has adopted to assess the risk that assets not subject to valuation are materially misstated and consider the robustness of that approach, including any indicators of impairment.</p> <p>We also assessed the risk of the valuation changing materially during the year, or between the date of valuation and the year end.</p> <p><b>Assessing valuer's credentials:</b></p> <p>In relation to those assets which have been revalued during the year we assessed the valuer's qualifications, objectivity and independence to carry out such valuations.</p> <p><b>Assessing methodology choice and benchmarking assumptions:</b></p> <p>We reviewed management's assessment of impairment indicators and assess for completeness.</p> <p>We utilised our internal specialist to assess the methodology used including testing the underlying data inputs and assessing the assumptions used in comparison to available market information.</p> <p>We selected a representative sample of 16 assets to agree calculation inputs to supporting evidence, consider in detail the revaluation calculations and challenge the underlying assumptions. These assets covered each of the asset categories, and assets subject to significant judgement, or valuation methodology.</p> <p>We considered whether there are any indicators for impairment across the region that would suggest an impairment review is required.</p> <p><b>Other land and buildings</b></p> <p>A number of the Council's assets are revalued on an annual basis, including investment properties and assets held for sale. We tested the accounting treatment for assets revalued to challenge whether the accounting treatment is appropriate and consider valuation inputs and assumptions using the approach above.</p>	<p><i>We found the resulting valuation of council dwellings, other land and buildings, surplus assets and investment properties to be acceptable on an appropriate basis, which resulted in a net increase in the assets revalued.</i></p> <p>We tested a sample of 25 revaluations to confirm that the that a senior colleague had reviewed revaluations, and that those senior colleagues responsible for review and valuation were appropriately qualified.</p> <p>We reviewed and concluded satisfactorily upon the Council's review for indicators of impairment, and confirmed those assets not subject to valuation were not materially misstated.</p> <p>We inspected management's roll forward of valuations from the date of valuation to the year end date and confirmed it was completed.</p> <p>Our internal valuation specialist, in conjunction with the audit team, challenged the Council's valuer in terms of assumptions including BCIS rates and estimated useful lives, and comparable evidence as set out opposite. Support for the assumptions used was provided for each of the assets selected for testing. We concluded the available evidence was sufficient. The ready availability of support represents an improvement on last year's audit.</p> <p>We did not identify any indicators for impairment that required further review.</p>

# Significant risks (continued)

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SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
Revaluation of property, plant and equipment and investment property (continued)	continued	<p>We made a recommendation in 2017-18 relating to valuation documentation (see page 37). There was an improvement in the availability of supporting documentation within the overall valuation file. We would continue to support best practice by ensuring judgements are clearly set out within the file as required by the RICS Red Book, which requires that sufficient evidence must be assembled to ensure the valuation is properly supported.</p> <p>In response to our recommendation in the prior year, the Council obtained valuations by external valuation firms. The Council noted that these valuations performed were consistent with their valuations and only differed as a result of local knowledge. We were content with those explanations provided, however, we will recommend the use of formal documentation to confirm management have appropriately considered the differences between the external and internal approach. This should include where different rates or methodologies have been used.</p> <p><i>Recommendation two</i></p> <p>The Council documented the basis for its assertion that the land and buildings not revalued in 2019 are not materially misstated, we concur with the conclusion.</p>

# Significant risks (continued)

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SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Retirement benefits</b></p> <p>The net pension liability (£118.5 million as at 31 March 2019, including assets of £787.0 million) represents a material element of the Council's Balance Sheet. The Council is an admitted body of Tayside Pension Fund, which had its last triennial valuation completed as at 31 March 2017. The valuation of the Local Government Pension Scheme relies on a number of assumptions, most notably around the actuarial assumptions, and actuarial methodology which results in the Council's overall valuation.</p> <p>There are financial assumptions and demographic assumptions used in the calculation of the pension liability estimate, such as the discount rate, inflation rates, mortality rates etc. The assumptions should also reflect the profile of the Council's employees, and should be based on appropriate data. The basis of the assumptions should be derived on a consistent basis year to year, or updated to reflect any changes.</p> <p>There is a risk that the assumptions and methodology used in the valuation of the Council's pension obligation are not balanced. This could have a material impact to net pension liability accounted for in the financial statements.</p>	<p>Our audit approach included:</p> <p><b>Control design:</b></p> <ul style="list-style-type: none"> <li>Testing the design and operating effectiveness of controls over the provision of membership information to the actuary to calculate the pension obligation.</li> </ul> <p><b>Benchmarking assumptions:</b></p> <ul style="list-style-type: none"> <li>Challenging, with the support of our own actuarial specialists, the key assumptions used by the actuary (the discount rate, inflation rate and mortality/life expectancy) against externally derived data.</li> <li>Challenging the rate of increase in pensionable salaries assumption, by comparing it to other evidence such as business and transformation plans and our understanding of Government and staff expectations.</li> </ul> <p><b>Assessing transparency:</b></p> <ul style="list-style-type: none"> <li>Considering the adequacy of the disclosures in respect of the sensitivity of the deficit to the assumptions used by the actuary.</li> <li>Assessing if the disclosures within the financial statements are in accordance with the CIPFA Code's requirements.</li> </ul>	<p><i>We are satisfied that the retirement benefit obligation:</i></p> <ul style="list-style-type: none"> <li><i>is correctly recognised on the balance sheet as at 31 March 2019;</i></li> <li><i>has been accounted for and disclosed correctly in line with International Accounting Standard ("IAS") 19 Retirement benefits; and</i></li> <li><i>assumptions used in calculating this estimate and management's judgements are appropriate and within a range which we consider to be acceptable.</i></li> </ul> <p>Results of testing of controls in respect of provision of information to the actuary were satisfactory.</p> <p>The disclosures in the annual accounts are in line with the CIPFA Code's requirements, including relevant sensitivity analysis.</p> <p><b>Guaranteed minimum pensions ('GMP') equalisation</b></p> <p>Following a UK High Court judgement on 26 October 2018, the Government published the outcome to its Indexation and equalisation of GMP in public service pension schemes consultation, concluding that the requirement for public service pension schemes to fully price protect the GMP element of individuals' public service pension would be extended to those individuals reaching State Pension Age ("SPA") before 6 April 2021.</p> <p>The Council, informed by its actuary concluded no adjustments are required in respect of the value placed on the liabilities in respect of the interim solution to 2021, and permanent solution thereafter. This was based on the assumption that the Fund will pay limited increases for members that have reached SPA by 6 April 2016, with the Government providing</p>



# Significant risks (continued)

SIGNIFICANT RISK	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Retirement benefits (continued)</b></p> <p><i>Risks identified during the year</i></p> <p>Two significant court cases were concluded upon during our audit, relating to Gross Minimum pensions equalisation, and the McCloud case.</p> <p>Both judgements are considered by KPMG to have an impact on the pension liability due to the level of estimation and assumptions used by management and the actuary. We therefore included these areas within our significant risk.</p>	<p>We first understood client proposals and raised with management who engaged their actuary to provide updated assessment. We used our actuarial specialist to review the revised report in respect of the McCloud estimate.</p>	<p>Continued...</p> <p>the remainder of the inflationary increase. We considered KPMG central estimates, and concluded GMP would not be material.</p> <p><i>McCloud judgement</i></p> <p>On 20 December 2018 the Court of Appeal ruled that transitional arrangements offered to some public sector pension scheme members amounted to unlawful discrimination. This related to new schemes set up in 2015 which typically meant older workers could stay in the existing, more generous schemes, while younger workers had to transfer to the new schemes. In June 2019, the Supreme Court upheld the ruling, resulting in a post balance sheet event.</p> <p>We requested that the actuary undertakes an impact assessment in respect of the McCloud judgement, as this was not initially provided to management. Given the timing of the court judgement, we did not consider this a misstatement of the draft annual accounts.</p> <p>As a result, the actuary increased the liability by £5.3 million, which was based on the actuary assessing that pre-2012 active members would be impacted only. We assessed the accounting treatment of the adjustment on the comprehensive income and expenditure statement and were satisfied with the adjustment.</p> <p>We challenged management on the assumptions used and whether the pension liability should be adjusted further for all active members. Based on that and information available at the time of writing this report we are satisfied that the current treatment is within a range of estimates and does not require an adjustment.</p>



## Other areas of audit focus

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Other area of audit focus	OUR RESPONSE	AUDIT CONCLUSION
<p><b>Capital expenditure</b></p> <p>The Council has a ten year £576 million capital plan, which includes the Cross Tay Link Road, A9/A85 road junction improvement project and Perth City Hall upgrade. The initial budget in 2018-19 was £70.8 million.</p> <p>Due to the significance of this capital investment programme and complexity of some of the projects, we consider there to be a risk of misstatement. This is in respect of ensuring that the classification of costs between operating and capital expenditure is appropriate and in respect of capturing all relevant costs and contributions.</p> <p>We also consider that any large capital project inherently brings a fraud risk to an entity, which we consider appropriate for the Council. We note that this was is not a fraud risk relating to the financial statements.</p>	<p>Our audit approach includes:</p> <p><b>Control design:</b></p> <ul style="list-style-type: none"> <li>– Testing the design and operating effectiveness of controls in respect of the review of costs allocated to capital and income projects.</li> </ul> <p><b>Control re-performance:</b></p> <ul style="list-style-type: none"> <li>– Comparing the total capital expenditure reported in the financial statements with that reported in reports to those charged with governance.</li> </ul> <p><b>Tests of detail:</b></p> <ul style="list-style-type: none"> <li>– Use of substantive sampling methods to evaluate the appropriateness of capital or income accounting classification by reference to supporting documentation.</li> <li>– Assessing a sample of items allocated to revenue expenditure to determine whether they are correctly classified.</li> <li>– Review and corroboration of manual journals.</li> </ul>	<p>The controls tested were found to be effective.</p> <p>No exceptions were identified in the tests of detail, with supporting documentation available for each item sampled.</p> <p><i>We have concluded that the treatment of capital expenditure is satisfactory.</i></p>

# Going concern

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### Going concern

Going concern means the ability of the Council to remain solvent for the twelve month period from the accounts being signed.

