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Council Building
2 High Street
Perth
PH1 5PH

15 July 2020

A special meeting of the **Audit Committee** will be held virtually on **Wednesday, 22 July 2020** at **09:30**.

If you have any queries please contact Committee Services - Committee@pkc.gov.uk.

KAREN REID
Chief Executive

Those attending the meeting are requested to ensure that all notifications are silent on their device and other devices are in silent mode.

Please note that the meeting will be broadcast online and recorded. The recording will be publicly available on the Council's website following the meeting.

Members:

Councillor Eric Drysdale (Convener)
Councillor Stewart Donaldson (Vice-Convener)
Councillor Harry Coates
Councillor David Illingworth
Councillor Roz McCall
Councillor Xander McDade
Councillor Mike Williamson

Audit Committee

Wednesday, 22 July 2020

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/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 UNAUDITED DRAFT ANNUAL ACCOUNTS 2019/20** **5 - 114**
Report by Head of Finance (copy herewith 20/118)
- 4 PERTH AND KINROSS COUNCIL INTERIM MANAGEMENT** **115 - 128**
REPORT AND AUDIT STATUS SUMMARY YEAR ENDING 31
MARCH 2020
(copy herewith 20/119)
- 5 INTERNAL AUDIT**
Verbal update by Chief Internal Auditor
- 6 INTERNAL AUDIT ANNUAL REPORT 2019/20** **129 - 142**
Report by Chief Internal Auditor (copy herewith 20/120)

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PERTH & KINROSS COUNCIL

Audit Committee – 22 July 2020

UNAUDITED DRAFT ANNUAL ACCOUNTS 2019/20

Report by the Head of Finance (Report No. 20/118)

PURPOSE OF REPORT

This report presents the Council's Unaudited Annual Accounts for the financial year 2019/20 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

1. BACKGROUND

1.1. The Local Authority Accounts (Scotland) Regulations 2014 sets out the following in respect of the Unaudited Annual Accounts:

- “(5) *The proper officer must ensure that financial statements give a true and fair view of the financial position of the local authority and its group at the end of the financial year and the transactions of the local authority and its group for that year.*
- (6) *Once the proper officer is satisfied as to the matters set out in paragraph (5), the proper officer must certify these matters by signing and dating the statement of responsibilities and the balance sheets contained within the Annual Accounts and then submit the Annual Accounts to the auditor.*
- (7) *The Annual Accounts must be submitted to the auditor no later than 30th June immediately following the financial year to which the Annual Accounts relate.*
- (8) *The local authority must publish a copy of the Annual Accounts submitted to the auditor, clearly identified as an unaudited version, on a website of the authority from the date they are submitted until the date on which the audited Annual Accounts are published in accordance with regulation 11.*
- (9) *A local authority or a committee of that authority whose remit includes audit or governance functions must meet to consider the unaudited Annual Accounts as submitted to the auditor.*
- (10) *The meeting referred to in paragraph (9) must be held no later than 31st August immediately following the financial year to which the Annual Accounts relate”.*

1.2. On 21 May 2020 the Scottish Government issued Local Authority Annual Accounts 2019-20 – Covid – 19 – Statutory Guidance. This guidance included permission to delay the publication of the Audited Annual Accounts

to 30 November 2020. In common with the majority of local authorities and in discussion with our external auditors, Perth & Kinross Council has, as far as possible, strived to maintain the “traditional” statutory timetable.

2. ANNUAL ACCOUNTS

- 2.1 The Annual Accounts are prepared in accordance with the 2019 CIPFA Code of Practice on Local Authority Accounting (“the Code”).
- 2.2 These accounts also comply with the Local Authority Accounts (Scotland) Regulations 2014 which came into force in October 2014.
- 2.3 The Unaudited Annual Accounts were submitted to KPMG on 29 June 2020 to allow commencement of the statutory audit.
- 2.4 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 on pages 1 to 12 of the Accounts.
- 2.5 The regulations require an annual review of the effectiveness of a local authority’s system of internal control by Elected Members. This requirement will be met prior to finalisation of the Audited Accounts when it is anticipated the Annual Governance Statement will be approved by the Scrutiny Committee on 5 August 2020. The Statement is set out from page 13 of the 2019/20 Unaudited Annual Accounts which are attached at Appendix 1.
- 2.6 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 ensure compliance with the statutory requirements.

