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Council Building
2 High Street
Perth
PH1 5PH

20 June 2019

A Meeting of the **Audit Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Wednesday, 26 June 2019** at **09:30**.

If you have any queries please contact Committee Services on (01738) 475000 or email 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 Audrey Coates
Councillor David Illingworth
Councillor Xander McDade
Councillor Mike Williamson
Councillor Willie Wilson

Audit Committee

Wednesday, 26 June 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.

- | | | |
|----------|--|-----------------|
| 1 | WELCOME AND APOLOGIES | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTE OF MEETING OF THE AUDIT COMMITTEE OF 22 MAY 2019 FOR APPROVAL AND SIGNATURE (copy herewith) | 5 - 12 |
| 4 | INTERNAL AUDIT UPDATE Report by Chief Internal Auditor (copy herewith 19/193) | 13 - 18 |
| 5 | INTERNAL AUDIT FOLLOW UP Report by Chief Internal Auditor (copy herewith 19/194) | 19 - 26 |
| 6 | INTERNAL AUDIT STRATEGY & PLAN 2019/20 Report by the Chief Internal Auditor (copy herewith 19/195) | 27 - 34 |
| 7 | RISK MANAGEMENT Report by Head of Legal and Governance Services (copy to follow) | |
| 8 | UNAUDITED DRAFT ACCOUNTS 2018/19 Report by Head of Finance (copy herewith 19/197) | 35 - 148 |

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PERTH AND KINROSS COUNCIL
AUDIT COMMITTEE
22 MAY 2019

AUDIT COMMITTEE

Minute of meeting of the Audit Committee held in the Council Chamber, 2 High Street, Perth on Wednesday 22 May 2019 at 9.30am.

Present: Councillors E Drysdale, S Donaldson, A Coates, D Illingworth, X McDade, M Williamson and W Wilson.

In Attendance: J Clark, C Irons, S Mackenzie, (from Art. 275(i)) L Simpson and M Terava (all Corporate and Democratic Services); J Cockburn (Education and Children's Services); L Brady, F Crofts, F Low and N Sutherland (all Housing and Environment).

Also In Attendance: M Wilkie & A Kolodziej, KPMG

Councillor Drysdale, Convener, Presiding.

The Convener led discussion on Arts. 270-275(i)(a), 276-277 and 279) and the Vice-Convener led discussion on Arts. 275(ii)(a) and 278)

270. WELCOME AND APOLOGIES/SUBSTITUTIONS

The Convener welcomed everyone to the meeting. There were no apologies.

271. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillors E Drysdale and X McDade declared a non-financial interest in Art. 275(ii)(a).

272. MINUTE

The minute of meeting of the Audit Committee of 27 March 2019 (Arts. 152-158) was submitted and approved as a correct record and authorised for signature.

With regard to Art. 157(iii)(a) Councillor W Wilson requested advice from officers to respond to enquiries from constituents on climate change.

L Simpson confirmed advice would be provided to all Councillors.

273. INTERNAL AUDIT FOLLOW UP

There was submitted a report by the Chief Internal Auditor (19/157) presenting a current summary of Internal Audit's follow up work.

J Clark referred to the new reporting format and members agreed it was easier to follow.

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It was noted that a report had been submitted to the Environment and Infrastructure Committee on 15 May 2019 on the Roads Maintenance Partnership (16-22) and the Chief Accountant had contacted relevant services requesting that reporting arrangements be verified by June 2019 (18-15).

Resolved:

- (i) The current position in respect of the agreed actions arising from internal audit work, be noted.
- (ii) The action plans be progressed, taking into account the recorded audit opinions.

274. INTERNAL AUDIT UPDATE

There was submitted a report by the Chief Internal Auditor (19/158) presenting a summary of Internal Audit's work.

With regard to the Transformation Programme, it was noted that the Programme was to come to an end in 2020 with transformation being embedded into everyday activities and included in the Perth and Kinross Offer.

In response to a question from Councillor X McDade regarding the Tay Cities Deal, J Clark advised a number of meetings had been held with the other Local Authorities involved to look at the governance arrangements and where audit could add value. Lessons were being learned from Fife Council from their partnership with Edinburgh Council. L Simpson added that the Tay Cities Region Joint Committee was a separate entity and each of the Authorities involved had a role to play in shaping the Lead Authority model.

Councillor S Donaldson referred to the ALEO'S (Arms' Length External Organisations) audit (18-04) and how best to hold the Organisations to account. L Simpson advised that in respect of Horsecross, the Horsecross Board was still the governing body but an advisory board had been set up to help with the smooth management of the organisation. Expertise within the Council will assist in establishing a recovery plan.

Resolved:

- (i) The completion of all assignments from the 2018/19 Audit Plan, be noted.
- (ii) The outcome of consultancy work, be noted.

275. INTERNAL AUDIT UPDATE

(i) Corporate and Democratic Services

(a) 18-14 – Welfare Reform

There was submitted a report by the Chief Internal Auditor (19/163) on an audit to ensure that the Council has an understanding of the impact of Welfare Reform on services.

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Councillor W Wilson asked if there were good working relations with partnership agencies, such as the Citizen's Advice Bureau and whether more support was needed for staff.

L Brand confirmed there was a strong network with partners and regular meetings were held with the CAB. The roll out of Universal Credit had increased workload for staff.

N Sutherland added that the CAB were working with the DWP (Department of Work and Pensions) and were offering help to make a claim.

N Sutherland also advised that the Welfare Rights Team were dealing with cases where Universal Credit had been deducted for historical debt. Some of the debt could not be disputed as it was now time-barred and some clients had advised they were unaware of the outstanding debt. There had been discussion with DWP as some crises payments were required but the situation was not sustainable.

Councillor W Wilson stated consideration had to be given to how the Council can be appraised of this situation as the system was defeating its own ends and the problems had to be mitigated.

The Council and parliamentary colleagues need to be made aware of the situation, the consequences of it and consider a way forward.

Councillor S Drysdale requested that a presentation be given to a future meeting of this Committee for members' consideration of how to manage the situation.

L Simpson agreed a presentation would be given to a future Committee and the matter would also be raised with the Executive Officer Team and Corporate Management Group.

Councillor X McDade queried the allowance of 5% for doubtful debt provision and L Brady advised it was difficult to know so early in the financial year, however, cases were monitored for trends and consider the impact of Universal Credit. Account was being taken of the change to the process and issues raised with COSLA and the DWP. Staff will be flexible when arranging repayments.

Councillor X McDade added that he was pleased staff were able to take this approach with repayments and requested figures for the debt provision. L Brady agreed to provide that for him.

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Councillor D Illingworth congratulated the Welfare Rights Team on being accredited to undertake benefits advice work and representation at the highest level as per the Scottish Government Standards. He added that the guide to benefits was very complex creating scope for under and over payments but with the Universal Credit system being updated weekly there was less opportunity for incorrect payments but he felt the Audit Committee was not the best place to discuss the benefits system.

Councillor E Drysdale agreed the Committee was not the natural home for the discussion but the Council want to be doing what they can for those in financial difficulties due to the new payments system.

L Simpson agreed it was not for the Committee to debate the policy but could identify risk to be dealt with. If the risk was due to the policy the Committee then need to look at the policy to mitigate risk.

Councillor M Williamson stated the system seemed to be set up to fail and the Council were at risk because of it and questioned if the number of appeals would rise.

N Sutherland advised the number of appeals for Universal Credit may not rise as there were limited reasons for appealing.

L Brady added that in the last financial year 34 cases had been overturned which was a 75% success rate at appeal.

Councillor M Williamson expressed concern that elderly do not feel they are entitled to benefits and do not apply. L Brady advised that the Welfare Rights Team get information to as many people as they can and will continue to work with partners to contact people. N Sutherland also advised that information was provided at the Cornhill Macmillan Centre in Perth and at Ninewells Hospital, Dundee.

Councillor S Donaldson stated it was an excellent report and the issues raised need to be considered and how to deliver the service, taking account of the risk factor but queried if there was adequate staff to deliver the service. He also asked why appeals were not held in Perth and people had to travel to Dundee, Stirling or Kirkcaldy.

L Brady advised that, like all services across the Council, savings had to be made resulting in a reduction in staffing, however, targets had still been exceeded, despite increased demand.

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With regard to the location for the appeals, N Sutherland advised this had been raised a number of times but there had been reluctance by the Courts and Tribunal Service to change.

Resolved:

- (i) Internal Audit's findings, as detailed in Report 19/163, be noted.
- (ii) A presentation be given to a future meeting on deductions being made from Universal Credit.

L BRADY AND N SUTHERLAND LEFT THE MEETING AT THIS POINT.

HAVING DECLARED A NON-FINANCIAL INTEREST IN THE FOLLOWING ITEM, THE CONVENER VACATED THE CHAIR AND THE VICE-CONVENER TOOK THE CHAIR.

(ii) Health and Social Care Partnership

(a) 18-22 – Carers' Act Implementation

There was submitted a report by the Chief Internal Auditor (19/159) on an audit to ensure that the Council has adequate arrangements in place for implementation of the Carers (Scotland) Act 2016.

Councillor W Wilson noted there were strong internal controls found in this audit and asked about the Partnership working with PKAVS (Perth and Kinross Association of Voluntary Service). J Clark advised there was a strong partnership with PKAVS for providing support for Carers.

In response to a question from Councillor M Williamson, L Simpson confirmed that the Council was responsible for implementation of the Carers' Act but worked with the Health and Social Care Partnership in partnership with PKAVS.

Councillor S Donaldson highlighted that 59% of those who responded to the Health and Clinical Excellence survey did not feel supported which had to be considered and asked whether there was to be a separate audit on Young Carers. J Clark advised that Young Carers had not been identified as a high risk and therefore there were no plans to undertake an audit. Future audit work would be on the outcomes of the legislation.

Resolved:

Internal Audit's findings, as detailed in Report 19/159, be noted.

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276. FURTHER FOLLOW UP OF FINANCIAL ASSESSMENT AND CHARGING

There was submitted a report by the Chief Internal Auditor (19/160) presenting a summary of Housing and Community Care's response to the outcomes of Internal Audit's report on Financial Assessment and Charging and provides an update on the implementation of the agreed action plan.

F Low advised that the annual review had been completed taking account of the introduction of Frank's Law and procedures will continue to be monitored.

Information from the Scottish Government had been relied upon to undertake the re-assessment and the Charging Board had supported the Charging Team to enable bills to be issued.

L Simpson advised she had been on the Charging Board with the Head of Finance and there had been extensive discussion on priorities; the effect of Frank's law and the issue of bills. Consideration was now being given to how to make further improvements and manage the system more effectively.

Resolved:

- (i) The progress made by the Financial Assessment and Charging Team in implementing the actions agreed in the 16-07 Financial Assessment and Charging Report, be noted.
- (ii) The Chief Internal Auditor be requested to continue to work with Housing and Community Care, through the Charging Board, until the remaining action has been fully concluded.

277. INTERNAL AUDIT ANNUAL REPORT 2018/19

There was submitted a report by the Chief Internal Auditor (19/161) presenting the year-end report and audit opinion for 2018/19.

J Clark referred to the audit opinion that reasonable reliance can be placed on the Council's risk management and governance arrangements. J Clark added that further improvements would continue into 2019/20 regarding the formalising of professional development records and a review of the Counter Fraud and Corruption Strategy. J Clark also advised that the majority of control objectives in the year had been strong and moderately strong, with some moderate and one moderately weak. As there had been fewer actions the audit work could be more targeted. While strong controls were preferable it had to be acknowledged that moderately strong may be good enough.

L Simpson agreed that as the Council was having to do more with less, good enough would have to be an option and the important aspect was understanding the risk. The Annual Governance Statement will show that the Council is managing risk very well.

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Councillor X McDade stated that the increase in staff this year was demonstrated by the output and that it was important to embed transformation and change into the Perth and Kinross Offer and Think Yes with risk as a high priority.

L Simpson advised that the risk register was being revised and a development session would be arranged for Councillors.

Councillor S Donaldson agreed it was good that the Audit Team was now fully staffed and that risk was not a bad thing but had to be assessed. Councillor S Donaldson queried the whistleblowing arrangements; if there had been anything significant reported and if staff were trained on prevention of money laundering. J Clark advised that anything significant would be reported to the Committee and that she had recently attended training on money laundering and this would be rolled out to relevant staff.