The Council had net assets of £544.8 million (2017-18 £558.2 million) as at the balance sheet date. Net assets decreased on 2017-18 by £13.4 million, reflecting the total comprehensive expenditure for the year and accounting adjustments required by the CIPFA Code (see page 19 for further detail)

Management considers it appropriate to continue to adopt the going concern assumption for the preparation of the annual accounts. The Council is in a net asset position, and it considers that the confirmed Scottish Government funding (which includes non-domestic rates income) of £254.9 million is sufficient to meet debts as they fall due. The Council also has reasonable certainty over income sources, such as Council Tax income. Financial assets comprising short term investments, and cash and cash equivalents were £47.8 million as at 31 March 2019.

Over the past few years there has been managed reduction in the overall cost base and further efficiency savings are incorporated into budgets. The Council approved savings for 2018-19 of £17.4 million, across a wide range of the activities of the Council, in order to achieve a balanced budget. Delivery against the savings is being monitored on a regular basis and the Council has demonstrated the ability to deliver on savings targets in prior years. A number of significant savings projects, such as a review on procurement, facilities management review, and corporate property management review have been delayed to 2019-20.

### Conclusion

The Council has a strong net assets position and a significant value of available financial assets. It has put in place savings plans and prepared short, medium and long term financial forecasts. These are inherently dependant on a number of assumptions out with the Council's control although the Council is currently performing broadly in line with budget. Management has demonstrated strong leadership in taking action on overspends to ensure tight budgetary control.

In light of the financial position, the short-term and medium-term forecasts, the confirmation of general revenue grant and the reasonable certainty over other significant income streams, we are content that the going concern assumption is appropriate.

As part of our assessment of going concern, we considered the findings from the Best Value Assurance Report (discussed in more detail on page 29). These stated that on an annual basis, the council develops and approves a five-year medium term financial plan (MTFP). The budget-setting process starts by updating the MTFP. In June 2018, a ten-year provisional composite capital budget was approved which takes a longer-term view in respect of financial planning. This demonstrates strong financial oversight, and planning of future pressures. This supports our assessment that the forecasting undertaken by management, and the comprehension of key financial pressures will mean management can take action to mitigate or resolve in future years.

# Management reporting in financial statements

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REPORT	SUMMARY OBSERVATIONS	AUDIT CONCLUSION
<b>Management commentary</b>	<p>The Local Authority Accounts (Scotland) Regulations 2014 require the inclusion of a management commentary within the annual accounts, similar to the Companies Act requirements for listed entity financial statements. The requirements are outlined in the Local Government finance circular 5/2015.</p> <p>We are required to read the management commentary and express an opinion as to whether it is consistent with the information provided in the annual accounts. We also review the contents of the management commentary against the guidance contained in the local government finance circular 5/2015.</p>	<p>We are satisfied that the information contained within the management commentary is consistent with the annual accounts.</p> <p>We reviewed the contents of the management commentary against the guidance contained in the local government finance circular 5/2015 and, following some suggested enhancements are content with the proposed report.</p>
<b>Remuneration report</b>	<p>The remuneration report was included within the unaudited annual accounts and supporting reports and working papers were provided.</p>	<p>We are satisfied that the information contained within the remuneration report is consistent with the underlying records and the annual accounts and all required disclosures have been made.</p> <p>Our independent auditor's report confirms that the part of the remuneration report subject to audit has been properly prepared. In accordance with the relevant regulations.</p>
<b>Annual governance statement</b>	<p>The statement for 2018-19 outlines the corporate governance and risk management arrangements in operation in the financial year. It provides detail on the Council's governance framework, review of effectiveness, continuous improvement agenda and group entities and analyses the efficiency and effectiveness of these elements of the framework.</p>	<p>We consider the governance framework and annual governance statement to be appropriate for the Council and that it is in accordance with guidance and reflects our understanding of the Council.</p>

# Group financial statements

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Our audit appointment of the Council extends to the audit of the Perth and Kinross Council Charitable Trusts and Perth and Kinross Integration Joint Board. Appendix six sets out the group structure. The table below sets out the key audit findings from these entities and also significant matters discussed with the component auditor. There are no findings to report in relation to other group entities.

ENTITY	WORK PERFORMED	AUDIT CONCLUSION
<b>Charitable Trusts</b>	<p>We assessed materiality based on our knowledge and understanding of the charities' risk profile and annual accounts balances. Materiality was determined at 10% of net assets.</p> <p>We considered and confirm our independence as auditor and our quality procedures, together with the objectivity of the audit director and audit staff. The engagement lead in 2018-19 remained Andy Shaw.</p> <p>We highlight that the Council has made good progress in reducing the number of charitable entities, whilst maintaining appropriate management and structure over the trusts.</p>	We expect to issue an unqualified audit opinion on the charitable trusts.
<b>Common Good</b>	Perth and Kinross Council Common Good does not prepare separate financial statements, and is incorporated as disclosure notes within the Council's financial statements. Common Good holds investment properties as well as other assets.	The Common Good amounts are included within the Group financial statements, for which we expect to issue an unqualified opinion.
<b>Integration Joint Board ('IJB')</b>	A separate annual audit report is expected to be presented to the Audit and Performance Committee of the Perth and Kinross Integration Joint Board on 16 September 2019. No significant exceptions were identified during the audit.	We expect to issue an unqualified audit opinion for the IJB on 16 September 2019.

# New accounting standards

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### New accounting standards for 2018-19

The CIPFA Code was revised for 2018-19 to take into account IFRS 15 *Revenue from Contracts with Customers* and IFRS 9.

IFRS 15 introduces a five-step process for recognising revenue based on the transfer of control rather than the previous transfer of risk and reward. Given the nature of the Council's income, which is typically a fee in exchange for a service and/or related only to the Council's financial year, there is no material impact on the Council's accounting for income.

IFRS 9 includes a single classification approach for financial assets which is driven by cash flow characteristics and how an instrument is managed, and a forward looking "expected loss" model for impairment. The implementation of this standard does not have a material impact on the annual accounts.

IFRS 9 does, however, change several aspects of accounting for financial instruments and debtor provisioning. The most notable change being the removal of the Available For Sale Financial Instruments Reserve and reclassification of certain of the Council's equity investments from "amortised cost" to "fair value through profit and loss".

We challenged the Council's preparation on the transition to IFRS 9. Our initial discussion indicated that Council did not assess the impact as material. We sought adequate documentation and consideration over the assessment and reviewed as part of our year end procedures. We requested management make a presentational change in line with the CIPFA Code. We consider that the Council's disclosures for the transition to IFRS 9 to be appropriate.

### Future accounting and audit developments

It is anticipated that a future version of the CIPFA Code will adopt IFRS 16 *Leases*. This standard will bring a significant number of operating leases onto the balance sheet unless they are low value or have less than a year to run. CIPFA/LASAAC will revisit accounting for PFI liabilities which are currently under finance lease accounting rules of IAS 17 *Leases*, which is being replaced by the new standard. It is expected that this standard will be incorporated in to the 2020-21 CIPFA Code.

# Wider scope introduction

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### Audit dimensions introduction

The Code sets out four audit dimensions which, alongside Best Value, set a common framework for all the audit work conducted for the Controller of Audit and for the Accounts Commission. The dimensions are: financial management; financial sustainability; governance and transparency; and value for money.

It remains the responsibility of the audited body to ensure that it makes proper arrangements across each of these audit dimensions. These arrangements should be appropriate to the nature of the audited body and the services and functions that it has been created to deliver. We review and come to a conclusion on these arrangements.

During our work on the audit dimensions we considered work carried out by internal audit and other scrutiny bodies to ensure our work meets the proportionate and integrated principles contained within the Code.

All appointed auditors are also required to consider areas of focus identified by Audit Scotland, we include our view on each area as within the relevant wider scope section.

### Best Value

The Accounts Commission agreed the overall framework for a new approach to auditing best value in June 2016. Best Value is assessed over the five year audit appointment, as part of the annual audit work. There are seven areas considered over the five years. In addition a best value assurance report ("BVAR") for each council will be considered by the Accounts Commission at least once in the five year period.

In 2018-19, a BVAR was prepared for the Council, and was presented to the Accounts Commission in August 2019. A copy of this report can be found on Audit Scotland's website.

### Strategic Audit Priorities

The Accounts Commission agreed five strategic audit priorities as part of the Code:

- the clarity of Council priorities and quality of long-term planning to achieve these;
- how effectively councils are evaluating and implementing options for significant changes in delivering services;
- how effectively councils are ensuring that members and officers have the right knowledge, skills and time to lead and manage delivery of council priorities;
- how effectively councils are involving citizens in decisions about services; and
- the quality of council public performance reporting to help citizens gauge improvements.

We consider the strategic audit priorities when performing the wider scope work over the five year appointment.

### Our approach

In order to avoid replication of work carried out in respect of the BVAR which was supported by KPMG, we will summarise key findings in line with the four audit dimensions sections of this report drawing on our experience and understanding of the Council obtained through the BVAR process and that report.

We performed a range of procedures to inform our areas of focus work:

- review of the BVAR
- interviews with senior officers, including the Chief Executive;
- discussions with officers throughout the Council;
- review of various committee papers and reports;
- attending committee meetings; and
- consideration of Audit Scotland guidance to draw conclusions on good practice.