3. LATEST POSITION

- 3.1 The Unaudited Annual Accounts were available for public inspection between 1 and 21 July 2020 (inclusive) with any objections to be submitted to the auditor by 24 July 2020.
- 3.2 The audit of the Annual Accounts is currently underway and should be complete by the end of August 2020. KPMG (working with Council officers) will consider whether the Annual Accounts:
 - Give a true and fair view in accordance with applicable law and the 2019 Code of the state of the affairs of the group and Perth & Kinross Council (PKC) as at 31 March 2020 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 2019 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.

3.3 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 and will include 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.

3.4 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 16 September 2020.

3.5 **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 16 September 2020.

4. CONCLUSION AND RECOMMENDATIONS

4.1 The Unaudited Annual Accounts were submitted to KPMG on 29 June 2020 following authorisation by the Head of Finance.

4.2 It is recommended that the Committee note that it is anticipated that the unsigned Audited Annual Accounts will be considered by the Audit Committee on 16 September 2020 – see paragraph 3.5.

Author(s)

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Approved

Name	Designation	Date
Stewart Mackenzie	Head of Finance	30 June 2020

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	Yes
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
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, Executive Directors and the Interim Chief Operating Officer 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 – 2019/20 Unaudited Annual Accounts



PERTH & KINROSS COUNCIL

ANNUAL ACCOUNTS

2019/20

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 2020.

This management commentary outlines the key messages in relation to financial planning and performance for the year 2019/20 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 99.

2. Our Vision and Strategic Objectives

The Council is situated in a central location in Scotland. It covers a geographical area of around 5,286 km² and has an estimated population of 151,950. 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 10 years show a 1% increase compared to 1.8% 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. The Council's commitment remains with the allocation of funding in the 2020/21 Revenue Budget approved in March 2020.

3. The Annual Accounts 2019/20

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 2019/20 (the 2019 Code). The 2019/20 Annual Accounts have been prepared in accordance with this Code.

4. The Financial Plan

To support the delivery of the strategic objectives during 2019/20, Perth & Kinross Council approved a balanced gross revenue budget of £451.369m for the General Fund (February 2019) and £29.602m for the Housing Revenue Account (January 2019). As part of its consistent approach to longer term financial planning, the Council has in place a Medium Term Financial Plan and Final Revenue Budget for 2020/21 and Provisional Revenue Budgets for 2021/22 and 2022/23. The HRA Budget was also updated in January 2020.

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 2019/20 the Council budgeted for capital investment of £74.071m on General Fund activities and £12.555m 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 will consider a new 10 year Composite Capital Budget for 2020/21 to 2029/30 at its meeting on 30 September 2020.

5. Performance Management

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

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

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

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

2019/20 Performance Summary

It is anticipated that the Council's Annual Performance Report will be considered by in due course providing comprehensive information on the Council's performance for 2019/20. The full range of performance information for 2019/20 will be available online. 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 2019/20 a selection of performance outcomes are set out in the following table:

Objective	Outcome
Giving every child the best start in life	<ul style="list-style-type: none"> During 2019/20, we established the Primary Raising Attainment and Inclusion, Supporting Education (PRAISE) Team. The PRAISE team helps to support children who are looked after at home to be able to fully participate and achieve within the school setting. The REACH team continues to provide intensive, coordinated and flexible support for young people with multiple complex needs and their families, within their own homes and communities. This has helped to reduce the number of young people accommodated away from home in a residential setting from 22 in 2017 to 10 in 2020, a level which has been maintained for the last two years. Bertha Park High School build was successfully completed in July 2019 within the allocated budget of £32.5m and is Scotland's newest secondary school and the first in 20 years in Scotland. It was short listed under "Best Project" in the Education Buildings Scotland Awards, and received the award for Technology: Transforming Learning, Teaching and the Curriculum. 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.
Objective	Outcome
Developing educated, responsible and informed citizens	<ul style="list-style-type: none"> There is steady, long-term progress in literacy and numeracy at P1, P4, P7 and S3, based on teacher judgements of Curriculum for Excellence (CfE) levels, with consistent improvements. 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 89% in 2019. For the fifth year in a row, results show that Perth & Kinross (93.4%) remains higher than the national average (91.6%) overall, as well as in each individual age group, for the proportion of 16-19-year-olds participating in education, training or employment. Results from Education Scotland's inspections show that Perth and Kinross consistently outperforms both our comparator group of local authorities and the Scotland average across both the Primary and pre-school sectors. With 78% of all Quality Indicators inspected over the last four years being rated as Good or better, compared to only around 60% nationally.