Resolved:

The Audit opinion of the Chief Internal Auditor set out in section 7 of Report 19/161, be noted.

278. SAFEGUARDING PUBLIC MONEY: ARE YOU GETTING IT RIGHT

There was submitted a report by the Chief Internal Auditor (19/162) advising of the publication of a report from Audit Scotland on Safeguarding Public Money: Are You Getting it Right.

Resolved:

- (i) The Safeguarding Public Money: Are You Getting It Right, Audit Scotland publication, be noted.
- (ii) A development session be arranged for all Councillors to discuss the Council's response to the checklists contained within the publication.

COUNCILLOR W WILSON LEFT THE MEETING DURING DISCUSSION OF THE FOLLOWING ITEM

279. INTERIM MANAGEMENT REPORT AND AUDIT STATUS SUMMARY – YEAR ENDING 31 MARCH 2019

There was submitted a report by the External Auditor, KPMG, (19/164) presenting the interim management report and audit status summary for the year ending 31 March 2019.

M Wilkie summarised the interim report, highlighting key areas.

S Mackenzie advised that legal advice had been sought on the Statutory Loans Fund as a legal issue on accounting practice had been raised.

L Simpson confirmed that there was no question of improper accounting but a question of whether the Council was bound by old or new legislation. There was a

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difference of opinion with the Scottish Government and the position needed to be clarified.

M Wilkie advised that there was ongoing consultation on this matter as Perth and Kinross Council were not the only Council affected.

S Mackenzie advised that the Loans Fund had been reviewed and that had been reflected in the 2018/19 Revenue budget. The issue now to be resolved was whether debt from 2016 could be dealt with in the same way. S Mackenzie also advised that there would be a financial benefit to the Council of £3-4m if the Loans Fund could be reviewed. A decision was now required by KPMG on the way forward.

Resolved:

The Interim Management Report and Audit Status Summary for the year ending 31 March 2019, be noted.

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# PERTH AND KINROSS COUNCIL

## Audit Committee

26 June 2019

### INTERNAL AUDIT UPDATE

Report by the Chief Internal Auditor (Report No. 19/193)

#### PURPOSE OF REPORT

This report presents a summary of Internal Audit's work.

#### 1. BACKGROUND / MAIN ISSUES

- 1.1 The Public Sector Internal Audit Standards (PSIAS) require that the Chief Internal Auditor reports periodically to the Audit Committee on internal audit activity and on performance relative to the approved plan.
- 1.2 Internal Audit has been undertaking work associated with the assessment of risk arising from the Annual Governance Statement process. Assignments for inclusion within planned audit activity for 2019/20 were also identified during 2018/19 and have been progressed further. In addition, consultation regarding planned activity for 2019/20 has revealed some areas which would benefit from an early view from Internal Audit and these are being progressed.
- 1.3 Since April 2019, Internal Audit has been contacted 7 times for advice/guidance. Internal Audit will follow up on these areas during the year, where necessary. Where control issues arise as a result of this work, Internal Audit will provide the Audit Committee with a report.
- 1.4 Internal Audit is also undertaking work to support the Integration Joint Board. In addition, Internal Audit has continued to work with Services to ensure that matches arising from the National Fraud Initiative are being investigated appropriately.
- 1.5 Appendix 1 shows the areas of work which have been undertaken since the last Audit Committee. These areas are included within the Internal Audit Strategy & Plan for 2019/20.

#### 2. CONCLUSION AND RECOMMENDATIONS

- 2.1 This report presents a summary of Internal Audit's work.
- 2.2 It is recommended that the Committee notes the assignments undertaken by Internal Audit since the last meeting of the Audit Committee.

**Author(s)**

| <b>Name</b>  | <b>Designation</b>     | <b>Contact Details</b>                                                   |
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| Jackie Clark | Chief Internal Auditor | <a href="mailto:Internal.Audit@pkc.gov.uk">Internal.Audit@pkc.gov.uk</a> |

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Council Text Phone Number 01738 442573

## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

Community Plan/Single Outcome Agreement

Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2022 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.

- 1.2 This report relates to all of these objectives.

## **2. Assessments**

### Equality Impact Assessment

- 2.1 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.
- 2.2 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.

### Risk

- 2.3 The risks are associated with the level of assurance provided on the control environment in the event that Internal Audit's planned work is not completed on time.

## **3. Consultation**

### Internal

- 3.1 The Chief Executive and Head of Legal and Governance have been consulted in the preparation of this report.

## **2. BACKGROUND PAPERS**

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 1 – Internal Audit Activity



## Appendix 1

## INTERNAL AUDIT UPDATE

Internal Audit Activity 2019/20

| Audit No. | Title                                 | Service(s)                                                         | Status                         | Audit Committee |
|-----------|---------------------------------------|--------------------------------------------------------------------|--------------------------------|-----------------|
| A19-01    | ALEOs: Community Campus Income        | Corporate & Democratic Services<br>Education & Children's Services | In progress                    |                 |
| A19-02    | Digital Strategy                      | Corporate & Democratic Services                                    | In progress                    |                 |
| A19-03    | Early Years Ordering & Stock Controls | Education & Children's Services                                    | In progress                    |                 |
| A19-04    | Transformation                        | All Services                                                       | In progress                    |                 |
| A19-05    | LEADER                                | Housing & Environment                                              | Scheduled per grant conditions |                 |
| C19-30    | Inclusion Services                    | Education & Children's Services                                    | In progress                    |                 |
| C19-31    | Risk Management                       | All Services                                                       | In progress                    |                 |
| C19-32    | IDEA                                  | All Services                                                       | In progress                    |                 |
| G19-40    | Bus Service Operators Grant           | Housing & Environment                                              | Scheduled per grant conditions |                 |



# **PERTH AND KINROSS COUNCIL**

## **Audit Committee**

**26 June 2019**

### **INTERNAL AUDIT FOLLOW UP**

#### **Report by Chief Internal Auditor (Report No. 19/194)**

#### **PURPOSE OF REPORT**

This report presents a current summary of Internal Audit's 'follow up' work relating to actions due for completion in April 2019.

#### **1. BACKGROUND AND MAIN ISSUES**

- 1.1 The Public Sector Internal Audit Standards (PSIAS) require the Chief Internal Auditor to establish a follow-up process to monitor and ensure that management actions have been effectively implemented. Internal Audit request evidence from Services which confirms that actions have been implemented and, therefore, controls have been improved.
- 1.2 There were 34 actions arising from Internal Audit reports. Of these, 5 had a completion date of April 2019. 2 of these actions have been completed and details of the 3 actions which have yet to be completed are included within Appendix 1.

#### **2. PROPOSALS**

- 2.1 It is recommended that the Committee seeks assurance that there are clear and achievable action plans for completing the agreed actions noted above.

#### **3 CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Audit Committee is asked to consider the most appropriate action to be taken to progress the agreed Action Plans.
- 3.2 It is recommended that the Audit Committee:
  - (i) Note the current position in respect of the agreed actions arising from internal audit work; and
  - (ii) Consider the most appropriate action to be taken to progress the agreed action plans, taking into account the recorded audit opinions.

**Author**

| <b>Name</b>  | <b>Designation</b>     | <b>Contact Details</b>                                                 |
|--------------|------------------------|------------------------------------------------------------------------|
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Council Text Phone Number 01738 442573

## 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                                           | None              |
| Workforce                                           | None              |
| Asset Management (land, property, IST)              | None              |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | Yes               |
| Strategic Environmental Assessment                  | None              |
| Sustainability (community, economic, environmental) | None              |
| Legal and Governance                                | None              |
| Risk                                                | Yes               |
| <b>Consultation</b>                                 |                   |
| Internal                                            | Yes               |
| External                                            | None              |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | None              |

### 1. Strategic Implications

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018– 2022 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.

- 1.2 This report relates to all of these objectives.

### 2. Assessments

#### Equality Impact Assessment

- 2.1 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.

- 2.2 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.

#### Risk

- 2.3 There is a risk to the strength of the control environment if the agreed action plans are not carried out in a timely manner.

### **3. Consultation**

#### Internal

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

### **2. BACKGROUND PAPERS**

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 1 – Actions with a completion date up to March 2019 which have yet to be completed

## Appendix 1

Actions with a completion date up to April 2019 which have yet to be completed

| <b>Finding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action</b>                                                                                                                                                                                                                                                                                                                                   | <b>Action owner &amp; Service</b>                                            | <b>Date(s)</b>               | <b>Current status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Internal Audit Opinion</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <p><a href="#"><u>18-15 - Payroll</u></a></p> <p>Action Point : 3 - Reporting Structure – ResourceLink/ MyView<br/>Importance: Low<br/>Audit Committee Date: January 2019</p> <p>As a consequence of ResourceLink/MyView being different in some cases from the current operational structure (see Action Point 1), it is possible that reports generated for managers (e.g. sickness absence reports) may not reflect all staff for whom they have responsibility.</p> | <p>Subject to each Service Financial Controller providing detailed information on the current operational structures to the HR Systems team by 28.02.19 (Action Point 1), the ResourceLink / MyView system will be updated to reflect these changes. This will ensure that future reports that are generated for managers will be accurate.</p> | <p>E Sturgeon,<br/>HR Manager</p> <p>Corporate &amp; Democratic Services</p> | <p>Apr 2019<br/>Jun 2019</p> | <p>The HR Systems team has not been able to update ResourceLink/ MyView with the current operational structure as was estimated at the time of the original Internal Audit report. Financial Controllers originally agreed (Action Point 1) to provide the necessary information by 28.02.2019, however this date has been extended until May 2019. This means that ResourceLink/MyView will not reflect the current operational structure until 30 June 19. Only after this date will reports start to produce information that accurately reflects the current operational structures.</p> | <p>Satisfactory</p>           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                      |                                                                               |                              |                                                                                                                                                                                                                                                            |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <p><a href="#"><u>18-19 - LEADER</u></a></p> <p>Action Point : 1 - Submission of claims<br/>Importance: High<br/>Audit Committee Date: January 2019</p> <p>There have been delays in the submission of claims due to the level of applications and the ongoing functionality issues with the IT system, LARCS. Drawdowns from the Scottish Government for paid grants should be processed timeously in order that the Council is repaid the money it has paid out to projects.</p> | <p>The Service is working as a matter of priority to process drawdowns from the Scottish Government and expect to have completed processing the backlog of claims by April 2019.</p> | <p>S Rice-Jones,<br/>LEADER Co-ordinator</p> <p>Housing &amp; Environment</p> | <p>Apr 2019<br/>Sep 2019</p> | <p>Whilst progress has been made, work remains ongoing to ensure that all drawdowns are processed and monitored in a timely manner, recognising constraints such as technical issues with the IT system and drawdown periods.</p>                          | <p>Satisfactory</p> |
| <p><a href="#"><u>18-19 - LEADER</u></a></p> <p>Action Point : - Submission of claims<br/>Importance: Medium<br/>Audit Committee Date: January 2019</p> <p>There is scope to review the way in which records are held to support progress with each of the projects. According to</p>                                                                                                                                                                                              | <p>The Service has advised that it will ensure that all available information is centrally held and uploaded to LARCS where possible on an ongoing basis.</p>                        | <p>S Rice-Jones,<br/>LEADER Co-ordinator</p> <p>Housing &amp; Environment</p> | <p>Apr 2019<br/>Sep 2019</p> | <p>Progress has been made, with all new projects files being uploaded directly and progressed through LARCS. Work is ongoing to upload all existing project file documents, however, progress has been slower on this due to technical issues with the</p> | <p>Satisfactory</p> |



|                                                                                                                                                                                                                          |  |  |  |                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------------------------|--|
| guidance all information should be held on LARCs, however this has not been possible given the level of applications that have been received and the ongoing difficulties experienced uploading information on to LARCs. |  |  |  | IT system and external change authorisation processes. |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------------------------|--|



# **PERTH AND KINROSS COUNCIL**

## **Audit Committee**

**26 June 2019**

### **INTERNAL AUDIT STRATEGY & PLAN 2019/20**

#### **Report by the Chief Internal Auditor (Report No. 19/195)**

#### **PURPOSE OF REPORT**

This report presents the strategy for the delivery of Internal Audit and the proposed approach for the direction of planned Internal Audit work for 2019/20.