# Financial management

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**Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.**

### 2018-19 financial performance

The Comprehensive Income and Expenditure Statement shows a deficit on the provision of services of £22.3 million for the year to 31 March 2019, of which £17.3 million relates to the General Fund. The Council set a net revenue expenditure budget of £329.5 million on the general fund and £28.5 million on the HRA for 2018-19. The core outturn is a surplus of £8.2 million being on the General Fund and HRA in respect of the net cost of services. After minor variances relating to income and finance and investment income and expenditure, the total variance against budget was £10.0 million underspend, which resulted in £3.7 million reserves being utilised in year.

### General Fund

A balanced budget was approved in February 2018. The £3.0 million General Fund surplus represents 1.0 % of the net services expenditure, as a net result of over and underspends and re-profiling of Loans Fund charges. The largest underspends were:

- Education and Children's services (£4.4 million), reflecting underspend on teachers and support staff costs, and supplies and services.
- Housing and Environment (£4.0 million), reflecting deferred expenditure relating to projects covering flood management, winter maintenance and staff costs.
- The largest element of savings is in relation to the Council's review of Loans Fund charges as permitted by the Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016. The Council changed the profiling of Loans Fund charges, which gave rise to a £4.7 million reduced expenditure in 2018-19. The anticipated saving in 2019-20 is £5.5 million

The BVAR highlighted the good practice of budget flexibility, which encourages Council services to plan longer term, in which an estimated £3.6 million was carried forward as part of the 2019-20 budget.

### Financial headlines

#### Deficit on provision of services

**£22.3 million**

2017-18: £26.4 million

#### Surplus on general fund

**£3.0 million**

2017-18: £1.5 million surplus

#### Total reserves

**£544.8 million**

2017-18: 558.2 million

#### General fund reserve

**£47.4 million**

2017-18: £51.1 million

#### Pension liability

**£118.6 million**

2017-18: £98.4 million

#### Capital financing requirement

**£540.3 million**

2017-18 £513.0 million

(Source: audited annual accounts)

# Financial management (continued)

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## 2018-19 financial performance (continued)

### Housing Revenue Account (“HRA”)

The Council is required by legislation to maintain a separate HRA and to ensure that rents are set to cover the costs of its social housing provision. Rent levels are set in order to achieve a breakeven position based on forecast expenditure.

The HRA broke even against budget, with accounting adjustments and transfers from the General Fund Reserve resulting in a maintained £1.0 million balance for use in future years.

### Financial reporting

Regular financial reporting is provided to the Strategic Policy and Resources Committee (“SP&R”), comprising details of budget, a revised budget, and detailed explanations of movements against budget. A final outturn is included as part of the Management Commentary in the audited annual accounts. We have focused upon ‘utilisation of reserves’, as this is the key driver for performance against budget for the Council and its members. The General Fund reserve allows the Council to smooth out pressures over a number of years.

The forecast outturn for the 2018-19 £336.2 million general fund budget as reported quarterly is presented below, with the full year forecast as reported at each quarter presented to show the changes in expectations over the year.

Forecast outturn (£000)	Jun 18	Aug 18	Nov 18	Jan 19	Mar 19
Budgeted use of reserves	13,002	12,983	13,328	13,644	13,644
Variance of financed from/(returned to) reserves against budget	508	929	(3,813)	(3,455)	(9,986)

Whilst we note an underspend of £10 million against budget, there has been a planned overall reduction in reserves.

The SP&R were advised of a £3.5 million variance across the Council in April 2019 based on financial data at 31 January 2019. This was made up of projected underspend in Education & Children’s Services (£1.4 million), Housing & Environment (£1.9 million), Corporate & Democratic Services (£0.4 million) and other corporate budgets (£0.6 million). This was partially offset by a projected over spend on Health & Social Care (£0.8 million).

The final under spend for the Council was £10 million – a movement of £6.5 million on the position reported to SP&R in April. The main reasons for this additional under spend were a movement on earmarked Reserves (£5 million) which included the Devolved School Management Scheme, Revenue Grants and other earmarked Reserves. There were further additional Service under spends (£1.5 million), primarily in Property, that contributed to the final position.

We conclude that management reported regularly, and in sufficient detail to members in order that timely decisions could be made by the Council.

### Capital budget

The composite capital budget approved in June 2018 for the period 2018-19 set net expenditure of £70.8 million, against a final net budget of £50.9 million reported at year end.

Significant expenditure was undertaken in respect of the school modernisation programme of £7.3 million, roads structural maintenance of £10.7 million, and the A9/A85 road junction improvements programme of £11.3 million.

The final outturn of budget against actual was net expenditure of £49.2 million, and underspend of £1.7 million on budget.

The net budget reduced during the year owing to additional Scottish Government grant income of £4.8 million in respect of Early Learning & Childcare and completion of the Almondbank Flood Prevention Scheme.



# Financial management (continued)

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In respect of the HRA, the budget report was approved in January 18 by the housing and Communities Committee, and set a net budget of £12.4 million, with a revised budget finalised in April 2019, totalling £17.6 million. The increase in budget was as a result of higher than forecast Council Buy-Backs, and investment brought forward from future years.

The final outturn was £17.5 million, resulting in a £0.1 million underspend against budget.

A new Strategic Investment and Improvement Board is being created to merge the Strategic Investment Group, Corporate Resource Group and Transformation Group which currently have some overlapping responsibility.

### Accounts and audit process

Draft annual accounts were authorised for issue by the audit committee on 26 June 2019, and the audit commenced on 1 July 2019 with a statutory sign off required before 30 September 2019. We received a copy of the draft annual accounts on 26 June 2019.

High quality working papers were provided at the start of the audit fieldwork and management responded effectively to our queries. No significant issues arose during the audit and a low number of audit misstatements were identified. In the prior year there was a misstatement relating to the property revaluations and the audit of the revaluations was challenging. The supporting documentation for revaluations showed significant improvement in 2018-19, with more evidence being available to support the judgements made by the valuations team. Some judgement was not readily available, and our valuation specialist did communicate with the internal valuer on a number of occasions.

The pension scheme actuaries prepared disclosures based on estimated assumptions for the unaudited annual accounts. These assumptions were updated during the audit to reflect subsequent evidence, and changes were made to the annual accounts. The changes were as a result of the McCloud judgement, which increased the pension liability in the accounts by £5.3 million. As noted on page twelve, we concluded that this estimate was materially correct, and was not available to management when the draft annual accounts were being prepared. We therefore did not consider it a misstatement.

One key area of improvement was identified during the course of our audit. The accounts production process is considered robust, with minimal audit adjustments required as a result of accounting errors. As noted in the BVAR, "The process has a higher number of traditional, manual components than other local authorities and is reliant on key individuals". Management has expanded the number of individuals supporting the annual financial statements process which reduces the reliance on key individuals although some risk remains. While the existing processes are robust, we recommend the Council continues to work with external audit to identify and agree any opportunities for further efficiency.

**Recommendation one**

# Financial management (continued)

## Internal control

We consider that the Council has a robust control environment. We tested the operating effective controls within certain financial processes, where reliance upon them enabled an efficient testing approach. No exceptions were identified from the testing and the controls tested were:

- Review of valuations (relates to a significant risk).
- Transfer of pensionable data and management review of assumptions and assets (relates to a significant risk).
- Capital and revenue budget monitoring (relates to a significant risk)
- Bank reconciliations.
- Procurement: contract awards.
- BACS authorisations.
- HRA income reconciliation.
- Council tax and non-domestic rates assessor report reconciliation, and council tax and non-domestic rates reliefs.

In our interim report, we highlighted two annual controls were as yet untested owing to the timing of our interim work. We confirmed these controls operated satisfactorily after the year end.

We noted in the prior year audit that although the Council demonstrates a good level of control through general IT controls, we were unable to place reliance on these controls in the audit. The primary reason for this was a lack of system logging and monitoring in place for IT privileged users. We did not plan to rely on these controls for the 2018-19 audit, and provided an update in our interim report presented in May 2019.

In 2017-18 we made a total of six recommendations and a summary of their status is presented opposite. The action plan detail is shown on page 36 onwards. We report that all 6 recommendations have been resolved at year end.

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Status	Grade one	Grade two	Grade three
Implemented	-	3	3

## *Our view – financial management*

We consider that the approach to financial management, including budget setting and monitoring is appropriate with clear supporting governance arrangements. The Council demonstrates good practice, in a local authority context, through regular financial reporting

The controls tested for the purposes of forming an opinion on the annual accounts were found to be effective.

# Financial sustainability

**Financial sustainability looks forward to the medium and longer term to consider whether the body is planning effectively to continue to deliver its services or the way in which they should be delivered.**

As discussed in more detail on page 29, the Council's medium and long term financial planning, and its transformation programmes were considered as part of the BVAR report. The report considered that the Council has robust financial planning and management arrangements, including effective monitoring and reporting and medium-term financial planning. The financial outlook is challenging, but the council is well placed to address projected funding gaps through its transformation programme and savings identified as part of the medium-term financial plan.

### Annual budget presentation

The annual budget for 2019-20 was approved by Council on 20 February 2019. The budget report set out the general fund revenue budget for 2019-20, together with the provisional general fund revenue budget for 2020-21 and 2021-22. The capital budget was set for the period 2019-20 to 2028-29.

The Council is required to set a balanced budget in each financial year, and in 2019-20 proposed budget flexibility of £3.2 million (underspends from the prior year), and utilisation of reserves totalling £6.1 million.