Objective	Outcome
Promoting a prosperous, sustainable and inclusive economy	<ul style="list-style-type: none"> Over the past year, Business Gateway supported 262 business start-ups and 25 early stage growth companies. Business Gateway ran 41 start-up workshops and 12 existing business workshops. 42 businesses were referred to Scottish Enterprise and accessed the Growth Advisory Service/Growth Pipeline. A 2-week rural roadshow (masterclasses, networking, 1to1 drop-in sessions) was organised engaging with over 135 people/businesses. On 26 February 2020, the Perth Creative Exchange was opened. A £4.5m major regeneration project which will support the business start-up and growth in the Creative Industries. The facility will provide the home for the Creative Business Accelerator, part of the Famous Grouse Ideas Centre. The Accelerator supported over 25 aspiring entrepreneurs and helped them to start their businesses. We have launched New Market Development Grant and supported 13 businesses to access new markets We have provided COVID emergency response and provided over £33m to over 3,300 businesses as well as tailored advice and support. 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 83 new registrations, 294 active caseload clients supported with Employability skills and 94 people were assisted into work through the Employment Connections Hub. With a focus on assisting clients with extensive barriers, the local No One Left Behind provision produced excellent initial results of 105 new clients, 27 moving into educational outcomes, 26 job outcomes and 13 young people into Modern Apprenticeships and 15 targeted Training Allowances were achieved. Employability Pipeline have supported 153 individuals with employability skills through third sector and in-house delivery. Poverty and Social Inclusion have supported 70 individuals with money/debt management skills delivered by Perth Citizens Advice Bureau. We have funded job creation initiative for rural businesses and we reached and exceed our first year targets to aid in the creation of 25 new posts for rurally based young residents. The Perth and Kinross Winter Festival is now a major highlight of Scotland's events calendar, and the 2019/20 programme was no exception with the Christmas Lights switch-on event alone generating an estimated £2.2 million of net additional expenditure. In addition, the Riverside Light Nights programme was further developed and generated net additional expenditure in excess of £330,000. A key focus in relation to tourism development was the focus on internationalisation and travel trade engagement, working with regional and national partners and local industry in a range of exhibitions, workshops and hosted visits. This included participation in VisitScotland Expo in April 2019 with 8 local businesses and securing 400 appointments with UK and international buyers and hosting the UK Inbound Discover Scotland's Tay Country event in September 2019 with 25 UK and international buyers visiting the region and with over 30 local businesses participating in workshop and hosted familiarisation visits.
Objective	Outcome
Supporting people to lead independent, healthy and active lives	<ul style="list-style-type: none"> The target for delivering new affordable homes for people in Perth and Kinross has been met one year early. Perth & Kinross Council, Hillcrest Homes, Kingdom Housing Association, Caledonia Housing Association, and Fairfield Housing Co-operative have all worked together to exceed our 2016–2021 Local Housing Strategy target of delivering 750 additional affordable homes. During 2019-20 Perth & Kinross Council and our partners delivered a record number of 320 affordable homes which has resulted in a total delivery of 839 affordable homes since 2016-17. 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. Working with a range of partners, a number of audits were undertaken across Perth & Kinross to assess the overall quality of the accessibility and walkability of local streets. It identify opportunities to improve the local walking environment and enable and encourage people of all ages and abilities to walk for every day journeys. For further information about the Health and Social Care Partnership, please see the Perth and Kinross Integration Joint Board Annual Accounts 2019/20 (Un-audited)