#### **1. BACKGROUND**

- 1.1 Internal Audit, as defined in the Public Sector Internal Audit Standards (PSIAS), is an independent, objective assurance and consulting activity designed to add value and improve the effectiveness of the Council's operations. It helps the Council to accomplish its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of risk management, control and governance processes.
- 1.2 The PSIAS require the Chief Internal Auditor to prepare a risk based Internal Audit Plan (the Plan) setting out the team's annual work programme. The Plan should take account of the Council's objectives, risk and performance management arrangements.

#### **2. APPROACH**

- 2.1 The strategy for Internal Audit is to deliver a risk based Internal Audit service by designing planned activity around the key risks to the Council achieving its objectives. Internal Audit also aims to add value to the organisation by ensuring that there is appropriate and enabling risk management, governance and controls in place.
- 2.2 In order to ensure compliance with the PSIAS requirement of undertaking an annual risk assessment, a review of the arrangements which have been put in place for the identification and assessment of risks has been undertaken. A separate report by the Head of Legal and Governance is on the agenda for consideration at today's meeting of the Audit Committee detailing the approach taken in this regard and the corporate risks identified as part of this approach.
- 2.3 In addition, evidence provided to support the Annual Governance Statement has been examined. Information in relation to external inspections by regulators and other bodies has also been taken into account, where available.

- 2.4 The Council is awaiting the outcome of the Best Value review and the Health & Social Care Partnership has also recently been subject to external inspection. The outcomes from these reviews will influence the direction of some elements of Internal Audit activity within the year.
- 2.5 This Internal Audit Plan is presented partly as Internal Audit themes for which detailed discussion will take place with management to ensure that Internal Audit resources are targeted in a manner which ensures that up to date risks and challenges are being addressed and adds most value to the areas being reviewed. Many themes are cross-cutting and will involve all Services during the reviews.
- 2.6 Cumulative audit knowledge and experience has been drawn upon, from our knowledge of the organisation, awareness of significant changes in systems processes and personnel, previous Internal Audit involvement in areas of activity and from our analysis of the risks faced by individual functions in delivering their objectives. This has resulted in the identification of some specific areas for Internal Audit activity in 2019/20.
- 2.7 Reports arising from Internal Audit activity will be presented to Audit Committee except where the assignments are consultative in nature. A summary of the work undertaken will be provided as part of the routine Update reports, as agreed in June 2016 ([Report 16/306](#) refers). The outcomes from these assignments will be taken into consideration in arriving at future Internal Audit Plans.

### **3. INTERNAL AUDIT RESOURCES**

- 3.1 Internal Audit has 4.8 FTE posts to undertake the Internal Audit Plan, provide advice and consultancy, grant certification work as required, investigations relating to fraud and corruption, facilitate the National Fraud Initiative and oversee the whistleblowing arrangements.
- 3.2 An allocation of resources is made annually for tasks relating to counter-fraud and corruption activity, including the oversight and facilitation of the National Fraud Initiative.
- 3.3 There is an ongoing requirement for grant claims relating to the Bus Service Operators Grant to be completed by Internal Audit. Resources are allocated to this to ensure that the grant claim can be verified for submission to the Scottish Government.
- 3.4 An important part of the Internal Audit process is the verifying of the implementation of agreed actions arising from Internal Audit reports. An allocation of resources is made to support this process and to ensure that Elected Members are informed of the status of actions arising from previous audit reports.

- 3.5 The Internal Audit service for the Integration Joint Board is undertaken jointly by officers from Perth & Kinross Council and NHS. Following a review of the provision of this service, it is proposed that Perth & Kinross Council's Internal Audit Service will take on the role of the Chief Internal Auditor for the next three years, with this role having previously been undertaken by the Chief Internal Auditor for NHS Fife, Tayside & Forth Valley. The outgoing Chief Internal Auditor and his team will continue to provide support during the transition and resource to undertake identified audits for future plans.
- 3.6 Resources are released to ensure that appropriate professional development is undertaken within the team. In addition, a member of the team is undertaking professional Institute of Internal Auditor qualifications and has received the Management of Risk training, thus contributing to the development and embedding of risk management within the Council.
- 3.7 The leaves approximately 67% of audit time to be dedicated to planned audit activity.

#### **4. PLANNED INTERNAL AUDIT ACTIVITY**

- 4.1 Internal Audit has identified key themes arising from its review of the corporate and Service risk registers, performance and activities. Within each theme, there may be a number of strands of work undertaken within the year, or the overall piece of work may stretch across the whole Council. The themes identified for 2019/20 are as follows:

| <b>Theme</b>   | <b>Corporate (C) / Service (S) Risks</b> | <b>Corporate Objectives</b> | <b>Anticipated Service(s)</b>   | <b>Brief Description</b>                                                                                                             |
|----------------|------------------------------------------|-----------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Digital        | C10                                      | All                         | Corporate & Democratic Services | Controls are in place for the delivery of the digital strategy                                                                       |
| Transformation | C6, C10                                  | All                         | All Services                    | Transformation projects are managed appropriately, are subject to accurate and timely reporting and are delivering expected outcomes |

| Theme                              | Corporate (C) / Service (S) Risks | Corporate Objectives                                      | Anticipated Service(s)                                              | Brief Description                                                                            |
|------------------------------------|-----------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| ALEOs                              | C11                               | All                                                       | Corporate & Democratic Services And Education & Children's Services | Contribute to the Advisory Board to support Horsecross Arts delivery its recovery plan       |
| Tay Cities Deal                    | S8                                | Promoting a Prosperous, Inclusive and Sustainable Economy | Housing & Environment                                               | Collaborate with Internal Auditors for participating members to provide relevant assurances. |
| Contracting                        | C11                               | All                                                       | All Services                                                        | Review contracting activity within Services, including awarding and management of contracts. |
| Inclusion                          | S4, S6                            | Developing Educated, Responsible and Informed Citizens    | Education & Children's Services                                     | Continue to provide a resource to support the implementation of the Inclusion Review         |
| Workforce Planning                 | C5, 79                            | All                                                       | Corporate & Democratic Services                                     | Review the effectiveness of workforce planning measures.                                     |
| Withdrawal from the European Union | C5, C14, C15                      | All                                                       | All Services                                                        | Review the management of the risks relating to the withdrawal from the European Union.       |

- 4.2 Of the 17 identified Corporate Risks, 8 are included within the above themes, with an additional 6 having been subject to Internal Audit review in 2018/19. This equates to 82% coverage of key risks within two years. Those risks not covered in either 2018/19 or 2019/20 will be considered for future Internal Audit plans, subject to in-year review.
- 4.3 In addition to the above themes, specific pieces of work have been highlighted from consultation with Services and from previous years' audit work which are worthy of additional assurance work. These include the following.

| Assignment                                | Service                                                           | Description                                                                                        |
|-------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Cash                                      | All Services                                                      | Reviewing the adequacy of arrangements for the collection of cash throughout the Council.          |
| ALEOs – Community Campus Income           | Corporate & Democratic Services & Education & Children's Services | Reviewing arrangements for the collection of cash and management of bookings in community campuses |
| Early Years Ordering & Stock Control      | Education & Children's Services                                   | Reviewing arrangements in place within the Early Years Teams                                       |
| Recycling Centres                         | Housing & Environment                                             | Review of arrangements for recycling centres management of re-saleable goods.                      |
| LEADER                                    | Housing & Environment                                             | Reviewing regulatory compliance for the LEADER projects.                                           |
| Bus Service Operators Grant Certification | Housing & Environment                                             | Certification of Grant required by the Scottish Government                                         |

- 4.4 Once the outcomes of the Council's Best Value and Assurance Report are published, Internal Audit will consider ways in which it can add value in ensuring that its findings are taken forward. Similarly, once Perth & Kinross Health & Social Care Partnership has received the outcomes from its inspection, Internal Audit will consider this in relation to any targeted work from Internal Audit.

### 3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This report presents the strategy for the delivery of Internal Audit services in Perth & Kinross Council and outlines the planned themes for Internal Audit work for 2019/20.
- 3.2 It is recommended that the Committee approves the strategy and plan for 2019/20.

#### Author(s)

| Name         | Designation            | Contact Details                                                          |
|--------------|------------------------|--------------------------------------------------------------------------|
| Jackie Clark | Chief Internal Auditor | <a href="mailto:Internal.Audit@pkc.gov.uk">Internal.Audit@pkc.gov.uk</a> |

If you or someone you know would like a copy of this document in another language or format, (on occasion only, a summary of the document will be provided in translation), this can be arranged by contacting *Jackie Clark*



Council Text Phone Number 01738 442573



## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### Community Plan/Single Outcome Agreement

#### Corporate Plan

- 1.1 The Council's Corporate Plan 2018 – 2022 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.

- 1.2 This report relates to all of these objectives.

### 2. Assessments

#### Equality Impact Assessment

- 2.1 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.

- 2.2 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.

#### Risk

- 2.3 The risks are associated with the level of assurance provided on the control environment in the event that Internal Audit's work is not appropriately planned and completed on a timely basis.

### **3. Consultation**

#### Internal

- 3.1 The Chief Executive and Head of Legal and Governance have been consulted in the preparation of this report.

### **2. BACKGROUND PAPERS**

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**

None.

## PERTH & KINROSS COUNCIL

Audit Committee – 26 June 2019

### UNAUDITED DRAFT ANNUAL ACCOUNTS 2018/19

Report by the Head of Finance (Report No. 19/197)

#### PURPOSE OF REPORT

This report presents the Council's Unaudited Annual Accounts for the financial year 2018/19 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

#### 1. BACKGROUND

- 1.1. The Unaudited Annual Accounts for 2018/19 are due to be submitted to the Controller of Audit by 30 June 2019.
- 1.2. The Annual Accounts are prepared in accordance with the 2018 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 came into force in October 2014.

#### 2. ANNUAL ACCOUNTS

- 2.1 The regulations require an annual review of the effectiveness of a local authority's system of internal control by Elected Members. This requirement was met with the approval of the Annual Governance Statement by the Scrutiny Committee on 12 June 2019 (Report No. 19/178 refers). The Statement is set out from page 14 of the Unaudited Annual Accounts which are attached at Appendix 1.
- 2.2 The Annual Accounts include a Management Commentary, which provides users of the financial statements with integrated information on management's view of performance, position and progress (including forward looking information). This is set out from page 1 of the Accounts.
- 2.3 The regulations require consideration of the Unaudited Annual Accounts by those charged with governance at a meeting to be held no later than 31 August. This report (and the Draft Unaudited Accounts attached at Appendix 1) is before the Committee today to meet that requirement prior to submitting them to the appointed auditor (KPMG) and making them available for public inspection.
- 2.4 **ACTION:** Following consideration of the Unaudited Annual Accounts the Committee is asked to authorise the Head of Finance to sign the Unaudited Accounts.

### 3. NEXT STEPS

3.1 The audit of the Annual Accounts will take place during July and August 2019. KPMG (working with Council officers) will consider whether the Annual Accounts:

- Give a true and fair view in accordance with applicable law and the 2018 Code of the state of the affairs of the group and PKC as at 31 March 2019 and of the income and expenditure of the group and PKC for the year then ended;
- Have been properly prepared in accordance with International Financial Reporting Standards (IFRS) as adopted by the European Union, as interpreted and adapted by the 2018 Code; and
- Have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

3.2 Amendments to the Companies Act require auditors to give an explicit opinion on whether the strategic report and governance statement have been prepared in accordance with legal requirements. Audit Scotland's policy is to apply Companies Act requirements on a best practice basis will include new opinions to the auditor's report on whether the:

- Management commentary has been prepared in accordance with statutory guidance.
- Annual Governance Statement has been prepared in accordance with the proper practices set out in the good governance code.

3.3 It is anticipated that the results of the audit will be summarised in the Draft Annual Audit Report which incorporates the International Standard on Accounting (ISA) 260: Report to those Charged with Governance. It is anticipated that this KPMG report will be considered by the Audit Committee on 18 September 2019 with the Final Annual Report on the 2018/19 Audit being considered by the Council on 25 September 2019.

3.4 **ACTION:** The Committee is asked to note that it is anticipated that the unsigned Audited Annual Accounts will be considered by the Audit Committee on 18 September 2019.

3.5 The Unaudited Annual Accounts are also available for public inspection between 1 and 19 July 2019 (inclusive) with any objections being sent to the auditor by 22 July 2019.