### Audit Scotland area of focus - Changing public landscape for financial management

Scottish public finances are fundamentally changing, with significant tax-raising powers, new powers over borrowing and reserves, and responsibility for 11 social security benefits. Scottish Government published an initial five year Medium term Financial Strategy in May 2018, which was refreshed in May 2019.

The Council does not obtain new financial powers directly as a result but may be impacted indirectly by subsequent delegated powers or changes in the external economic environment. The Local Government Finance (Scotland) Settlement 2018-19 includes the continued flexibility to increase Council Tax, with a cap of 4.79% for 2019-20. The Council confirmed in its budget in February 2019 that an increase of 4% would be applied.

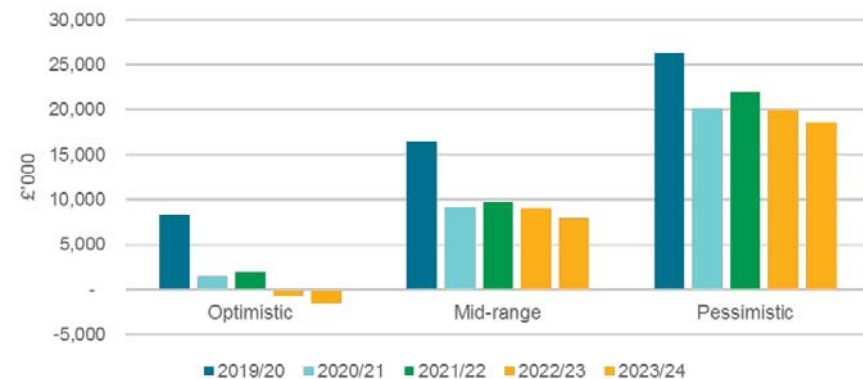
**DRAFT**

Other tax raising powers outlined in January 2019, (including tourist visitor levy, parking levy and non-domestic rates empty property relief) have not been reflected in the projected income in the 2019-20, provisional 2020-21, or provisional 2021-22 revenue budget, nor the medium-term financial plan.

### Medium-term financial plan

The medium-term financial plan is prepared on an annual basis by the Council for make planning assumptions on future finances, covering the following five years. When preparing the October 2018 medium-term financial plan, the Council considered assumptions over increasing service demands, pay settlements and uncertainty in respect of Local Government grant settlements. The medium term financial highlighted that a significant level of recurring savings will continue to be needed. The total mid-range value required to 2023-24 is forecast as £52.3 million, and the pessimistic outlook is £106.8 million.

Estimated levels of savings are forecast for each of the next five years as presented in the most recent medium-term financial plan:



Source: Perth and Kinross Council MTFP 2019/20 to 2023/24

# Financial sustainability (continued)

## Use of reserves

The Council continued to invest its reserves in the future of the organisation during 2018-19, including £1.9 million in respect of the earmarked Transformation Programme. The Council utilised a total of £3.7 million from the General Fund reserve in delivering the 2018-19 financial outturn.

As at 31 March 2019, the Council had uncommitted general fund reserves of £12.7 million which equates to 3.6% of Net Cost of Services of £351 million (3.5% as at 31 March 2018). These reserves are to support the delivery of services in the case of unexpected issues, and a reserves strategy is in place.

We consider that this level of reserves is reasonable for a Council of the size of Perth and Kinross Council. The total held is in line with the Reserves Strategy approved in February 2019, which targets an uncommitted reserves balance between 2% and 4%. However the risk for the Council is the non-delivery of savings which would impact on these reserves.

General Fund Reserves	31 March 2018 £000	Increase /(utilisation) £000	31 March 2019 £000
Transformation Programme	10,971	(1,865)	9,106
Other Earmarked Reserves	28,020	(2,359)	25,661
Uncommitted General Fund Reserve	12,108	566	12,674
<b>Total General Fund Reserves</b>	<b>51,099</b>	<b>(3,658)</b>	<b>47,441</b>

## Borrowing

Total borrowing as at 31 March 2019 was £29.7 million greater than as at 31 March 2018, with overall borrowing being £390.8 million. The increase in borrowing is primarily funding investment in capital.

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## Cash and Short Term Investments

Liquidity	31 March 2018 £000	31 March 2019 £000	Movement £000
Cash and cash equivalents	15,736	22,503	6,767
Short term investments	20,537	25,317	4,780
Short term borrowing	(16,176)	(18,187)	(2,011)
<b>Current liquidity</b>	<b>20,097</b>	<b>29,633</b>	<b>9,536</b>

As at 31 March 2019 cash and short term investments increased by £11.5 million as a result of the underspend against budget highlighted on page 19.

## Audit Scotland focus area: Key supplier dependency

All bodies are potentially exposed to the failure of a key supplier, in an operational and infrastructure context.

The Council provided us with a list of the top ten suppliers by value in 2018-19, three of which were identified as group components with no going concern issues.

The Council has a procurement strategy in place, and we considered the 2019-20 strategy as part of this report. Each contract awarded in excess of £50,000 requires a contract strategy, which considers risk, sustainability and an exit strategy. Each directorate is responsible for reviewing contractual arrangements as part of their own performance monitoring.

In addition, Internal Audit carried out an assessment of contract management in August 2018, and the procurement service reported that the recommendations made have been implemented. This will be followed up by Internal Audit in 2019-20 as part of their regular follow up of audit reports.

# Financial sustainability (continued)

The Council also receive three annual reports including the procurement annual report which reviews the Council's overall supply chain in an appropriate manner.

The Council do not consider the financial sustainability of suppliers on a regular basis after contracts are awarded which raises a risk that suppliers may not be able to continue providing services. Outwith the contract strategy, we were unable to determine whether a contingency plan existed for these key suppliers (this is pending confirmation from procurement)

### Audit Scotland area of focus: EU withdrawal

As part of our responsibilities, we considered the readiness of the Council for an original 29 March 2019 departure date.

The Council maintains a detailed and robust risk register at a corporate and service level, which details those risks that it considers could impact service deliver.

This corporate risk register contains three key risks relating to EU withdrawal, covering the workforce, funding and the wider council area. All three risks are the responsibility of the Chief Operating Officer, which gives sufficient prominence and importance of these risks.

The Council completed a self-assessment based on Audit Scotland's guidance to report its readiness for EU departure, and determined that:

- In respect of the workforce, those non-UK EU national staff were identified, and has commenced processes to support these employees, including setting up an intranet page for reference and details. In addition, the Corporate Workforce Plan identifies hard to fill roles, that may become more challenging to fill as a result of Brexit.
- The Westminster Government and Scottish Government announced a guarantee that UK projects that are approved before the UK officially leaves the EU will receive the funding to which they were awarded. In assessing further financial impact of EU withdrawal, the Council identified £8.4 million in funding to be received between 2013-2020 which is not viewed as significant. Additional future funding, such as the Tay Cities Deal and UK Shared Prosperity Fund are expected to be available in the short-term.

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- The implications relating to rules and regulations would have an impact on service delivery. The current regulatory framework will be transcribed into UK law, and therefore considered the risk to be minimal. Some regulatory changes have been considered in respect of data processing, and exports which may be challenging to the wider region.

We recognise planning for EU withdrawal is challenging for any entity, however, based on key areas highlighted across the public sector, we consider the Council to have been moderately prepared for EU withdrawal. At 29 March 2019, the Council had made clear progress in identifying risks, and developing mitigating actions to reduce potential impact on the delivery of services.

### *Our view – financial sustainability*

The Council will continue to utilise reserves associated with the transformation programme which is designed to realise benefits and savings required over the period.

The actual use of reserves in 2018-19, coupled with the planned budget utilisation of £6.1 million in 2019-20 means that the general fund reserve may continue to diminish. The Council will need to continue to identify and explore options to relieve expenditure pressures faced.

# Governance and transparency

**Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making, and transparent reporting of financial performance.**

### Governance

The BVAR highlighted several findings regarding the governance arrangements within the Council.

The council operates with a total of 20 committees, ten of which administer common good funds. In addition to the scrutiny committee, the key committees include the strategic policy and resources committee, the lifelong learning committee, the environment and infrastructure committee, the housing and communities committee and the audit committee.

The council established the current committee structure after the last election when the new council decided to review and implement changes to adapt to scrutiny and new challenges. The key changes included reducing the overall number of committees and increasing the membership of the scrutiny committee from seven to 11 members.

Although the existing committee and management structure are aimed at streamlining the council's activities, both officers and members agree that the number of reports and current governance arrangements make decision-making lengthy and there is further scope for improvement. The Council is currently reviewing the committee structure, the quality of report writing for outcome agreements and business cases and ensuring scrutiny and audit functions are more robust.

The council is proactive about improving its governance. The ongoing review should consider simplifying the council's governance arrangements to improve decision-making.

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**Audit Scotland area of focus - Care income, financial assessments and financial guardianship**

The experience of a number of local government audits indicates there may be issues with the systems and processes for collecting care income, undertaking financial assessments on individuals receiving care and financial guardianship. In some cases where the responsibilities for financial assessments on those receiving care has transferred from social care to finance has revealed issues with backlogs of financial assessments and under-recovery of care charges over many years.

The Council is responsible for collection of care income and processing financial assessments. In June 2019, the Corporate and Democratic Service transferred the responsibility of charging for care income to the Health and Social Care service. The final Charging Board meeting of June 2019 reported that there were 1,325 financial assessment cases outstanding, a rise from the previous month at 1,177 items. However, it was reported in both meetings that approximately 90% of these related to 2019-20. During 2018-19, we determined that the Charging Board oversaw the monitoring of the backlog, and performance of the service to ensure this risk was managed.

No officers of the Council act as financial guardianships for individuals with a lack of capacity to act in their own interests.