Objective	Outcome
Creating a safe and sustainable place for future generations	<ul style="list-style-type: none"> The second Perth & Kinross Local Development Plan was adopted in November 2019 following examination by the Scottish Ministers. The Plan sets a framework for the sustainable growth of Perth and Kinross to 2029. The Council prepared an approved its "Net Zero Perth & Kinross" an Interim Climate Emergency Report and Action Plan and we have secured external funding to develop key Clean Growth projects: Low Carbon Transport Hub and Perth Smart Energy Networks. For 2019/20 we installed 8 public electric vehicle charging points across Perth and Kinross and 3 chargers at council depots for fleet vehicles. Four play areas have been created or upgraded through a total investment of £220,000 in Coupar Angus, Glenfarg, Longforgan and Powmill Park. Community Greenspace have facilitated over 1,000 events on public greenspaces throughout Perth and Kinross, a large number of which were free to, or provided for, children. A record investment of just over £21m was claimed during 2019/20 through the Affordable Housing Supply Programme. This was an additional £3.6m over Perth & Kinross Council's allocated subsidy which assisted in the delivering additional good quality, energy efficient, affordable homes in areas where additional housing is in high demand. We now have 6 social workers and 3 senior practitioners trained in assessment and delivery of the Caledonian System and the Respect programme to combat domestic abuse through the rehabilitation of male offenders. The Food Safety team achieved the Customer Service Excellence standard for the 21st year in a row, demonstrating the continued dedication of the team to delivering the highest standards of customer focus and public protection.

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 2019/20.

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 2019 Code requires that Authorities present the segmental analysis on the basis of the organisational structure under which they operate. Additionally, the 2019 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.

a) General Fund Revenue Expenditure for 2019/20

In 2019/20 the Council incurred actual net expenditure on Services of £361.955m (which is the Cost of Services disclosed in the Comprehensive Income and Expenditure Statement on page 23). 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 £3.204m.

The Expenditure and Funding Analysis information on pages 38 and 39 sets out adjustments between the net Deficit on the Provision of Services of £3.204m included in the Comprehensive Income and Expenditure Statement and the net expenditure (surplus) charged to the General Fund & HRA in the table below of £2.886m. The adjustments of £6.090m 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 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 £13.919m which is explained in further detail.

	Updated Budget Per Revenue Monitoring Report No.4	Virements	Capital Accounting Adjustments	Revised Budget	Net Expend. Charged to the General Fund & HRA Balances per Expend. & Funding Analysis	Variance
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
SERVICES						
Education & Children's Services	188,668	(9,928)	(12,075)	166,665	157,763	(8,902)
Health & Social Care	55,301	71	0	55,372	56,611	1,239
Housing & Environment	67,787	(1,341)	(5,824)	60,622	56,585	(4,037)
Corporate & Democratic Services	31,397	(1,507)	0	29,890	29,459	(431)
Housing Revenue Account	0	(8,072)	0	(8,072)	(8,072)	0
Valuation Joint Board	1,248	0	0	1,248	1,248	0
Non Distributed Costs	1,595	0	0	1,595	1,553	(42)
NET COST OF SERVICES	345,996	(20,777)	(17,899)	307,320	295,147	(12,173)
Taxation & Non-Specific Grant	(346,705)	11,698	0	(335,007)	(335,782)	(775)
Finance / Investment / Other	11,006	9,079	17,899	37,984	37,749	(235)
Use of General Fund per Comprehensive Income & Expenditure Statement	10,297	0	0	10,297	(2,886)	(13,183)
Contributions from other Reserves	1,767	0	0	1,767	1,031	(736)
Use of General Fund Balances	12,064	0	0	12,064	(1,855)	(13,919)

The under spend on the net cost of Services of £13.919m 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 **£8.9m**. The main reasons for this are -