#### 4. CONCLUSION AND RECOMMENDATIONS

- 4.1 The Unaudited Annual Accounts will be submitted to the Controller of Audit by 30 June 2019 following authorisation by the Head of Finance.
- 4.2 It is recommended that the Committee:
- 4.2.1 Authorises the Head of Finance to sign the Unaudited Annual Accounts – see paragraph 2.4.
- 4.2.2 Notes that it is anticipated that the unsigned Audited Annual Accounts will be considered by the Audit Committee on 18 September 2019 – see paragraph 3.4.

##### Author(s)

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

##### Approved

| Name              | Designation                                        | Date         |
|-------------------|----------------------------------------------------|--------------|
| Stewart Mackenzie | Head of Finance                                    | 19 June 2019 |
| Jim Valentine     | Depute Chief Executive and Chief Operating Officer | 19 June 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, Depute Chief Executive and 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 1 – 2018/19 Unaudited Draft Annual Accounts





# **PERTH & KINROSS COUNCIL**

## **ANNUAL ACCOUNTS**

**2018/19**

**UN-AUDITED**

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## 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

Perth and Kinross 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.

### *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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 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 a 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 transfer of expenditure and income between Services.

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

In 2018/19 the Council incurred actual net expenditure on Services of £346.290m (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 £17.268m.

The Expenditure and Funding Analysis information on pages 39 and 40 sets out adjustments between the net Deficit on the Provision of Services of £17.268m 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 £19.294m 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<br>Budget Per<br>Revenue<br>Monitoring<br>Report No.4<br>£ '000 | Virements<br>£ '000 | Capital<br>Accounting<br>Adjustments<br>£ '000 | Revised<br>Budget<br>£ '000 | Net<br>Expend.<br>Charged to<br>the General<br>Fund & HRA<br>Balances<br>per Expend.<br>& Funding<br>Analysis<br>£ '000 | Variance<br>£ '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<br/>Comprehensive Income &amp;<br/>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 £78,635,000, comprising £21,343,000 on the Council's Housing Revenue Account (HRA) and £57,292,000 on the Council's Composite (General Fund) Programme. The gross expenditure includes:

- £7,355,000 on School Upgrades, including the starting of various new projects under the Early Learning & Childcare programme.
- £27,047,000 on Roads & Transport projects, including Structural Maintenance, Road Safety measures, Perth Transport Futures and the completion of the A9/A85 Upgrade project.
- £22,890,000 on other works, including Flood Protection measures (£5,105,000); the Creative Exchange (£2,077,000); Cultural attractions (£1,219,000); Community Greenspace (£1,273,000) and property & infrastructure upgrades (£4,198,000). The balance of £9,012,000 relates to expenditure on various property, equipment, vehicles and IT-related works.
- £21,343,000 on the HRA including Affordable Housing New Builds & Buy Backs (£10,199,000), Central Heating, Double Glazing and Energy Efficiency Schemes (£4,679,000), Kitchen & Bathroom Upgrades (£1,900,000) and External Works (£2,371,000).

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 £540,265,000. Actual capital debt was £492,860,000, comprising long-term borrowing (£383,635,000) and a PPP liability (£109,225,000). 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 £27,252,000, 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                         | 113,252          |
| Insurance Fund               | (3,193)         | Employee Statutory Adjustment Account    | 5,777            |
| Capital Receipts Reserve     | (2,581)         | <b>TOTAL UNUSABLE RESERVES</b>           | <b>(461,614)</b> |
| Capital Grants Unapplied     | (3,580)         |                                          |                  |
| <b>TOTAL USABLE RESERVES</b> | <b>(88,181)</b> | <b>TOTAL RESERVES</b>                    | <b>(549,795)</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 £8.383m to £549.795m. Long Term Assets increased by £29.788m, current assets increased by £8.248m, current liabilities increased by £7.477m and long term

liabilities increased by £38.942m. 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 £3.701m 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 £5.221m 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 £38.942m primarily due to movements in the net pension liability (£14.804m) 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 annual valuation of the Fund. The position at 31 March 2019 indicates a net liability of £113.252m 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.

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 October 2019.

Perth & Kinross 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 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.

### ***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 £562.463m 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:

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Councillor Murray Lyle  
Leader of the Council  
Perth & Kinross Council

Date

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Stewart MacKenzie  
Head of Finance  
Perth & Kinross Council

Date:



## **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 Depute 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:

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Councillor Murray Lyle  
Leader of the Council  
Date:

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

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

## MOVEMENT IN RESERVES STATEMENT

|                                                                                                        | General<br>Fund<br>Balance<br>£'000 | Housing<br>Revenue<br>Account<br>£'000 | Capital<br>Fund<br>£'000 | Renewal<br>& Repair<br>Fund<br>£'000 | Insurance<br>Fund<br>£'000 | Capital<br>Receipts<br>Reserve<br>£'000 | Capital<br>Grants<br>Unapplied<br>£'000 | Total<br>Usable<br>Reserves<br>£'000 | Unusable<br>Reserves<br>(Note 32)<br>£'000 | Total<br>Authority<br>Reserves<br>£'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                                                             | 12,622                              | 4,646                                  | 0                        | 0                                    | 0                          | 0                                       | 0                                       | 17,268                               | (8,885)                                    | 8,383                                   |
| Adjustments from income & expenditure charged under the accounting basis to the funding basis (Note 5) | (15,608)                            | (3,686)                                | 0                        | 0                                    | 0                          | (2,581)                                 | (3,493)                                 | (25,368)                             | 25,368                                     | 0                                       |
| <b>(Increase) or Decrease in 2018/19</b>                                                               | (2,986)                             | 960                                    | 0                        | 0                                    | 0                          | (2,581)                                 | (3,493)                                 | (8,100)                              | 16,483                                     | 8,383                                   |
| 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)                             | (461,614)                                  | (549,795)                               |

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

| 2017/18                    |                 |                          |                                                    | 2018/19 |                            |                 |                          |
|----------------------------|-----------------|--------------------------|----------------------------------------------------|---------|----------------------------|-----------------|--------------------------|
| Gross Expenditure<br>£'000 | Income<br>£'000 | Net Expenditure<br>£'000 |                                                    | Notes   | Gross Expenditure<br>£'000 | Income<br>£'000 | Net Expenditure<br>£'000 |
| COUNCIL SERVICES           |                 |                          |                                                    |         |                            |                 |                          |
| 170,984                    | (8,828)         | 162,156                  | Education & Children's Services                    |         | 178,042                    | (11,046)        | 166,996                  |
| 121,973                    | (70,560)        | 51,413                   | Health & Social Care                               |         | 132,293                    | (75,755)        | 56,538                   |
| 53,432                     | (36,438)        | 16,994                   | Housing & Community Safety                         |         | 0                          | 0               | 0                        |
| 88,200                     | (16,377)        | 71,823                   | The Environment Service                            |         | 0                          | 0               | 0                        |
| 0                          | 0               | 0                        | Housing & Environment                              |         | 106,967                    | (25,626)        | 81,341                   |
| 24,910                     | (4,924)         | 19,986                   | Corporate and Democratic Services                  |         | 67,149                     | (31,925)        | 35,224                   |
| 16,513                     | (498)           | 16,015                   | Culture Services                                   |         | 0                          | 0               | 0                        |
| 31,644                     | (26,898)        | 4,746                    | Housing Revenue Account                            |         | 32,378                     | (27,336)        | 5,042                    |
| 1,145                      | 0               | 1,145                    | Valuation Joint Board                              |         | 1,149                      | 0               | 1,149                    |
| 508,801                    | (164,523)       | 344,278                  | COST OF SERVICES                                   |         | 517,978                    | (171,688)       | 346,290                  |
| 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                   |         | 540,722                    | (523,454)       | 17,268                   |
|                            | (7,562)         |                          | Surplus on revaluation of non current assets       |         |                            |                 | (6,008)                  |
|                            | (176,760)       |                          | Remeasurement of the net defined benefit liability |         |                            |                 | (2,877)                  |
|                            | (184,322)       |                          | Other Comprehensive Income and Expenditure         |         |                            |                 | (8,885)                  |
|                            | (157,925)       |                          | Total Comprehensive Income and Expenditure         |         |                            |                 | 8,383                    |

## 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                  |
| <b>1,115,297</b>     | <b>Long Term Assets</b>      |       | <b>1,145,085</b>     |
| 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               |
| <b>68,003</b>        | <b>Current Assets</b>        |       | <b>76,251</b>        |
| (16,176)             | Short Term Borrowing         | 39    | (18,187)             |
| (54,630)             | Short Term Creditors         | 29    | (59,851)             |
| (317)                | Provisions                   | 30    | (562)                |
| <b>(71,123)</b>      | <b>Current Liabilities</b>   |       | <b>(78,600)</b>      |
| (1,473)              | Provisions                   | 30    | (2,357)              |
| (344,853)            | Long Term Borrowing          | 39    | (372,580)            |
| (207,673)            | Other Long Term Liabilities  | 18,36 | (218,004)            |
| <b>(553,999)</b>     | <b>Long Term Liabilities</b> |       | <b>(592,941)</b>     |
| <b>558,178</b>       | <b>NET ASSETS</b>            |       | <b>549,795</b>       |
| 80,081               | Usable Reserves              |       | 88,181               |
| 478,097              | Unusable Reserves            | 32    | 461,614              |
| <b>558,178</b>       | <b>TOTAL RESERVES</b>        |       | <b>549,795</b>       |

The Unaudited Annual Accounts were issued on 26 June 2019.

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

Stewart MacKenzie CPFA  
Head of Finance  
26 June 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>                                                                                           |       | (17,268)             |
| 69,843               | Adjustments to net surplus or deficit on the provision of services for non cash movements                                             |       | 81,252               |
| (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 26 June 2019.

Councillor Murray Lyle  
Leader of the Council

Date:

### 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: 26 June 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. 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 £17,736,000. 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      |                         |                          |                          |                 |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|--------------------------|--------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                         | General Fund Balance | Housing Revenue Account | Capital Receipts Reserve | Capital Grants Unapplied | Total           | 2017/18         |
|                                                                                                                                                                                                                         | £'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>                                                                                                                                               |                      |                         |                          |                          |                 |                 |
| Premiums charged in year to Comprehensive Income & Expenditure Statement                                                                                                                                                | 551                  | 172                     | 0                        | 0                        | 723             | 613             |
|                                                                                                                                                                                                                         | 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                                                                                             | (33,424)             | (2,364)                 | 0                        | 0                        | (35,788)        | (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 | (815)                | (64)                    | 0                        | 0                        | (879)           | 584             |
| <b>Total Adjustments</b>                                                                                                                                                                                                | <b>(15,608)</b>      | <b>(3,686)</b>          | <b>(2,581)</b>           | <b>(3,493)</b>           | <b>(25,368)</b> | <b>(26,121)</b> |

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

|                                                              | Net<br>Expenditure<br>charged to<br>the General<br>Fund and HRA<br>Balances<br>£000 | Adjustments<br>between the<br>Funding and<br>Accounting<br>Basis<br>£000 | Net<br>Expenditure<br>in the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement<br>£000 |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Education & Children's Services                              | 149,543                                                                             | 17,453                                                                   | 166,996                                                                                         |
| Health & Social Care                                         | 51,708                                                                              | 4,830                                                                    | 56,538                                                                                          |
| Housing & Environment                                        | 59,695                                                                              | 21,646                                                                   | 81,341                                                                                          |
| Corporate and Democratic Services                            | 29,238                                                                              | 5,986                                                                    | 35,224                                                                                          |
| Housing Revenue Account                                      | (7,402)                                                                             | 12,444                                                                   | 5,042                                                                                           |
| 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>60,825</b>                                                            | <b>346,290</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>19,294</b>                                                            | <b>17,268</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<br>Capital Purposes<br>Note A<br>£ '000 | Net change for the<br>Pensions<br>Adjustments<br>Note B<br>£ '000 | Other Differences<br>Note C<br>£ '000 | Total Adjustments<br>£ '000 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------|-----------------------------|
| <b>COUNCIL SERVICES</b>                                                                                                                                      |                                                         |                                                                   |                                       |                             |
| Education & Children's Services                                                                                                                              | 11,760                                                  | 5,113                                                             | 580                                   | 17,453                      |
| Health & Social Care                                                                                                                                         | 2,476                                                   | 2,274                                                             | 80                                    | 4,830                       |
| Housing & Environment                                                                                                                                        | 16,143                                                  | 5,387                                                             | 116                                   | 21,646                      |
| Corporate and Democratic Services                                                                                                                            | 3,195                                                   | 2,752                                                             | 39                                    | 5,986                       |
| Housing Revenue Account                                                                                                                                      | 11,356                                                  | 1,024                                                             | 64                                    | 12,444                      |
| Non Distributed Costs                                                                                                                                        | 0                                                       | (1,534)                                                           | 0                                     | (1,534)                     |
| <b>Cost of Services</b>                                                                                                                                      | <b>44,930</b>                                           | <b>15,016</b>                                                     | <b>879</b>                            | <b>60,825</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>17,681</b>                                                     | <b>156</b>                            | <b>19,294</b>               |