# Governance and transparency (continued)

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### Scrutiny and Following the Public Pound

There is a high degree of scrutiny and challenge exercised by officers and members. This scrutiny is facilitated through the Scrutiny Committee which has responsibility covering adequacy of arrangements and procedures, policies and practices in operation with respect of corporate governance and review of the adequacy of arrangements with regards to Council assessment and management of risk.

The Council's monitoring and challenge of Arm's Length External Organisations ("ALEOs") continues to be reported as part of an annual process reporting to SP&R. We have previously considered management's processes to comply with the Following the Public Pound Code ("the FtPP Code"). Its local code of practice applies the FtPP Code in the local context of the Council's interactions with its ALEOs, and this year we confirmed that a public report was available for consideration.

### Annual Governance Statement

The Annual Governance Statement within the Council's annual accounts sets out the Council's conclusion on the effectiveness of governance and the basis for that conclusion. It describes the sources of assurance to support the Council's compliance with the seven principles of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government*. The Annual Governance Statement includes areas where there is future development in governance and where governance issues have been identified. It concludes that the Council's governance arrangements operate effectively.

We consider that the Annual Governance Statement shows an appropriate and accurate reflection of the governance arrangements at the Council.

### National Fraud Initiative ("NFI")

The NFI in Scotland brings together data from local government, health boards and other public sector bodies. Matching data obtained from the systems of participating bodies allows the identification of potentially fraudulent claims on the public purse including housing benefit fraud, occupational pension fraud and payroll fraud.

The Council submitted received matches for investigation during January 2019, to identify potential frauds or errors, with a deadline of 30 September 2019.

We completed a questionnaire considering the Council's participation in NFI for submission by 30 June 2019, with a generally positive conclusion.

### Standards of conduct for prevention and detection of fraud and error

The Council has a range of procedures for preventing and detecting fraud and irregularity including: a whistleblowing policy; fraud, bribery and bribery policy; and codes of conduct for members and officers. We assessed these to confirm that they were appropriate, readily available to staff and are regularly reviewed to ensure they remain relevant and current.

We consider that the Council has appropriate arrangements for the prevention and detection of bribery and corruption.

### Risk management

The Council's risk management processes have undergone a significant redesign over the last three years, as noted in our previous two annual audit reports.

The continued changes through 2018-19, and the transfer of risk management to Legal and Governance has focussed the Council's management of risk to issues that could impact on operational delivery of services. This continues to improve the ability of the Council to identify and respond to significant risks.

The most recent corporate risk register identifies a number of strategic risks. This highlights to members those risks, controls, and residual risk that the Council is exposed to. Management summarises the future actions being undertaken, and this is considered an appropriate process for risk management.

# Governance and transparency (continued)

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## Local Area Network (“LAN”)

The 2018-19 Local Scrutiny Plan (“LSP”) prepared by the LAN of scrutiny partners for the Council was issued to Perth and Kinross Council in April 2018, and considered by the full Council following engagement with management. The LSP is based on a shared risk assessment undertaken by the LAN, comprising representatives from scrutiny bodies which engage with the Council.

The Accounts Commission, supported by Audit Scotland, chairs the Strategic Scrutiny Group (‘SSG’). During 2018, the SSG reviewed the effectiveness of national scrutiny coordination and the Shared Risk Assessment process. As a result, a number of changes were made, the most notable being no requirement for LANs to produce LSPs. The new approach looks to embed a discussion about risks and responses between scrutiny bodies across the year, rather than a specific one-off approach.

## Internal audit

We considered the activities of internal audit against the requirements of Public Sector Internal Audit Standards (“PSIAS”), focusing our review on the public sector requirements of the attribute and performance standards contained within PSIAS.

Every local authority internal audit function must be externally assessed against the PSIAS once every five years. In 2018 we reviewed the internal audit function covering the PSIAS requirements. We identified no significant issues in terms of its compliance with the PSIAS requirements.

We reviewed internal audit reports and conclusions, and consider that they do not indicate additional risks and there was no impact on our audit approach. Internal audit’s annual report confirmed, “In the Chief Internal Auditor’s opinion, reasonable reliance can be placed on the Council’s risk management and governance arrangements, and systems of internal control for 2018/19, subject to management implementation of the agreed actions detailed in Internal Audit reports and summarised within this report.”

Internal audit completed all 26 planned audits per the 2018-19 Internal Audit Plan, and where Council projects extend into 2019-20, these have been carried forward. One unplanned audit was also delivered in relation to cash office controls.

Internal audit recommendations are considered by officers in each service and the actions reviewed by Internal Audit prior to closure. As detailed in the Internal Audit Report 2018-19, 55 actions were identified as a result of the work undertaken, with 32 due for completion within the financial year. Of these, 28 were reviewed by Internal Audit and concluded as being completed, which represents a satisfactory completion rate of 86%. Those incomplete actions are carried forward into 2019-20.

## Audit Scotland focus area: openness and transparency

There is an increasing focus on how public money is used and what is achieved. In that regard, openness and transparency supports understanding and scrutiny.

The BVAR considered the openness and transparency of the Council in its report, and concluded that the “Council operates in a transparent manner”.

During the course of our audit, we did not identify any issues relating to openness or transparency that require any additional mention.

## Our view – governance and transparency

We consider that the Council operates in an appropriately transparent manner.

The Council has good governance arrangements, with sufficient scrutiny offered from Council members through the Scrutiny Committee, and from an internal audit service that is sufficiently independent from finance and service delivery.



# Best Value and Value for Money

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**Best value is assessed over the five-year audit appointment, as part of the annual audit work. In addition, a Best Value Assurance Report (“BVAR”) for each council will be considered by the Accounts Commission at least once in this five-year period. The BVAR for Perth and Kinross was published on 8 August 2019, with the Commission’s findings on 22 August 2019.**

The key messages from the BVAR are:

- The council has clear strategic objectives that have remained stable over a period of time. There is strong member and officer leadership together with appropriate levels of challenge and scrutiny. The council is currently reviewing its governance arrangements with the aim of streamlining and further improving decision-making.
- Since the 2008 Best Value report, the council has improved at a steady pace. Overall, outcomes for the community are improving. Officers and members are positive about the Perth and Kinross Offer, that is a proposed approach to service design and development co-designed with citizens and communities. It is still at an early stage, but has potential to provide a step-change in the levels of community engagement and the pace of improvement.
- The council has robust financial planning and management arrangements including effective monitoring and reporting and medium-term financial planning. The financial outlook is challenging, but the council is well placed to address projected funding gaps through savings from its transformation programme and medium-term financial plan. The council approves a three-year revenue budget and budget flexibility scheme which encourages longer-term planning. It should consider building on this by developing a longer-term financial plan covering five to ten years.
- The council has made good progress in providing online access to services. The council is in the process of reassessing its use of information and technology. Following completion of its digital maturity assessment, it intends to update its digital strategy. This should reflect its ambition of becoming the most digitally innovative council in Scotland.
- The council undertakes self-evaluation and is receptive to third-party evaluation and inspection. Its self-evaluation could be more explicit about improvement plans. The council uses performance management information and reporting to drive continuous improvement at service level, but annual public performance reporting should be more balanced. More could be done to consistently demonstrate that performance management drives change and improvement.
- Residents in Perth and Kinross are more satisfied with their council's services than the Scottish average and the council has received positive inspection reports in recent years. There are examples of the council delivering services in innovative ways, making savings and improving outcomes for vulnerable service users.
- Perth and Kinross Council works well with partners, in particular with regional partners across Tayside and the effectiveness of working arrangements with the integrated joint board has improved over the last 12 months. The community planning partnership needs to take a more active role in leading partnership working and strategic change.
- There are good examples of community engagement at service level, but the council could do more to involve communities earlier in strategic planning discussions and demonstrate the outcome of engagement. The council is aware that it needs to do more to embed community empowerment in the way the council and its communities work together.

### ***Our view – Best Value and Value for Money***

The BVAR summarised the Council is performing well, and that there are a number of recommendations made going forward.

We will follow up on these recommendations as part of our subsequent annual audit procedures as appropriate.



# Appendices

## Appendix one

# Required communications with the Audit Committee

Type	Response
<b>Our draft management representation letter</b>	 We have not requested any specific representations in addition to those areas normally covered by our standard representation letter for the year ended 31 March 2019.
<b>Adjusted audit differences</b>	 There was one adjusted audit differences with no deficit reduction impact. See appendix three.
<b>Unadjusted audit differences</b>	 There was no unadjusted audit differences identified.
<b>Related parties</b>	 There were no significant matters that arose during the audit in connection with the entity's related parties.
<b>Other matters warranting attention by the Audit, Risk and Scrutiny Committee</b>	 There were no matters to report arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process.
<b>Control deficiencies</b>	 We communicated to management in writing all deficiencies in internal control over financial reporting of a lesser magnitude than significant deficiencies identified during the audit that had not previously been communicated in writing.
<b>Actual or suspected fraud, noncompliance with laws or regulations or illegal acts</b>	 No actual or suspected fraud involving Group or Component management, employees with significant roles in Group-wide internal control, or where fraud results in a material misstatement in the financial statements were identified during the audit.

Type	Response
<b>Significant difficulties</b>	 No significant difficulties were encountered during the audit.
<b>Modifications to auditor's report</b>	 None.
<b>Disagreements with management or scope limitations</b>	 The engagement team had no disagreements with management and no scope limitations were imposed by management during the audit.
<b>Other information</b>	 No material inconsistencies were identified related to other information in the annual accounts.  The Management Commentary is fair, balanced and comprehensive, and complies with the law.
<b>Breaches of independence</b>	 No matters to report. The engagement team and others in the firm, as appropriate, the firm and, when applicable, KPMG member firms have complied with relevant ethical requirements regarding independence.
<b>Accounting practices</b>	 Over the course of our audit, we have evaluated the appropriateness of the Group's accounting policies, accounting estimates and financial statement disclosures. In general, we believe these are appropriate.
<b>Significant matters discussed or subject to correspondence with management</b>	 The key audit matters (summarised on pages seven to 11) arising from the audit were discussed, or subject to correspondence, with management.