- In respect of the Devolved School Management (DSM) Scheme there was an under spend (**£1.2m**) reflecting savings on staff costs (teachers and support staff) (£0.7m) and property costs, supplies & services (educational materials) additional income (£0.5m). These resources will be carried forward by schools into 2020/21.
- In 2019/20 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 (**£0.7m**) has been earmarked within Reserves to be utilised by schools in 2020/21.
- In terms of non-DSM budgets there were further over and under spends as follows:
 - Staff under spends were delivered across the whole Service (**£1.7m**). This reflected the receipt of funding late in the financial year and ongoing recruitment issues in certain professions.
 - There was an under spend on property costs (**£0.6m**) due to a savings on maintenance and a non-domestic rates refund.
 - Under spends on supplies and services (**£1.2m**) due to the rephasing of a number of initiatives including the Digital Learning Strategy, the School Estate Review, Wider Achievement and Young Carers. In addition, resources towards the opening of Bertha Park High School will be returned to earmarked Reserves and drawn down as new year groups join the school.
 - The Council received funding towards the expansion of early years in advance of when the expenditure would be incurred (**£3.0m**). This funding will be carried forward in an earmarked Reserves and drawn down when required.
 - Other net over and under spends across the Service provided further net savings including third party payments and income partially offset by home to school transport (**£0.5m**).

Health and Social Care over spent by around **£1.2m** in 2019/20. The Strategic Policy & Resources Committee was provided with regular updates on the projected outcome for Social Care. The impact of this final over spend is a reduction in the Council's Reserves. The main reasons for this were:

- Within the Health & Social Care Partnership there was an over spend (**£1.6m**) due to continued pressure on this area of service delivery.
- In non-delegated areas of social care there was an under spend of (**£0.4m**).

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 over spend (**£0.3m**). This was due, in the main, to an over spend on winter maintenance and public transport partially offset by an underspend within flooding.
- Planning & Development's under spend (**£0.7m**) was primarily the result of a rephasing of expenditure in relation to several economic development initiatives including the community and business placemaking fund and micro business fund as well as additional income from planning applications and building warrants. This was partially offset by an over spend on events.
- Property delivered a net under spend (**£0.8m**) due to savings across a number of functions. There were savings on energy consumption and staff costs partially offset by the non achievement of professional fees.
- In Housing there was a net under spend (**£0.5m**) from across the function including planning and commissioning and a rephasing of grant funded initiatives.
- Across the Service, several targets were not met (**£1.0m**) relating to staff slippage, procurement savings and the property asset management review.
- Additional income was received during 2019/20 that ultimately impacted on several earmarked Reserves (**£2.7m**). Specifically, Developer Contributions, Car Parking and Revenue Grants.

Corporate & Democratic Services contributed an under spend of **£0.4m** from savings on staff costs as well as additional income.

In addition **Taxation and Non-Specific Grant** achieved additional income (**£0.8m**) and **Finance / Investment & Other** delivered an under spend of (**£0.2m**) following receipt of the Council's share of Tayside Contracts surplus in excess of budget.

General Fund and Housing Revenue Account Balances increased by £1.855m to £50.296m in line with the budget adjustments approved throughout the year by the Strategic Policy and Resources Committee and following the application of final outturns. When the Housing Revenue Account Balance of £1,000,000 and the earmarked Reserves of £36.375m that are set out on page 41 are excluded this leaves an uncommitted General Fund Balance of £12.921m or 3.7% of the net 2020/21 Revenue Budget.

b) Composite Capital Budget and Housing Revenue Account Investment Programme 2019/20

A summary of the Council's capital expenditure is reflected within Note 35 to the Core Financial Statements on page 63. Total gross capital expenditure in 2019/20 was £77,695,000, comprising £25,496,000 on the Council's Housing Revenue Account (HRA) and £52,199,000 on the Council's Composite (General Fund) Programme. A further £33,047,000 was incurred under a DBFM contract for Bertha Park Secondary School. The Council's gross expenditure includes:

- £13,327,000 on School Upgrades, including various new projects under the Early Learning & Childcare programme, and a further £812,000 on the development of the replacement of Perth High School.
- £18,566,000 on Roads & Transport projects, including Structural Maintenance, Road Safety measures, Perth Transport Futures and the completion of the A9/A85 Upgrade project.
- £20,306,000 on other works, including Flood Protection measures (£1,195,000); the Creative Exchange (£1,908,000); Placemaking Projects (£2,128,000); Cultural attractions (£500,000); and property & infrastructure upgrades (£5,299,000). The balance of £9,276,000 relates to expenditure on various waste initiatives, greenspace, property, equipment, vehicles and IT-related works.
- £25,496,000 on the HRA including Affordable Housing New Builds & Buy Backs (£15,238,000), Central Heating, Double Glazing and Energy Efficiency Schemes (£5,390,000), Kitchen & Bathroom Upgrades (£952,000) and External Works (£2,886,000).

Capital expenditure is funded by borrowing, asset sales, grants, other capital receipts, and Revenue Budget contributions. The Capital Financing Requirement (CFR, ie, the underlying requirement to borrow for capital purposes) as at 31 March 2020 was £361,361,000. Actual capital debt was £678,415,000, comprising long-term borrowing (£541,228,000) and a PPP liability (£137,187,000). The ratio of borrowing to the CFR for 2019/20 has increased to 115.5% (2018/19 91.1%). During the year the CFR increased by £47,096,000, reflecting the capital expenditure above, the adoption of the new high school at Bertha Park, less capital receipts, grants and contributions and principal loan repayments.

c) General Fund Reserves

As at 31 March 2020 the Council had uncommitted General Fund balances of £12.921m which represented 3.7% of the Council's 2020/21 Revenue Budget approved in March 2020. Council policy, as set out in the Reserves Strategy approved by Council on 6 March 2020, 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 22 and pages 60 to 62 of the Financial Statements, along with information on future commitments.

The Reserves position is summarised as follows:

	£'000		£'000
General Fund	(49,296)	Revaluation Reserve	(267,918)
Housing Revenue Account	(1,000)	Capital Adjustments Account	(346,950)
Capital Fund	(31,640)	Financial Instruments Adjustment Account	19,101
Insurance Fund	(2,970)	Pensions Reserve	121,432
Capital statutory funds	(2,648)	Employee Statutory Adjustment Account	6,403
Capital Grants Unapplied	(2,189)	TOTAL UNUSABLE RESERVES	(467,932)
TOTAL USABLE RESERVES	(89,743)	TOTAL RESERVES	(557,675)

The Balance Sheet

The Balance Sheet on page 24 summarises the Council's assets and liabilities as at 31 March 2020 and explanatory notes are provided from page 27. Total net assets have increased by £12.908m to £557.675m. Long Term Assets increased by £57.144m, current assets increased by £159.205m, current liabilities increased by £10.623m and long term liabilities increased by £192.692m. The major changes in the Council's Balance Sheet between 31 March 2019 and 31 March 2020 are explained in more detail in the following paragraphs.

Long Term Assets

The value of Property, Plant and Equipment increased by £57.018m primarily due to the continuation of the major capital investment being undertaken by the Council described above.

Current Assets

The level of Short Term Investments increased by £114.078m following new long-term borrowing throughout the year. There was also an increase of £45.108m in the level of Cash or Cash Equivalents 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 £10.599m as a result of anticipated cashflow requirements over the year end period at favourable interest rates.

Long Term Liabilities

Other Long Term Liabilities increased by £30.352m primarily due to an increase in liability for public private partnerships of £27.962m, with a new asset created; and movements in the net pension liability of £2.890m. Also within Long Term Liabilities is an increase in Long Term Borrowing of £162.482m, reflecting the new borrowing undertaken to fund Capital expenditure in 2019/20 and future years.

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

Pensions Reserve

International Accounting Standard 19 Revised (IAS19R) requires the disclosure of the Council's share of Tayside Pension Fund's assets and liabilities, both current and future. The information disclosed in the accounts is provided to the Council by the Pension Fund's actuaries following the tri-annual valuation of the Fund. The position at 31 March 2020 indicates a net liability of £121.432m compared to a net pension liability of £118.542m on 31 March 2019 due to changes in the assumptions. This liability is based on a snapshot valuation at 31 March 2020 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 60.