## Expenditure and Funding Analysis - 2017/18

|                                                              | Net<br>Expenditure<br>charged to<br>the General<br>Fund and HRA<br>Balances<br>£000 | Adjustments<br>between the<br>Funding and<br>Accounting<br>Basis<br>£000 | Net<br>Expenditure<br>in the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement<br>£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                                                                                          |
| The Environment Service                                      | 52,177                                                                              | 19,646                                                                   | 71,823                                                                                          |
| Corporate and Democratic Services                            | 16,032                                                                              | 3,954                                                                    | 19,986                                                                                          |
| Culture Services                                             | 10,775                                                                              | 5,240                                                                    | 16,015                                                                                          |
| 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<br>Capital Purposes<br>Note A<br>£ '000 | Net change for the<br>Pensions<br>Adjustments<br>Note B<br>£ '000 | Other Differences<br>Note C<br>£ '000 | Total Adjustments<br>£ '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 & Community Safety                                                                                                                                   | 10                                                      | 2,038                                                             | 64                                    | 2,112                       |
| The Environment Service                                                                                                                                      | 14,582                                                  | 5,216                                                             | (152)                                 | 19,646                      |
| Corporate and Democratic Services                                                                                                                            | 1,654                                                   | 2,302                                                             | (2)                                   | 3,954                       |
| Culture Services                                                                                                                                             | 5,240                                                   | 0                                                                 | 0                                     | 5,240                       |
| 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<br>1 April 2018<br>£'000 | Transfers<br>(In)/Out<br>£'000 | Balance as at<br>31 March 2019<br>£'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. 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        |
| 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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'000 |
|---------------------------------------------|------------------|------------------|
| <b>Expenditure</b>                          |                  |                  |
| Employee benefits expenses                  | 205,434          | 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>540,722</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>17,268</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<br>Income<br>£'000 | 2018/19<br>Expenditure<br>£'000 | 2017/18<br>Income<br>£'000 | 2017/18<br>Expenditure<br>£'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<br>£'000 | 2017/18<br>£'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.

#### **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<br>£'000 | 2017/18<br>£'000 |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Comprehensive Income and Expenditure Statement                                                                                                 |                  |                  |
| Cost of Services                                                                                                                               |                  |                  |
| - Service Cost                                                                                                                                 | 33,123           | 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>35,788</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>(35,788)</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<br>2019<br>£'000 | 31 March<br>2018<br>£'000 |
|-------------------------------------------------|---------------------------|---------------------------|
| Present Value of the Defined Benefit Obligation | 875,979                   | 829,299                   |
| Present Value of Unfunded Obligation            | <u>24,271</u>             | <u>25,248</u>             |
| Closing Defined Benefit Obligation              | 900,250                   | 854,547                   |
| Fair Value of Pension Fund Assets (Bid Value)   | <u>(786,998)</u>          | <u>(756,099)</u>          |
| <b>Net Liability in Balance Sheet</b>           | <u>113,252</u>            | <u>98,448</u>             |

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<br>2019<br>£'000 | 31 March<br>2018<br>£'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)   | 2,780                     | 4,962                     |
| Contributions by Scheme Participants          | 5,549                     | 5,557                     |
| Unfunded Pension Payments                     | (1,643)                   | (1,791)                   |
| Closing Defined Benefit Obligation            | <u>900,250</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<br>2019<br>£'000 | 31 March<br>2018<br>£'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 £113,252,000 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                      | £882,514,000 | £900,250,000 | £918,360,000 |
| - Projected Service cost                                 | £30,684,000  | £31,452,000  | £32,240,000  |
| Adjustment to long term salary increase                  | +0.1%        | 0.0%         | -0.1%        |
| - Present value of total obligation                      | £902,842,000 | £900,250,000 | £897,680,000 |
| - Projected Service cost                                 | £31,467,000  | £31,452,000  | £31,437,000  |
| Adjustment to pension increases and deferred revaluation | +0.1%        | 0.0%         | -0.1%        |
| - Present value of total obligation                      | £915,750,000 | £900,250,000 | £885,067,000 |
| - Projected Service cost                                 | £32,224,000  | £31,452,000  | £30,698,000  |
| Adjustment to mortality age rating assumption            | + 1 year     | None         | -1 year      |
| - Present value of total obligation                      | £932,575,000 | £900,250,000 | £869,048,000 |
| - Projected Service cost                                 | £32,532,000  | £31,452,000  | £30,408,000  |

### 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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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 future minimum lease payments receivable under non-cancellable leases in future years are:

|                                                   | 2018/19<br>£'000 | 2017/18<br>£'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<br>Dwellings<br>£'000 | Other<br>Land &<br>Buildings<br>£'000 | Vehicles<br>Plant &<br>Equipment<br>£'000 | Infrastructure<br>Assets<br>£'000 | Community<br>Assets<br>£'000 | Sub<br>Total<br>c/fwd<br>£'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<br>Revaluation Reserve                                     | 0                             | 7,454                                 | 0                                         | 0                                 | 0                            | 7,454                          |
| Revaluation decreases recognised in the<br>Revaluation Reserve                                     | 0                             | (9,166)                               | 0                                         | 0                                 | 0                            | (9,166)                        |
| Revaluation increases recognised in the<br>Surplus/Deficit on the Provision of Services            | 0                             | 2,344                                 | 0                                         | 0                                 | 0                            | 2,344                          |
| Revaluation decreases recognised in the<br>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<br>Reserve - revaluation gain                          | 0                             | 4,381                                 | 0                                         | 0                                 | 0                            | 4,381                          |
| Depreciation written out to the Revaluation<br>Reserve - revaluation loss                          | 0                             | 3,146                                 | 0                                         | 0                                 | 0                            | 3,146                          |
| Depreciation written out to the Surplus/Deficit<br>on the Provision of Services - revaluation gain | 0                             | 568                                   | 0                                         | 0                                 | 0                            | 568                            |
| Depreciation written out to the Surplus/Deficit<br>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<br>total<br>b/fwd<br>£'000 | Surplus<br>Assets<br>£'000 | Assets<br>Under<br>Construction<br>£'000 | Total<br>PPE<br>£'000 | PFI Assets<br>Included<br>in PPE<br>£'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<br>Revaluation Reserve                                     | 7,454                          | 0                          | 0                                        | 7,454                 | 0                                         |
| Revaluation decreases recognised in the<br>Revaluation Reserve                                     | (9,166)                        | 0                          | 0                                        | (9,166)               | 0                                         |
| Revaluation increases recognised in the<br>Surplus/Deficit on the Provision of Services            | 2,344                          | 40                         | 0                                        | 2,384                 | 0                                         |
| Revaluation decreases recognised in the<br>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<br>Reserve - revaluation gain                          | 4,381                          | 0                          | 0                                        | 4,381                 | 0                                         |
| Depreciation written out to the Revaluation<br>Reserve - revaluation loss                          | 3,146                          | 0                          | 0                                        | 3,146                 | 0                                         |
| Depreciation written out to the Surplus/Deficit<br>on the Provision of Services - revaluation gain | 568                            | 0                          | 0                                        | 568                   | 0                                         |
| Depreciation written out to the Surplus/Deficit<br>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<br>Dwellings<br>£'000 | Other<br>Land &<br>Buildings<br>£'000 | Vehicles<br>Plant &<br>Equipment<br>£'000 | Infrastructure<br>Assets<br>£'000 | Community<br>Assets<br>£'000 | Sub<br>Total<br>c/fwd<br>£'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<br>Revaluation Reserve                                     | 0                             | 8,415                                 | 0                                         | 0                                 | 0                            | 8,415                          |
| Revaluation decreases recognised in the<br>Revaluation Reserve                                     | 0                             | (2,855)                               | 0                                         | 0                                 | 0                            | (2,855)                        |
| Revaluation increases recognised in the<br>Surplus/Deficit on the Provision of Services            | 0                             | 1,006                                 | 0                                         | 0                                 | 0                            | 1,006                          |
| Revaluation decreases recognised in the<br>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<br>Reserve - revaluation gain                          | 0                             | 3,152                                 | 0                                         | 0                                 | 0                            | 3,152                          |
| Depreciation written out to the Revaluation<br>Reserve - revaluation loss                          | 0                             | 200                                   | 0                                         | 0                                 | 0                            | 200                            |
| Depreciation written out to the Surplus/Deficit<br>on the Provision of Services - revaluation gain | 0                             | 370                                   | 0                                         | 0                                 | 0                            | 370                            |
| Depreciation written out to the Surplus/Deficit<br>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<br>total<br>b/fwd<br>£'000 | Surplus<br>Assets<br>£'000 | Assets<br>Under<br>Construction<br>£'000 | Total<br>PPE<br>£'000 | PFI Assets<br>Included<br>in PPE<br>£'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<br>Revaluation Reserve                                     | 8,415                          | 0                          | 0                                        | 8,415                 | 0                                         |
| Revaluation decreases recognised in the<br>Revaluation Reserve                                     | (2,855)                        | 0                          | (1,350)                                  | (4,205)               | 0                                         |
| Revaluation increases recognised in the<br>Surplus/Deficit on the Provision of Services            | 1,006                          | 20                         | 0                                        | 1,026                 | 0                                         |
| Revaluation decreases recognised in the<br>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<br>Reserve - revaluation gain                          | 3,152                          | 0                          | 0                                        | 3,152                 | 0                                         |
| Depreciation written out to the Revaluation<br>Reserve - revaluation loss                          | 200                            | 0                          | 0                                        | 200                   | 0                                         |
| Depreciation written out to the Surplus/Deficit<br>on the Provision of Services - revaluation gain | 370                            | 0                          | 0                                        | 370                   | 0                                         |
| Depreciation written out to the Surplus/Deficit<br>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<br>£'000 | 2017/18<br>£'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<br>Dwellings<br>£'000 | Other<br>Land and<br>Buildings<br>£'000 | Surplus<br>Assets<br>£'000 | Total<br>£'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<br>Art<br>Collection<br>£'000 | 2018/19<br>War<br>Memorials<br>£'000 | 2018/19<br>Total<br>£'000 | 2017/18<br>Art<br>Collection<br>£'000 | 2017/18<br>War<br>Memorials<br>£'000 | 2017/18<br>Total<br>£'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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'000 |
|--------------------------------------------------------|------------------|------------------|
| Balance at start of year                               | 13,858           | 14,710           |
| Disposals                                              | (360)            | (335)            |
| Net gains/(losses) from fair value adjustments         | (403)            | 628              |
| Reclassifications:<br>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<br>Inputs (Level 2) |                  |
|------------------------------------------|--------------------------------------------------|------------------|
|                                          | 2018/19<br>£'000                                 | 2017/18<br>£'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<br>Assets<br>£'000 | 2017/18<br>Assets<br>£'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                        |
| <br>Additions: Purchases               | <br>2,263                  | <br>381                    |
| <br>Amortisation for the period        | <br>(835)                  | <br>(162)                  |
| <br>Net carrying amount at end of year | <br><u>1,757</u>           | <br><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<br>£'000 | 2017/18<br>£'000 | 2018/19<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'000 |
|------------------------------|------------------|------------------|
| Other Entities & Individuals | 761              | 589              |
| Total                        | <u>761</u>       | <u>589</u>       |

## 27. Inventories

|                                      | Consumables & Maintenance<br>Materials |                  |
|--------------------------------------|----------------------------------------|------------------|
|                                      | 2018/19<br>£'000                       | 2017/18<br>£'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<br>£'000 | 2018/19<br>£'000 | 2017/18<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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        | (20,521)         | (16,656)         |
| Trade Creditors                       | (31,437)         | (31,992)         |
| Total                                 | <u>(59,851)</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/<br>Uninsured<br>Losses<br>£'000 | Compensation<br>Payments<br>£'000 | Canal<br>Street<br>Car Park<br>£'000 | Commercial<br>Rent<br>£'000 | Total<br>£'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<br>£'000 | 2017/18<br>£'000 |
|------------------------------------------|------------------|------------------|
| Revaluation Reserve                      | (276,144)        | (277,711)        |
| Capital Adjustments Account              | (324,324)        | (324,280)        |
| Financial Instruments Adjustment Account | 19,825           | 20,548           |
| Pensions Reserve                         | 113,252          | 98,448           |
| Employee Statutory Adjustment Account    | 5,777            | 4,898            |
| Total Unusable Reserves                  | <u>(461,614)</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<br>£'000 | 2017/18<br>£'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> |