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# Auditor independence

### Assessment of our objectivity and independence as auditor of Perth and Kinross Council (“the Council”)

Professional ethical standards require us to provide to you at the conclusion of the audit a written disclosure of relationships (including the provision of non-audit services) that bear on KPMG LLP’s objectivity and independence, the threats to KPMG LLP’s independence that these create, any safeguards that have been put in place and why they address such threats, together with any other information necessary to enable KPMG LLP’s objectivity and independence to be assessed.

This letter is intended to comply with this requirement and facilitate a subsequent discussion with you on audit independence and addresses:

- General procedures to safeguard independence and objectivity;
- Independence and objectivity considerations relating to the provision of non-audit services; and
- Independence and objectivity considerations relating to other matters.

### General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP partners and staff annually confirm their compliance with our ethics and independence policies and procedures including in particular that they have no prohibited shareholdings. Our ethics and independence policies and procedures are fully consistent with the requirements of the FRC Ethical Standard. As a result we have underlying safeguards in place to maintain independence through:

- Instilling professional values
- Communications
- Internal accountability
- Risk management
- Independent reviews.

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We are satisfied that our general procedures support our independence and objectivity.

### Independence and objectivity considerations relating to the provision of non-audit services

#### Summary of fees

We have considered the fees charged by us to the Council and its affiliates for professional services provided by us during the reporting period. We have detailed the fees charged by us to the Council and its related entities for significant professional services provided by us during the reporting period below. Total fees charged by us for the period ended 31 March 2019 can be analysed as follows:

	Current Year £000 (inc VAT)	Prior Year £000s (inc VAT)
<b>Audit of Council</b>	162	158
<b>Audit of Charitable Trusts</b>	3	3
Total Audit	165	161
<b>Tax Advisory services</b>	1	0
Services relating to Taxation	1	0
Total non-audit services	1	0
Total Fees	166	161

## Appendix two

# Auditor independence (continued)

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The ratio of non-audit fees to audit fees for the year was 0.01: 1. We do not consider that the total non-audit fees create a self-interest threat since the absolute level of fees is not significant to our firm as a whole.

### *Subsidiaries*

We are appointed by the Accounts Commission via Audit Scotland as external auditor of Perth and Kinross Council Charitable Trusts; the Tayside and Central Scotland Transport Partnership and Perth and Kinross Integration Joint Board.

### **Independence and objectivity considerations relating to other matters**

There are no other matters that, in our professional judgment, bear on our independence which need to be disclosed to the Audit Committee.

### **Confirmation of audit independence**

We confirm that as of the date of this report, in our professional judgment, KPMG LLP is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Director and audit staff is not impaired.

This report is intended solely for the information of the Audit, Risk and Scrutiny Committee and should not be used for any other purposes.

We would be very happy to discuss the matters identified above (or any other matters relating to our objectivity and independence) should you wish to do so.

Yours faithfully

**KPMG LLP**



## Appendix three

# Audit differences - adjusted

The table below lists the adjusted audit differences identified during the course of our 2018-19 audit procedures.

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Nature of adjustment	Balance sheet		Income and expenditure account	
	£'000 DR	£'000 CR	£'000 DR	£'000 CR
<b>1. Employee compensation absences accrual (see page eight)</b>  Dr Creditors Cr Net Cost of Services  Dr General fund (adjustments between accounting and funding basis under regulations) Cr Employee Statutory Adjustment Account	262	262	262	262
Being an adjustment recognising an error in the calculation of the absences accrual. This error did not impact on future reserves available to the Council.				

## Appendix four

# Action Plan

The action plan summaries specific recommendations arising from our work, together with related risks and management's responses.

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### Priority rating for recommendations

Grade one (significant) observations are those relating to business issues, high level or other important internal controls. These are significant matters relating to factors critical to the success of the Council or systems under consideration. The weaknesses may therefore give rise to loss or error.

Grade two (material) observations are those on less important control systems, one-off items subsequently corrected, improvements to the efficiency and effectiveness of controls and items which may be significant in the future. The weakness is not necessarily great, but the risk of error would be significantly reduced if it were rectified.

Grade three (minor) observations are those recommendations to improve the efficiency and effectiveness of controls and recommendations which would assist us as auditors. The weakness does not appear to affect the availability of the control to meet their objectives in any significant way. These are less significant observations than grades one or two, but we still consider they merit attention.

Finding and risk	Recommendation	Management proposed actions
<b>1. Financial statements preparation (Grade three)</b>		
While the Council has a robust process, as highlighted in the BVAR, it 'has has a higher number of traditional, manual components than other local authorities'. The Council has expended the number of individuals involved in the financial statement production process to reduce reliance on key individuals.	It is recommended that management continue to work with external audit to consider whether there are opportunities for efficiency.	The Council will build on the existing work with KPMG to identify areas to streamline the preparation of the financial statements.  Responsible Officer: Chief Accountant  When: 31 March 2020
<b>2. Valuation of property, plant and equipment (Grade three)</b>		
We made a recommendation in 2017-18 relating to the use of external valuation firms to support to the ongoing valuation cycle of the Council's property assets. The Council has improved, and engaged two firms to deliver these external valuations.	Building on good practice in 2018-19, management should consider annually and agree with external audit any unusual valuations which may benefit from additional ext. valuation. Where such valuations are obtained and differ significantly from internal valuer's opinion, the explanation for the differences should be documented to support reasonableness of the internal valuations.	The Council's Estates Team will build on the provision of narrative to support how internal valuations are reached.  Responsible Officer: Senior Estates Surveyor  When: 30 June 2020

## Appendix five

# Prior Year Recommendations

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This section provides an update on prior year external audit recommendations, to determine whether they have been addressed. The table below summarises the recommendations made during the 2017-18 audit, and highlights our final conclusion on those recommendations not yet due when we reported in May 2019.

Original finding and risk	Recommendation	Original actions	Status
<b>1. (Grade two) Valuation of property, plant and equipment - Audit dimension: financial management</b>			
<p>We could not identify a control over the revaluation process for property plant and equipment. This gives rise to a risk that the valuations are misstated. One misstatement was identified in the valuations tested as at 31 March 2018.</p> <p>In addition, there is a risk of loss of expertise and continuity in the team due to the retiral of the Senior Estates Surveyor.</p>	<p>We recommend that management engages an external valuation provider to reperform a sample of high risk valuations, or to review and challenge the valuations.</p>	<p><b>Management response:</b> The Council will engage an external valuation provider to re-perform a sample of high risk valuations.</p> <p><b>Implementation date:</b> 30 May 2019</p> <p><b>Responsible officer:</b> Investment Manager</p>	<p><b>Implemented</b></p> <p>The estates team have identified a number of high-risk assets, and indicated that an external valuation would be completed in parallel with an internal valuation. These valuations were internally reported and considered in February 2019.</p> <p>Our testing over the differences between the internal and external valuations were satisfactory. However, we did not find any documented evidence of an assessment of the Council's valuations.</p> <p>We therefore recommend a written assessment of the key differences between the two valuations where they are required in future years (see Appendix four).</p>



# Prior Year Recommendations (continued)

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Original finding and risk	Recommendation	Original actions	Status
<b>2. (Grade two) Valuation documentation and compliance - Audit dimension: financial management</b>			
<p>During the course of our audit, we tested a sample of revaluations undertaken by the internal valuation team. Our internal valuation specialist expected the valuation file to contain back-up for any assumptions, however documentation was not robust and several clarifications were sought on the inputs to the valuations.</p> <p>Our internal valuation specialist highlighted the RICS requirements to measure any land or building asset prior to revaluation if there has been a material change to the asset. Whilst we understand many Council assets have not undergone a material change, we could not obtain the level of documentation expected for asset measurements.</p>	<p>We recommend that management ensures valuations are carried out in compliance with all appropriate RICS standards, including documentation, judgements and measurements.</p>	<p><b>Management response:</b> The Council will ensure that valuations are carried out in compliance with all appropriate RICS standards. Documentation and measurements will be stored on the new Corporate Property system (Concerto).</p> <p><b>Implementation date:</b> 31 March 2019</p> <p><b>Responsible officer:</b> Investment Manager</p>	<p><b>Implemented</b></p> <p>In December 2018, the Estates team communicated the intention to introduce a control over the valuation process. This took the form of a review of the valuation by a more senior officer, which ensures sufficient documentation and challenge surrounding the valuation evidence which was audited by KPMG.</p> <p>No errors were identified during the course of our controls testing, and we placed full reliance on the valuation review.</p> <p>Our substantive testing over a sample of 16 valuations identified the level of documentation improved. Our valuation specialist required clarification on some points, over judgements, however, the response was more detailed than in the prior year. We continue to highlight that these key judgements are clearly included within the valuation report.</p>