#### 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<br>£'000        | 2017/18<br>£'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)                   |
| 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<br>£'000     | 2017/18<br>£'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)                 |
| 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<br>£'000 | 2017/18<br>£'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 | 35,788           | 42,340           |
| Employer's Pensions Contributions and Direct Payments to Pensioners Payable in the Year                                                                                            | (18,107)         | (17,071)         |
| Balance at 31 March                                                                                                                                                                | <u>113,252</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<br>£'000 | 2017/18<br>£'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                | 5,777            | 4,898            |
| Balance at 31 March                                           | <u>5,777</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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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>     |
|                                              | 80,406           | 121,312          |
|                                              | <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>  |
|                                              | (53,154)         | (63,531)         |
|                                              | <u>540,265</u>   | <u>513,013</u>   |
| Closing Capital Financing Requirement c/fw d |                  |                  |
| 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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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<br>of liability<br>£'000 | Interest<br>£'000 | Service<br>Charges<br>£'000 | Lifecycle<br>Maintenance<br>£'000 | Contingent<br>Rentals<br>£'000 | TOTAL<br>£'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. 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<br>2019 | 31 March<br>2018 | 31 March<br>2019 | 31 March<br>2018 | 31 March<br>2019 | 31 March<br>2018 |
|                                         | £'000            | £'000            | £'000            | £'000            | £'000            | £'000            |
| <b>Borrowings</b>                       |                  |                  |                  |                  |                  |                  |
| Financial liabilities at amortised cost | 372,580          | 344,853          | 18,187           | 16,176           | 390,767          | 361,029          |
| Total borrowings                        | 372,580          | 344,853          | 18,187           | 16,176           | 390,767          | 361,029          |
| <b>Investments</b>                      |                  |                  |                  |                  |                  |                  |
| Loans and receivables                   | 654              | 489              | 47,978           | 36,454           | 48,632           | 36,943           |
| Total investments                       | 654              | 489              | 47,978           | 36,454           | 48,632           | 36,943           |

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<br>Liabilities                        | Financial<br>Assets      |                  |                  |
|----------------------------------------------------|-------------------------------------------------|--------------------------|------------------|------------------|
|                                                    | Liabilities<br>measured at<br>amortised<br>cost | Loans and<br>receivables | Total<br>2018/19 | Total<br>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                       | 12,505                                          | (467)                    | 12,038           | 21,406           |

#### 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.

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

|                                                      | Amounts at 31<br>March 2019 | Historical<br>experience of<br>default | Historical<br>experience<br>adjusted for<br>market conditions<br>as at 31 March<br>2019 | Estimated maximum<br>exposure to default and<br>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<br>£'000 | 31 March 2018<br>£'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                  |
| Total                  | 50,911                 | 37,629                 |

### 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:

|                        | 31 March 2019<br>£'000 | 31 March 2018<br>£'000 |
|------------------------|------------------------|------------------------|
| 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                    |
| Total                  | 812                    | 673                    |

### 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.

|                        | 31 March 2019<br>£'000 | 31 March 2018<br>£'000 |
|------------------------|------------------------|------------------------|
| 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):

| Loans outstanding        | On 31 March 2019<br>£'000 | On 31 March 2018<br>£'000 |
|--------------------------|---------------------------|---------------------------|
| 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.

### **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<br>£'000 | 2017/18<br>£'000 |
|-------------------|------------------|------------------|
| Interest received | (444)            | (297)            |
| Interest paid     | 19,939           | 18,048           |
|                   | <u>19,495</u>    | <u>17,751</u>    |

### **42. Investing Activities**

|                                                                                                    | 2018/19<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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)         |
| Net cash flows from financing activities                                                                                     | <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<br>£'000 | 2017/18<br>£'000 |
|---------------------------------|------------------|------------------|
| Cash held by officers           | 36               | 36               |
| Bank current accounts           | (3,127)          | (1,393)          |
| Short-term deposits with banks  | 25,594           | 17,093           |
| Total cash and cash equivalents | <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<br>£'000 | 31 March 2018<br>£'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)                  |
| TOTAL Net Assets                                                                 | <b>2,712</b>           | <b>2,630</b>           |
| TOTAL Net (Incoming)/Outgoing Resources before other recognised gains and losses | <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<br>1 April 2018<br>£'000 | Repaid<br>2018/19<br>£'000 | New Advances<br>2018/19<br>£'000 | Advances<br>31 March 2019<br>£'000 |
|----------------------|-----------------------------------|----------------------------|----------------------------------|------------------------------------|
| General Fund         | 262,215                           | (5,658)                    | 27,540                           | 284,097                            |
| Prudential Borrowing | 43,006                            | (2,848)                    | 4,115                            | 44,273                             |
| Sub Total            | 305,221                           | (8,506)                    | 31,655                           | 328,370                            |
| HRA                  | 94,776                            | (4,022)                    | 12,601                           | 103,355                            |
| Total                | 399,997                           | (12,528)                   | 44,256                           | 431,725                            |

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

|                         | General<br>Fund<br>£'000 | Prudential<br>Borrowing<br>£'000 | Sub Total:<br>General<br>Fund<br>£'000 | Housing<br>Revenue<br>Account<br>£'000 | Total<br>£'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<br>Fund | Housing<br>Investment<br>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                                                                                                        | <u>374</u> | (26,185)       |              |
| (530)           | Non-Dwelling Rents                                                                                                | (571)      |                |              |
| 95              | less Voids                                                                                                        | <u>47</u>  | (524)          |              |
| (1,024)         | Other Income                                                                                                      |            | <u>(627)</u>   |              |
| <u>(26,898)</u> | <b>Total Income</b>                                                                                               |            |                | (27,336)     |
|                 | <b>Expenditure</b>                                                                                                |            |                |              |
| 7,474           | Repairs & Maintenance                                                                                             |            | 7,700          |              |
| 8,850           | Supervision & Management                                                                                          |            | 8,783          |              |
| 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                                                                                                 |            | <u>1,601</u>   |              |
| <u>31,644</u>   | <b>Total Expenditure</b>                                                                                          |            |                | 32,378       |
| <u>4,746</u>    | <b>Net Expenditure for HRA Services as included in the Comprehensive Income and Expenditure Statement</b>         |            |                | <u>5,042</u> |
| 342             | HRA services' share of Corporate and Democratic Core                                                              |            |                | 343          |
| <u>5,088</u>    | <b>Net Expenditure for HRA Services</b>                                                                           |            |                | <u>5,385</u> |
|                 | 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)      |
| <u>3,510</u>    | <b>Deficit for the year on HRA services</b>                                                                       |            |                | <u>4,646</u> |



## 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><br>£'000 |                                                                      | <u>2018/19</u><br>£'000 | <u>2018/19</u><br>£'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       | 4,646                   |                         |
| <u>(3,110)</u>          | Adjustments between Accounting Basis and Funding Basis Under Statute | <u>(3,686)</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><br>£'000 |                                                                                                                              | <u>2018/19</u><br>£'000 | <u>2018/19</u><br>£'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>(2,364)</u>          |                         |
| <u>(11,838)</u>         |                                                                                                                              |                         | (12,874)                |
|                         | <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>(3,686)</u></u>   |

## THE ACCOMPANYING NOTES TO THE HOUSING REVENUE ACCOUNT

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

|                                        | No. of Dwellings<br>31 March 2019 | <i>No. of Dwellings<br/>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<br>31 March 2019 |                | <i>Gross Arrears<br/>31 March 2018</i> |                |
|----------------|--------------------------------|----------------|----------------------------------------|----------------|
|                | £'000                          | % of<br>Income | £'000                                  | % of<br>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       | 31.3.19<br>TOTAL | 31.3.18<br>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<br/>Subjects<br/>at 1 April 2017</i> | <i>Rateable<br/>Value<br/>£'000<br/>at 1 April 2017</i> |                                       | <i>No. of<br/>Subjects<br/>at 1 April 2018</i> | <i>Rateable<br/>Value<br/>£'000<br/>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<br>£'000 | 2018/19<br>£'000 | 2017/18<br>£'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<br>£'000 | 31 March 2019<br>£'000 | 31 March 2018<br>£'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.

Stewart MacKenzie CPFA  
Head of Finance  
26 June 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<br>£'000 | 2018/19<br>£'000 | 2017/18<br>£'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<br>£'000 | 31 March 2019<br>£'000 | 31 March 2018<br>£'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.

Stewart MacKenzie CPFA  
Head of Finance  
26 June 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<br>1 April 18 | Income<br>2018/19 | Expenditure<br>2018/19 | Balance at<br>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<br>Fund<br>Balance | Housing<br>Revenue<br>Account | Capital<br>Fund | Renewal<br>& Repair<br>Fund | Insurance<br>Fund | Capital<br>Receipts<br>Reserve | Capital<br>Grants<br>Unapplied | Total<br>Usable<br>Reserves | Unusable<br>Reserves | TOTAL<br>Authority<br>Reserves | Authority's<br>share of<br>subsidiaries | Authority's<br>share of<br>associates<br>& joint<br>ventures | TOTAL<br>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                                                    | 12,622                     | 4,646                         | 0               | 0                           | 0                 | 0                              | 0                              | 17,268                      | (8,885)              | 8,383                          | 2,868                                   | 1,456                                                        | 12,707            |
| Adjustments from income & expenditure charged under the accounting basis to the funding basis | (15,608)                   | (3,686)                       | 0               | 0                           | 0                 | (2,581)                        | (3,493)                        | (25,368)                    | 25,368               | 0                              | 0                                       | 0                                                            | 0                 |
| <b>(Increase) or Decrease in 2018/19</b>                                                      | (2,986)                    | 960                           | 0               | 0                           | 0                 | (2,581)                        | 0                              | (8,100)                     | 16,483               | 8,383                          | 2,868                                   | 1,456                                                        | 12,707            |
| 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)                    | (461,614)            | (549,795)                      | (10,610)                                | (2,058)                                                      | (562,463)         |

# GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

| <u>2017/18</u><br><i>Net</i><br><i>Expenditure</i><br><i>£'000</i> |                                                                                          | Note | <u>2018/19</u>                |                  |                             |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|------|-------------------------------|------------------|-----------------------------|
|                                                                    |                                                                                          |      | Gross<br>Expenditure<br>£'000 | Income<br>£'000  | Net<br>Expenditure<br>£'000 |
|                                                                    | <b>SERVICES</b>                                                                          |      |                               |                  |                             |
| 162,156                                                            | Education & Children's Services                                                          |      | 178,042                       | (11,046)         | 166,996                     |
| 51,413                                                             | Health & Social Care                                                                     |      | 132,293                       | (75,755)         | 56,538                      |
| 16,994                                                             | Housing & Community Safety                                                               |      | 0                             | 0                | 0                           |
| 71,823                                                             | The Environment Service                                                                  |      | 0                             | 0                | 0                           |
| 0                                                                  | Housing & Environment                                                                    |      | 104,724                       | (23,383)         | 81,341                      |
| 19,986                                                             | Corporate and Democratic Services                                                        |      | 67,149                        | (31,925)         | 35,224                      |
| 18,057                                                             | Culture Services                                                                         |      | 12,383                        | (10,434)         | 1,949                       |
| 4,746                                                              | Housing Revenue Account                                                                  |      | 32,378                        | (27,336)         | 5,042                       |
| 1,145                                                              | Valuation Joint Board                                                                    |      | 1,149                         | 0                | 1,149                       |
| 569                                                                | Charitable Trusts                                                                        |      | 98                            | 0                | 98                          |
| 37                                                                 | Common Good                                                                              |      | 436                           | (257)            | 179                         |
| <u>346,926</u>                                                     | <b>COST OF SERVICES</b>                                                                  |      | <u>528,652</u>                | <u>(180,136)</u> | <u>348,516</u>              |
| (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)                   |
| <u>28,980</u>                                                      | <b>Deficit on Provision of Services</b>                                                  |      | <u>551,396</u>                | <u>(532,152)</u> | <u>19,244</u>               |
| 3,059                                                              | Share of the Deficit on the provision of services by Associates and Joint Ventures       |      |                               |                  | 822                         |
| <u>32,039</u>                                                      | <b>Group Deficit/(Surplus)</b>                                                           |      |                               |                  | <u>20,066</u>               |
| (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                         |
| <u>(209,542)</u>                                                   | <b>Other Comprehensive Income and Expenditure</b>                                        |      |                               |                  | <u>(7,359)</u>              |
| <u>(177,503)</u>                                                   | <b>Total Comprehensive Income and Expenditure</b>                                        |      |                               |                  | <u>12,707</u>               |

## 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     | (63,206)         |
| (317)            | Provisions                                   |       | (562)            |
| <b>(74,310)</b>  | <b>Current Liabilities</b>                   |       | <b>(81,955)</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                  |       | (226,411)        |
| <b>(566,694)</b> | <b>Long Term Liabilities</b>                 |       | <b>(610,055)</b> |
| <b>575,170</b>   | <b>NET ASSETS</b>                            |       | <b>562,463</b>   |
| 80,081           | Usable Reserves                              |       | 88,181           |
| 478,097          | Unusable Reserves                            |       | 461,614          |
| 7,211            | Group Reserves                               |       | 3,139            |
| 9,781            | Charitable and Common Good Reserves          |       | 9,529            |
| <b>575,170</b>   | <b>TOTAL RESERVES</b>                        |       | <b>562,463</b>   |

The unaudited Accounts were issued on 26 June 2019.

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

Stewart MacKenzie CPFA  
Head of Finance  
26 June 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>                                                                                           |              | (19,244)             |
| 72,620               | Adjustments to net surplus or deficit on the provision of services for non cash movements                                             |              | 82,509               |
| (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 | 17,268         |
|                | 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>20,066</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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'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<br>£'000 | 2017/18<br>£'000 |
|-------------------------------------------------------------|------------------|------------------|
| Net Creditors Balance - Note 28 to the Financial Statements | (59,851)         | (54,630)         |
| Charitable Trust                                            |                  |                  |
| Creditors                                                   | (19)             | (16)             |
| Inter-company elimination                                   | 186              | 151              |
| Common Good                                                 |                  |                  |
| Creditors                                                   | (89)             | (83)             |
| Inter-company elimination                                   | 145              | 190              |
|                                                             | <u>(59,628)</u>  | <u>(54,388)</u>  |
| Subsidiary Creditors                                        | (3,578)          | (3,429)          |
| Total Group Creditors                                       | <u>(63,206)</u>  | <u>(57,817)</u>  |

## 8. Group Balance Sheet - Pension Liability

|                                                                          | 2018/19<br>£'000 | 2017/18<br>£'000 |
|--------------------------------------------------------------------------|------------------|------------------|
| Net Pensions Liability at 31 March - Note 18 to the Financial Statements | (113,252)        | (98,448)         |
| Subsidiaries                                                             | (8,408)          | (6,428)          |
| Group Pension Liability at 31 March                                      | <u>(121,660)</u> | <u>(104,876)</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<br>£'000 | 2017/18<br>£'000 |
|------------------------------|------------------|------------------|
| Council Investing Activities | (51,743)         | (79,538)         |
| Subsidiaries                 | (559)            | (875)            |
|                              | <u>(52,302)</u>  | <u>(80,413)</u>  |

## 11. Group Cash Flow – Financing Activities

|                              | 2018/19<br>£'000 | 2017/18<br>£'000 |
|------------------------------|------------------|------------------|
| Council Financing Activities | 25,530           | 63,546           |
| Subsidiaries                 | 69               | 43               |
|                              | <u>25,599</u>    | <u>63,589</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<br>31.3.19<br>£'000 | To<br>31.3.19<br>£'000 | From<br>31.3.18<br>£'000 | To<br>31.3.18<br>£'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.

### **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**

| <b>Name and Post Title</b>                                                                     | <b>Salary, Fees &amp; Allowances<br/>2018/19<br/>£</b> | <b>Taxable<br/>Expenses<br/>2018/19<br/>(Note 1)<br/>£</b> | <b>Total<br/>Remuneration<br/>2018/19<br/>£</b> | <b>Total<br/>Remuneration<br/>2017/18<br/>£</b> |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <b>FROM 1 APRIL 2018 TO 31 MARCH 2019</b>                                                      |                                                        |                                                            |                                                 |                                                 |
| D Murray Lyle<br>Council Leader, Convener Strategic Policy & Resources                         | 33,992                                                 | 91                                                         | <b>34,083</b>                                   | 22,875                                          |
| Dennis Melloy<br>Provost (Civic Head)                                                          | 25,494                                                 | 78                                                         | <b>25,572</b>                                   | 22,313                                          |
| Chris Ahern<br>Convener Licensing Committee (from 20/06/18)                                    | 17,811                                                 | 63                                                         | <b>17,874</b>                                   | n/a                                             |
| Kathleen Baird<br>Convener Licensing Board                                                     | 22,831                                                 | 7                                                          | <b>22,838</b>                                   | 16,350                                          |
| Peter Barrett<br>Convener Housing & Communities Committee                                      | 22,831                                                 | 134                                                        | <b>22,965</b>                                   | 19,983                                          |
| Rhona Brock<br>Convener Licensing Committee (to 19/06/18)                                      | 4,994                                                  | 0                                                          | <b>4,994</b>                                    | 19,892                                          |
| Dave Doogan<br>Leader of the Largest Opposition Party                                          | 22,831                                                 | 124                                                        | <b>22,955</b>                                   | 22,082                                          |
| Eric Drysdale<br>Convener Audit Committee                                                      | 22,831                                                 | 74                                                         | <b>22,905</b>                                   | 19,986                                          |
| Angus Forbes<br>Convener Environment & Infrastructure Committee                                | 22,831                                                 | 0                                                          | <b>22,831</b>                                   | 1,558                                           |
| Grant Laing<br>Convener Scrutiny Committee                                                     | 22,831                                                 | 131                                                        | <b>22,962</b>                                   | 20,022                                          |
| Roz McCall<br>Convener Planning & Development Management Committee                             | 22,831                                                 | 52                                                         | <b>22,883</b>                                   | 1,558                                           |
| Caroline Shiers<br>Convener Lifelong Learning Committee                                        | 22,831                                                 | 0                                                          | <b>22,831</b>                                   | 19,885                                          |
| Lewis Simpson<br>Convener Local Review Body (from 01/06/18)                                    | 19,026                                                 | 100                                                        | <b>19,126</b>                                   | n/a                                             |
| Willie Wilson<br>Convener Local Review Body (to 31/05/18)                                      | 3,805                                                  | 33                                                         | <b>3,838</b>                                    | 19,986                                          |
| <b>FROM 1 APRIL 2017 TO 31 MARCH 2018</b>                                                      |                                                        |                                                            |                                                 |                                                 |
| Henry Anderson<br>Convener Licensing Board (to 03/05/17)                                       | 0                                                      | 0                                                          | <b>0</b>                                        | 2,117                                           |
| Robert Band<br>Convener Lifelong Learning Committee (to 03/05/17)                              | 0                                                      | 0                                                          | <b>0</b>                                        | 2,128                                           |
| Ian Campbell<br>Council Leader, Convener Strategic Policy & Resources Committee (to 05/02/18); | 0                                                      | 0                                                          | <b>0</b>                                        | 26,599                                          |
| Dave Cuthbert<br>Convener Audit Committee (to 03/5/17)                                         | 0                                                      | 0                                                          | <b>0</b>                                        | 2,082                                           |
| Bob Ellis<br>Convener Licencing Committee (to 03/05/17)                                        | 0                                                      | 0                                                          | <b>0</b>                                        | 2,089                                           |
| Alan Grant<br>Convener Environment Committee (03/05/17)                                        | 0                                                      | 0                                                          | <b>0</b>                                        | 2,082                                           |
| Elizabeth Grant<br>Provost (Civic Head) (to 03/05/17)                                          | 0                                                      | 0                                                          | <b>0</b>                                        | 2,320                                           |
| Tom Gray<br>Convener Development Management Committee (to 03/05/17)                            | 0                                                      | 0                                                          | <b>0</b>                                        | 2,113                                           |
| John Kellas<br>Convener Enterprise & Infrastructure Committee (to 03/05/17)                    | 0                                                      | 0                                                          | <b>0</b>                                        | 2,104                                           |
| Elsbeth MacLachlan<br>Convener Tayside Valuation Board (to 03/05/17)                           | 0                                                      | 0                                                          | <b>0</b>                                        | 1,953                                           |
| Archibald MacLellan<br>Chair of the Fairness Commission (to 03/05/17)                          | 0                                                      | 0                                                          | <b>0</b>                                        | 2,089                                           |

| <b>Name and Post Title</b>                                                                     | <b>Salary, Fees &amp; Allowances<br/>2018/19<br/>£</b> | <b>Taxable Expenses<br/>2018/19<br/>(Note 1)<br/>£</b> | <b>Total Remuneration<br/>2018/19<br/>£</b> | <b>Total Remuneration<br/>2017/18<br/>£</b> |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| Ian Miller<br>Council Leader & Convener Strategic Policy and Resources Committee (to 03/05/17) | 0                                                      | 0                                                      | 0                                           | 3,128                                       |
| Douglas Pover<br>Convener Community Safety Committee (to 03/05/17)                             | 0                                                      | 0                                                      | 0                                           | 2,106                                       |
| Colin Stewart<br>Convener Environment & Infrastructure Committee (to 06/03/18)                 | 0                                                      | 0                                                      | 0                                           | 18,363                                      |
| Barbara Vaughan<br>Convener of Scrutiny Committee (to 03/05/17)                                | 0                                                      | 0                                                      | 0                                           | 2,095                                       |
| <b>TOTAL (Note 2)</b>                                                                          | <b>287,770</b>                                         | <b>887</b>                                             | <b>288,657</b>                              | <b>279,852</b>                              |

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<br>£   | 2017/18<br>£   |
|----------------------|----------------|----------------|
| Salaries             | 762,679        | 751,323        |
| Taxable Expenses     | 2,368          | 2,710          |
| Total                | <u>765,047</u> | <u>754,033</u> |

- 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 Depute 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)**