## Prior Year Recommendations (continued)

DRAFT

Original finding and risk	Recommendation	Original actions	Status
<b>3. (Grade three) Revenue and capital monitoring - Audit dimension: financial management</b>			
<p>During our review of the revenue and capital monitoring reports, we were unable to identify a defined 'level of precision'. This level of precision acts as a cut-off for those reading the report, and sets a variance that for all differences in excess, management explain the reasons. In this way, where there is no explicit commentary, members can assume there is no variance above the defined precision.</p> <p>We recognise that management's monitoring reports are detailed and that variances are discussed. Setting a level of precision strengthens this control which is operating effectively.</p> <p>There is a risk that variances may not be given sufficient prominence, or that variances are not reported.</p>	<p>We recommend that management introduces a set threshold for which any variances against budget in excess are reported.</p>	<p><b>Management response:</b> The Council will update the financial regulations to explicitly set out a level of precision of £50,000, whereby all variances (Revenue &amp; Capital) in excess of this will be reported to the SP&amp;R Committee. However there will be many instances whereby the Committee reports will discuss variances that are less than this amount in order to recognise the importance of elected member scrutiny of Council finances.</p> <p><b>Implementation date:</b> 31 December 2018</p> <p><b>Responsible officer:</b> Chief Accountant</p>	<p><b>Implemented</b></p> <p>Financial Regulations were amended to indicate that all variances exceeding £50,000 will be reported to the SP&amp;R Committee.</p> <p>As discussed on page nine, we tested both the revenue and capital monitoring reports as part of our audit work in February 2019. The report reviewed as part of our controls work was for November 2018 and was therefore before the implementation of the £50,000 threshold. No issues were noted as a result of our interim testing however we will follow up on this control recommendation again during the year end audit to test whether the threshold has been implemented.</p>

# Prior Year Recommendations (continued)

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Original finding and risk	Recommendation	Original actions	Status
<b>4. (Grade two) General IT controls - Audit dimension: financial management</b>			
<p>Certain IT and business staff are assigned highly privileged access to the Council's IT systems (Integra, ResourceLink and Northgate), and are required to perform user administration, system development and configuration, and to ensure ongoing support and maintenance activities.</p> <p>We note that the Council does not monitor the activities performed by these accounts; security and event log auditing is either not enabled or not reviewed. For the purpose of relying on system generated reports for the external audit, we could not establish if the activities performed by these users were appropriate during the year. The weaknesses in the access assigned includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>the privileged access assigned allows users within the business to perform activities that should be segregated and/or pro-actively logged and reviewed to ensure appropriate; and</li> <li>review of privileged users is not undertaken or documented in a robust manner.</li> </ul> <p>Where privileged access is not robustly controlled, the risk is increased that:</p> <ul style="list-style-type: none"> <li>unauthorised access is gained to process erroneous or fraudulent transactions,</li> <li>unauthorised changes are made to data, and system settings;</li> <li>unauthorised changes are not detected and appropriate action taken;</li> <li>IT / operational system downtime is experienced; and</li> <li>the system does not function as intended by management.</li> </ul> <p>During testing over key systems, we did not identify any specific issues or errors.</p>	<p>Management should ensure that:</p> <ul style="list-style-type: none"> <li>a formal, documented and agreed policy is established that guides the Council's management of highly privileged access;</li> <li>user accounts are only used by the approved and appropriate persons;</li> <li>each time the highly privileged accounts are used there should be a requirement that a supporting and approved incident ticket or change request is logged and retained;</li> <li>the feasibility of implementing system audit logging for these highly privileged accounts is assessed, and if this is possible, a periodic review is performed over a sample of higher risk activity to ensure this was authorised and appropriate; and</li> <li>the logs are secured and retained in a segregated area that cannot be accessed by the users of the IT systems.</li> </ul>	<p><b>Management response:</b> The current policy will be developed to increase the level of monitoring and governance associated with highly privileged access. IT will investigate the feasibility of audit logging for highly privileged accounts and where feasible, a secure segregated storage area will be identified and a sample review of higher risk activity will be implemented.</p> <p><b>Implementation date:</b> 30 June 2019</p> <p><b>Responsible officer:</b> Information Security Manager</p>	<p><b>Implemented</b></p> <p>Our planned audit approach was designed on the basis that we would not rely on these IT controls. They were not tested in 2018-19.</p> <p>Management have indicated that:</p> <ul style="list-style-type: none"> <li>the Council's security policy has been reviewed and approved, along with the information security management system (ISMS) standards to confirm that management are satisfied with that a formal policy adequately covers highly privileged access;</li> <li>highly privileged accounts are issued on a need-to-have basis, and the responsibility for these accounts is held with the information asset manager;</li> <li>although IT staff are required to log actions in detail whenever administrative tasks are carried out, there is no policy or control that logs all privileged user action within each system; and</li> <li>although logs are kept securely segregated from systems managers and users, they are accessible to privileged IT users. These logs did not cover all key financial systems.</li> </ul>

# Prior Year Recommendations (continued)

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Original finding and risk	Recommendation	Original actions	Status
<b>5. (Grade three) Internal policy updates - Audit dimension: financial management</b>			
<p>Policies and procedures are held on the Council's intranet which is available to all staff.</p> <p>From a review of key policies we identified that a number have not been updated on a timely basis. Two versions of the communications security policy were found. The most up to date version of this policy was dated 2010, however it is required to be reviewed every three years. The most recent whistleblowing policy does not contain all information outlined in Protect's whistleblowing code of practice.</p> <p>There is a risk employees access policies and procedures which are not relevant to the current risk environment or contain out of date information therefore causing error or breach of laws and regulations.</p>	<p>It is recommended that:</p> <ul style="list-style-type: none"> <li>– a review is carried out of existing policies on the intranet and any old or superseded policies are removed;</li> <li>– the whistleblowing policy is updated to contain all items required by the whistleblowing code of practice; and</li> <li>– a checklist should be kept of the key policies and when these were last updated, with evidence of review within the required timescale.</li> </ul>	<p><b>Management response:</b> Noted. The Council is satisfied that all key policies and procedures in respect of financial and workforce management, regulatory controls and compliance and general governance are fit for purpose and reviewed appropriately. The Council does not have the resources to undertake a comprehensive review of all existing policies however any changes in legislation, national policy or where applicable industry best practice is reflected as a matter of course.</p> <p>The existing Whistleblowing policy will be refreshed to incorporate the Protect Code of Practice (formally Public Concern at Work).</p> <p><b>Implementation date:</b> ongoing, with whistleblowing updated for 31 March 2019</p> <p><b>Responsible officer:</b> Information Compliance Manager, with whistleblowing the Chief Internal Auditor.</p>	<p><b>Implemented</b></p> <p>Management agreed to update the whistleblowing policy to reflect the Protect Code of Practice. We confirmed that this update has been completed.</p>

## Appendix five

# Prior Year Recommendations (continued)

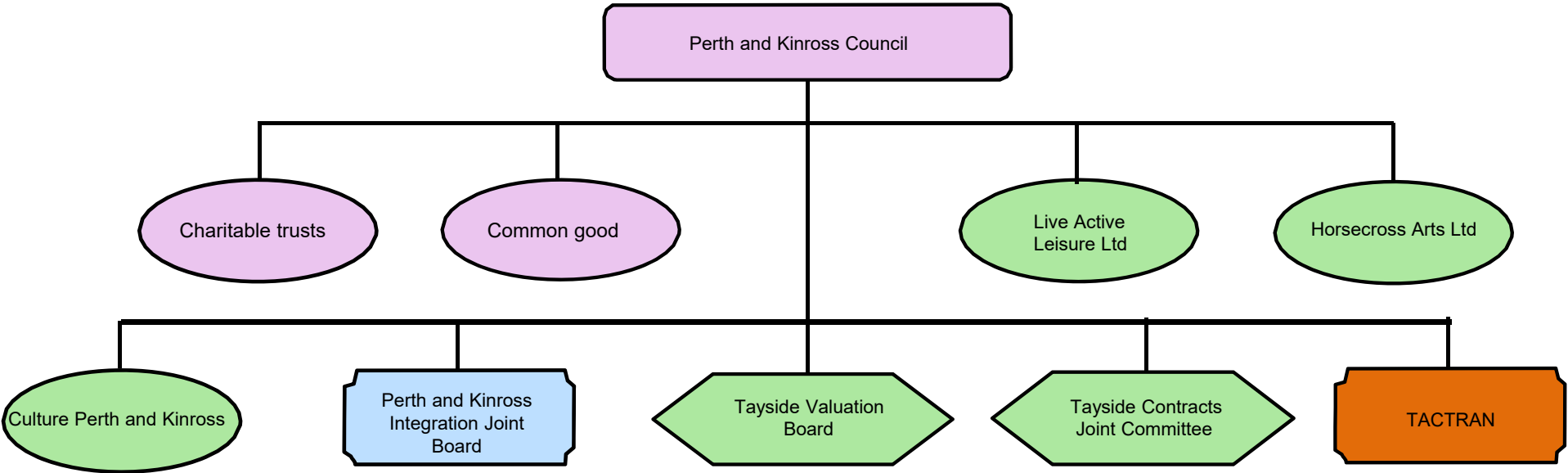
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Original finding and risk	Recommendation	Original actions	Status
<b>6. (Grade two) Following the public pound - Audit dimension: value for money</b>			
<p>We discussed with management the approach undertaken for ensuring Council's compliance with its Following the Public Pound code ("FtPP"). In prior years, the Council presented annually to the SP&amp;R Committee to ensure value for money and best practice arrangements are in place in relation to the Council's use of companies, trusts and other arm's length bodies. We were unable to verify that such an exercise had been undertaken during 2017-18.</p> <p>There is a risk that the Council may not be complying with the FtPP Code, and may not be demonstrating its value for money in the use in other external parties.</p>	<p>We recommend that management reverts to the FtPP reporting undertaken in prior years, whereby the results are communicated to the relevant committee of the Council, or consider an alternative in order to provide assurance over use of public funds.</p>	<p><b>Management response:</b> For 2017/18, detailed information in respect of FtPP activities was available on the Elected Members internal intraweb site. This will now be made publicly available. For 2018/19, the Council will revert to providing a comprehensive update to the SP&amp;R Committee on the Council's FtPP code.</p> <p><b>Implementation date:</b> 30 June 2019</p> <p><b>Responsible officer:</b> Corporate Procurement Manager</p>	<p><b>Implemented</b></p> <p>Through discussion with management, and as per management's response for 2017-18, the Council will revert to providing a comprehensive update to the SP&amp;R Committee before 30 June 2019.</p> <p>As a result of this finding, the Council retrospectively published the report as an addendum to the Strategic Policy and Resources Committee meeting of 13 June 2018.</p> <p>The 2018-19 FtPP reporting was included as part of the procurement update at 12 June 2019 meeting of the SP&amp;R.</p>

# Perth and Kinross Council group structure

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The below diagram sets out our scoping of group entities in relation to the group financial statements, and related group audit instructions.