| <b>Name and Post Title</b>                                                         | <b>Salary, Fees &amp; Allowances<br/>2018/19<br/>£</b> | <b>Compensation<br/>for Loss of<br/>Office<br/>£</b> | <b>Total<br/>Remuneration<br/>2018/19<br/>£</b> | <b>Total<br/>Remuneration<br/>2017/18<br/>£</b> |
|------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Karen Reid<br>Chief Executive (from 01/09/18) (Note 1)                             | 75,905                                                 | 0                                                    | <b>75,905</b>                                   | <i>n/a</i>                                      |
| Bernadette Malone<br>Chief Executive (retired from 01/07/18) (Note 1)              | 32,531                                                 | 0                                                    | <b>32,531</b>                                   | <i>136,320</i>                                  |
| John Fyffe<br>Senior Depute Chief Executive (retired 31/03/18)                     | 0                                                      | 0                                                    | <b>0</b>                                        | <i>312,926</i>                                  |
| James Valentine<br>Depute Chief Executive & Chief Operating Officer                | 117,104                                                | 0                                                    | <b>117,104</b>                                  | <i>114,021</i>                                  |
| Sheena Devlin<br>Executive Director of Education & Children's<br>Services (Note 2) | 106,524                                                | 0                                                    | <b>106,524</b>                                  | <i>n/a</i>                                      |
| Barbara Renton<br>Executive Director of Housing & Environment (Note<br>2)          | 106,634                                                | 0                                                    | <b>106,634</b>                                  | <i>n/a</i>                                      |
| Jacqueline Pepper<br>Chief Social Work Officer                                     | 92,183                                                 | 0                                                    | <b>92,183</b>                                   | <i>78,108</i>                                   |
| William Atkinson<br>Director of Social Work (retired 30/06/17)                     | 0                                                      | 0                                                    | <b>0</b>                                        | <i>27,237</i>                                   |
| Lisa Simpson<br>Head of Legal & Governance Services                                | 90,369                                                 | 0                                                    | <b>90,369</b>                                   | <i>89,139</i>                                   |
| Stewart MacKenzie<br>Head of Finance                                               | 86,735                                                 | 0                                                    | <b>86,735</b>                                   | <i>63,851</i>                                   |
| John Symon<br>Head of Finance (retired 30/06/17)                                   | 0                                                      | 0                                                    | <b>0</b>                                        | <i>310,151</i>                                  |
| Gwilym Gibbons<br>Horsecross Arts Limited – Chief Executive (left<br>28/02/18)     | 0                                                      | 0                                                    | <b>0</b>                                        | <i>70,958</i>                                   |
| Michael Griffiths<br>Horsecross Arts Limited – Interim Chief Executive             | 77,000                                                 | 0                                                    | <b>77,000</b>                                   | <i>2,692</i>                                    |
| James Moyes<br>Live Active Leisure – Chief Executive (retired<br>30/06/18)         | 20,313                                                 | 0                                                    | <b>20,313</b>                                   | <i>78,300</i>                                   |
| Paul Cromwell<br>Live Active Leisure – Chief Executive                             | 73,461                                                 | 0                                                    | <b>73,461</b>                                   | <i>n/a</i>                                      |
| Helen Smout<br>Culture Perth & Kinross Limited – Chief Executive                   | 59,577                                                 | 0                                                    | <b>59,577</b>                                   | <i>57,569</i>                                   |
| <b>TOTAL</b>                                                                       | <b>938,336</b>                                         | 0                                                    | <b>938,336</b>                                  | <b>1,341,272</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)<br>Exit package cost<br>band (including<br>special payments) | (b)<br>Number of<br>compulsory<br>redundancies |          | (c)<br>Number of other<br>departures agreed |            | (d)<br>Total number of exit<br>packages by cost<br>band (b) + (c) |            | (e)<br>Total cost of exit<br>packages in each<br>band |                  |
|------------------------------------------------------------------|------------------------------------------------|----------|---------------------------------------------|------------|-------------------------------------------------------------------|------------|-------------------------------------------------------|------------------|
|                                                                  | 2018/19                                        | 2017/18  | 2018/19                                     | 2017/18    | 2018/19                                                           | 2017/18    | 2018/19<br>£'000                                      | 2017/18<br>£'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<br>£                  | 2017/18<br>£ |                          | as at<br>31/03/2019<br>£'000 | as at<br>31/03/2018<br>£'000 | Difference<br>£'000 |
| <b>SENIOR COUNCILLOR BETWEEN 1 MARCH 2018 AND 31 MARCH 2019</b>                |                               |              |                          |                              |                              |                     |
| Murray Lyle<br>Council Leader, Convener Strategic Policy & Resources Committee | 5,779                         | 3,965        | Pension Lump Sum         | 5<br>2                       | 4<br>2                       | 1<br>0              |
| Dennis Melloy<br>Provost (Civic Head)                                          | 4,334                         | 3,869        | Pension Lump Sum         | 6<br>2                       | 5<br>2                       | 1<br>0              |
| Chris Ahern<br>Convener Licensing Committee (from 20/06/18)                    | 3,660                         | n/a          | Pension Lump Sum         | 1<br>0                       | n/a<br>n/a                   | n/a<br>n/a          |
| Kathleen Baird<br>Convener Licensing Board                                     | 3,881                         | 3,326        | Pension Lump Sum         | 2<br>0                       | 1<br>0                       | 1<br>0              |
| Peter Barrett<br>Convener Housing & Communities Committee                      | 3,881                         | 3,475        | Pension Lump Sum         | 5<br>2                       | 4<br>2                       | 1<br>0              |
| Rhona Brock<br>Convener Licensing Committee (to 19/06/18)                      | 3,103                         | 3,475        | Pension Lump Sum         | 2<br>0                       | 2<br>0                       | 0<br>0              |
| Dave Doogan<br>Leader of the Largest Opposition Party                          | 3,881                         | 3,829        | Pension Lump Sum         | 3<br>0                       | 2<br>0                       | 1<br>0              |
| Eric Drysdale<br>Convener Audit Committee                                      | 3,881                         | 3,475        | Pension Lump Sum         | 1<br>0                       | 0<br>0                       | 1<br>0              |

| Name and Post Title                                                                            | In-year pension contributions |               | Accrued Pension Benefits |                              |                              |                     |
|------------------------------------------------------------------------------------------------|-------------------------------|---------------|--------------------------|------------------------------|------------------------------|---------------------|
|                                                                                                | 2018/19<br>£                  | 2017/18<br>£  |                          | as at<br>31/03/2019<br>£'000 | as at<br>31/03/2018<br>£'000 | Difference<br>£'000 |
| Angus Forbes<br>Convener Environment & Infrastructure Committee                                | 3,881                         | 2,683         | Pension Lump Sum         | 1<br>0                       | 0<br>0                       | 1<br>0              |
| Grant Laing<br>Convener Scrutiny Committee                                                     | 3,881                         | 3,475         | Pension Lump Sum         | 2<br>0                       | 2<br>0                       | 0<br>0              |
| Rosalind McCall<br>Convener Planning & Development Management Committee                        | 3,881                         | 2,683         | Pension Lump Sum         | 1<br>0                       | 0<br>0                       | 1<br>0              |
| Caroline Shiers<br>Convener Lifelong Learning Committee                                        | 3,881                         | 3,475         | Pension Lump Sum         | 4<br>1                       | 3<br>1                       | 1<br>0              |
| Lewis Simpson<br>Convener Local Review Body (from 01/06/18)                                    | 3,716                         | n/a           | Pension Lump Sum         | 4<br>2                       | n/a<br>n/a                   | n/a<br>n/a          |
| William Wilson<br>Convener Local Review Body (to 31/05/18)                                     | 3,054                         | 0             | Pension Lump Sum         | 1<br>0                       | 0<br>0                       | 1<br>0              |
| <b>SENIOR COUNCILLOR BETWEEN 1 APRIL 2017 AND 31 MARCH 2018</b>                                |                               |               |                          |                              |                              |                     |
| Henry Anderson<br>Convener Licensing Board (to 03/05/17)                                       | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 2<br>0                       | n/a<br>n/a          |
| Robert Band<br>Convener Lifelong Learning Committee (to 03/05/17)                              | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 5<br>2                       | n/a<br>n/a          |
| Ian Campbell<br>Council Leader, Convener Strategic Policy & Resources Committee (to 05/02/18)  | n/a                           | 4,601         | Pension Lump Sum         | n/a<br>n/a                   | n/a<br>n/a                   | n/a<br>n/a          |
| Dave Cuthbert<br>Convener Audit Committee (to 03/05/17)                                        | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 2<br>0                       | n/a<br>n/a          |
| Bob Ellis<br>Convener Licencing Committee (to 03/05/17)                                        | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 4<br>0                       | n/a<br>n/a          |
| Alan Grant<br>Convener Environment Committee (to 03/05/17)                                     | n/a                           | 0             | Pension Lump Sum         | n/a<br>n/a                   | 0<br>0                       | n/a<br>n/a          |
| Elizabeth Grant<br>Provost (Civic Head) (to 03/05/17)                                          | n/a                           | 0             | Pension Lump Sum         | n/a<br>n/a                   | 0<br>0                       | n/a<br>n/a          |
| Tom Gray<br>Convener Development Management Committee (to 03/05/17)                            | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 4<br>0                       | n/a<br>n/a          |
| John Kellas<br>Convener Enterprise & Infrastructure Committee (to 03/05/17)                    | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 4<br>2                       | n/a<br>n/a          |
| Elsbeth MacLachlan<br>Convener Tayside Valuation Board (to 03/05/17)                           | n/a                           | 329           | Pension Lump Sum         | n/a<br>n/a                   | 3<br>1                       | n/a<br>n/a          |
| Archibald MacLellan<br>Chair of the Fairness Commission (to 03/05/17)                          | n/a                           | 0             | Pension Lump Sum         | n/a<br>n/a                   | n/a<br>n/a                   | n/a<br>n/a          |
| Ian Miller<br>Council Leader & Convener Strategic Policy and Resources Committee (to 03/05/17) | n/a                           | 526           | Pension Lump Sum         | n/a<br>n/a                   | 7<br>3                       | n/a<br>n/a          |
| Douglas Pover<br>Convener Community Safety Committee (to 03/05/17)                             | n/a                           | 354           | Pension Lump Sum         | n/a<br>n/a                   | 2<br>0                       | n/a<br>n/a          |
| Colin Stewart<br>Convener Environment & Infrastructure Committee (to 06/03/18)                 | n/a                           | 3,413         | Pension Lump Sum         | n/a<br>n/a                   | 0<br>0                       | n/a<br>n/a          |
| Barbara Vaughan<br>Convener of Scrutiny Committee (to 03/05/17)                                | n/a                           | 0             | Pension Lump Sum         | n/a<br>n/a                   | 0<br>0                       | n/a<br>n/a          |
| <b>TOTAL</b>                                                                                   | <b>54,694</b>                 | <b>49,077</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<br>£                  | 2017/18<br>£   |                          | as at<br>31/03/2019<br>£'000 | as at<br>31/03/2018<br>£'000 | Difference<br>£'000 |
| Bernadette Malone<br>Chief Executive (retired 01/07/18)                         | 5,530                         | 21,849         | Pension Lump Sum         | 49<br>129                    | 62<br>129                    | (13)<br>0           |
| Karen Reid<br>Chief Executive (started 01/09/18)                                | 12,904                        | 0              | Pension Lump Sum         | 22<br>0                      | 0<br>0                       | 22<br>0             |
| John Fyffe<br>Senior Depute Chief Executive (retired 31/03/18)                  | 0                             | 20,025         | Pension Lump Sum         | n/a<br>n/a                   | 66<br>146                    | n/a<br>n/a          |
| James Valentine<br>Depute Chief Executive                                       | 19,889                        | 19,101         | Pension Lump Sum         | 54<br>104                    | 50<br>100                    | 4<br>4              |
| Sheena Devlin<br>Executive Director of Education & Children's Services          | 18,109                        | n/a            | Pension Lump Sum         | 51<br>101                    | n/a<br>n/a                   | n/a<br>n/a          |
| Barbara Renton<br>Executive Director of Housing & Environment                   | 18,109                        | n/a            | Pension Lump Sum         | 21<br>7                      | n/a<br>n/a                   | n/a<br>n/a          |
| Jacqueline Pepper<br>Chief Social Work Officer                                  | 15,671                        | 14,422         | Pension Lump Sum         | 21<br>24                     | 18<br>22                     | 3<br>2              |
| Lisa Simpson<br>Head of Legal & Governance Services                             | 15,363                        | 15,091         | Pension Lump Sum         | 7<br>0                       | 5<br>0                       | 2<br>0              |
| Stewart MacKenzie<br>Head of Finance                                            | 14,745                        | 14,319         | Pension Lump Sum         | 36<br>61                     | 33<br>59                     | 3<br>2              |
| John Symon<br>Head of Finance (retired 30/06/17)                                | 0                             | 3,773          | Pension Lump Sum         | n/a<br>n/a                   | 31<br>60                     | n/a<br>n/a          |
| Gwilym Gibbons<br>Horsecross Arts Limited – Chief Executive (Left 28/02/18)     | 0                             | 11,092         | Pension Lump Sum         | n/a<br>n/a                   | 4<br>0                       | n/a<br>n/a          |
| Michael Griffiths (Note 2)<br>Horsecross Arts Limited – Interim Chief Executive | 0                             | 0              | Pension Lump Sum         | n/a<br>n/a                   | n/a<br>n/a                   | n/a<br>n/a          |
| James Moyes<br>Live Active Leisure - Chief Executive (retired 30/06/18)         | 3,428                         | 13,311         | Pension Lump Sum         | 44<br>94                     | 44<br>93                     | 0<br>1              |
| Paul Cromwell<br>Live Active Leisure – Chief Executive (started 01/04/18)       | 12,488                        | 0              | Pension Lump Sum         | 16<br>11                     | n/a<br>n/a                   | n/a<br>n/a          |
| Helen Smout<br>Culture Perth & Kinross Limited - Chief Executive                | 10,128                        | 9,787          | Pension Lump Sum         | 18<br>21                     | 16<br>20                     | 2<br>1              |
| <b>TOTAL</b>                                                                    | <b>146,364</b>                | <b>142,770</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:

Councillor Murray Lyle  
Leader of the Council

Perth & Kinross Council

Date:

## **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.