Key

- Audited by KPMG “core team”
- Audited by KPMG – separate audit team
- Audited by KPMG – separate audit team, not consolidated on the grounds of materiality
- Audited by component auditor – group audit instructions to be issued where considered significant components

Main body

Subsidiary

Associate

Joint Venture /  
Joint Board /  
Partnership

## Appendix seven

# Grant claims and WGA return

We set out below the “other reporting” responsibilities of our audit appointment. We will update the audit committee at the September meeting should there be any exceptions arising from the testing.

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RETURN	DESCRIPTION	STATUS
<b>Whole Government Accounts (“WGA”)</b>	WGA is the consolidated financial statements for all components of government in the UK. Most public bodies are required to provide information for the preparation of WGA. External auditors are required to review and provide assurance on WGA returns over a prescribed threshold.	We did not identify any exceptions in our testing and expect to issue an unqualified opinion on the WGA in advance of the 30 September deadline.
<b>Non Domestic Rates (“NDR”)</b>	NDR in Scotland is collected by local authorities on an agency basis and notionally placed in a national ‘pool’, which is then redistributed among authorities based on each authority’s estimated collection levels.  In April each year, authorities submit an estimate of their expected NDR following the year end, authorities are required to submit their actual NDR yield, known as ‘the notified amount’ in a final return to the Scottish Government.	We did not identify any exceptions in our testing and issued an unqualified opinion on the NDR return.
<b>Housing Benefits (“HB”)</b>	The HB subsidy scheme is the means by which local authorities claim subsidy from the Department for Work and Pensions (“DWP”) towards the cost of paying HB in their local areas.  Claimants benefits either by direct application to the authority or by applying simultaneously for income support/jobseekers allowance and HB to the DWP. Eligibility for, and the amount of, HB is determined in all cases solely by the local authority.  Monthly instalments of subsidy are made by the DWP on the basis of authorities’ estimates in March and August. Final subsidy claims are made on claim form MPF720B which requires to be certified by the external auditor.	Our testing is ongoing and we expect to issue an opinion on the HB return in advance of the 30 November deadline.
<b>Education Maintenance Allowance (“EMA”)</b>	EMA is a means tested weekly allowance payable to young people from low income families to encourage them to remain in education beyond the compulsory school leaving age. Local authorities manage the delivery of the EMA programme in respect of schools, home education, and all other learning other than college provision.  EMA payments comprise a weekly allowance of £30 and are made by local authorities to eligible young people. The Scottish Government reimburses the costs incurred by authorities through monthly payments of grant. An allowance for the costs of administering the programme is also paid by the Scottish Government.	We did not identify any exceptions in our testing and issued an unqualified opinion on the EMA return.

## Appointed auditor's responsibilities

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AREA	APPOINTED AUDITOR'S RESPONSIBILITIES	HOW WE HAVE MET OUR RESPONSIBILITIES
<b>Statutory duties</b>	Undertake statutory duties, and comply with professional engagement and ethical standards.	Appendix two outlines our approach to independence.
<b>Financial statements and related reports</b>	<p>Provide an opinion on audited bodies' financial statements and, where appropriate, the regularity of transactions.</p> <p>Review and report on, as appropriate, other information such as annual governance statements, management commentaries, remuneration reports, grant claims and whole of government returns.</p>	<p>Page eight summarises the opinions we have provided.</p> <p>Pages 15 reports on the other information contained in the financial statements, covering the annual governance statement, management commentary and remuneration report.</p> <p>Page 16 reports that we have not yet issued opinions in respect of all grant claims and whole of government accounts.</p>
<b>Financial statements and related reports</b>	Notify the Auditor General or Controller of Audit when circumstances indicate that a statutory report may be required.	On page 22, we concluded on the effectiveness and appropriateness of arrangements and systems of internal control, including risk management, internal audit, financial, operational and compliance controls.
<b>Corporate governance</b>	Participate in arrangements to cooperate and coordinate with other scrutiny bodies.	Page 28 includes arrangements to cooperate and coordinate with other scrutiny bodies.
<b>Wider audit dimensions</b>	<p>Demonstrate compliance with the wider public audit scope by reviewing and providing judgements and conclusions on the audited bodies':</p> <ul style="list-style-type: none"> <li>- Effectiveness of performance management arrangements in driving economy, efficiency and effectiveness in the use of public money and assets;</li> <li>- Suitability and effectiveness of corporate governance arrangements;</li> <li>- Financial position and arrangements for securing financial sustainability;</li> <li>- Effectiveness of arrangements to achieve best value; and</li> <li>- Suitability of arrangements for preparing and publishing statutory performance information</li> </ul>	We set out our conclusions on wider scope and best value in from page 18 onwards.

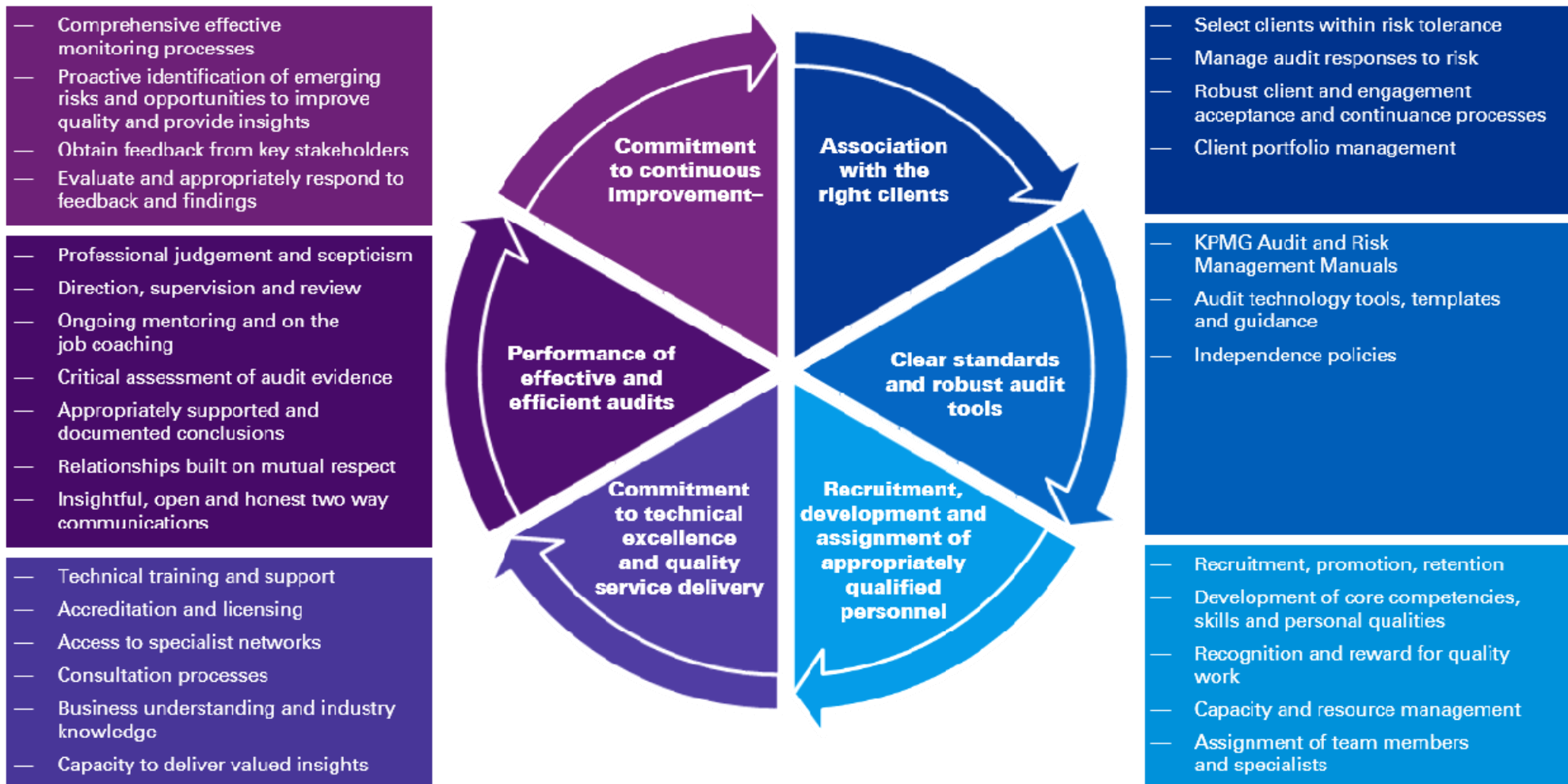


## Appendix nine

# KPMG's Audit quality framework

Audit quality is at the core of everything we do at KPMG and we believe that it is not just about reaching the right opinion, but how we reach that opinion.

To ensure that every partner and employee concentrates on the fundamental skills and behaviours required to deliver an appropriate and independent opinion, we have developed our global Audit Quality Framework





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