There were a number of write-offs of debt and stock during the year which were approved by the Chief Executive on 24 June 2020 – Authority to Write Off Debts and Obsolete Stock – June 2020.

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	2019/20	2018/19	PURPOSE
Uncommitted General Fund Reserve as a proportion of Annual Budgeted Net Expenditure	3.7%	3.6%	Reflects the level of funding available to manage financial risk / unplanned expenditure.
Movement in the Uncommitted General Fund Balance	£1.855m	£0.566m	Reflects the extent to which the Council has increased its Uncommitted General Fund Reserve.
Council Tax – In Year Collection Rate	97.1%	97.9%	Demonstrates the Council's effectiveness in collecting council tax debt.
Ratio of Council Tax Income to Overall Level of Funding	23.4%	21.8%	This reflects the Council's capacity to vary expenditure by raising Council Tax Income.
Capital Financing Requirement	£587.361m	£540.265m	Measurement of requirement to borrow for capital purposes.
External Debt Levels	£678.415m	£492.860m	Actual borrowing for capital investment purposes.
Capital Financing Requirement Ratio	115.5%	91.1%	Measurement of prudence in relation to borrowing levels – borrowing only to invest in capital.
Ratio of Financing Costs to Net Revenue Stream	6.5%	6.1%	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

COVID-19 pandemic is a worldwide pandemic, which has affected every single person in one way or another. The Scottish and UK Governments' guidance with regard to responding to the Pandemic, including the imposed lockdown measures has also had an impact on all citizens, whether they are a business owner, an employee, a consumer, a carer, a parent or a child.

The collapse in economic activity has been very sudden. Scottish Gross Domestic Product is predicted to fall by 33% during the period of social distancing; while unemployment is predicted to rise significantly. At a global level, the financial markets are trading at their lowest levels since the 2008/09 financial crisis; oil price has plummeted to an 18-year low, and there has been a significant contraction in both business activity and consumer confidence, and in addition planned investment is predicted to be adversely affected.

The jobs market in Scotland contracted sharply between March and April with a rise in unemployment of more than 74,000 (+67%); and locally within Perth and Kinross there was an increase (from a very low base) of 1,740 to 3,600 (a 94% rise). These figures should be read with a note of caution as they only account for a one-month period. However, universally it is acknowledged that unemployment will rise sharply over the coming months.

As well as the impact of Covid-19 there also remains significant ongoing uncertainty on the impact of Brexit. These factors make it very 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 as well as increasing demand for Council services. 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. The update scheduled for 2019 was postponed due to the potential Brexit implications at the time. 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 2020 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 Autumn 2020.

The Council continues to take appropriate action to address the challenging financial climate and the reductions in funding that are anticipated to continue over the next few years. These reductions may be further exacerbated as the UK and Scottish Governments reign in spending following Covid-19. This is underpinned by the regular updating of the Medium Term Financial Plan and by the availability of good quality financial information.

In March 2020 the Council approved a three-year Revenue Budget – final for 2020/21 and provisional for 2021/22 and 2022/23. There is still significant uncertainty around the level and conditions associated with the funding that the Council will receive beyond 2020/21 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. Into the future, the population of Perth and Kinross is expected to increase bringing additional pressures for the Council to meet the changing requirements.

The Council's Transformation Programme 2015 – 2020 is nearing completion although some projects has 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. This is especially relevant as the Council commences the renewal and recovery phases of its response to Covid-19

Perth & Kinross Offer

Last year the Council launched the Perth & Kinross offer based around the premise that it believes "everyone has something to offer". The Council has been engaging with partners, communities, employees, businesses and people to understand how it can create more equal partnerships, redefine relationships and form new ways of working throughout Perth and Kinross.

Since the COVID-19 pandemic began in March 2020, responding to the ever-changing landscape and the impact of the virus on its communities and people has been the Council's priority. Responding more flexibly and efficiently than ever before to ensure that essential services continued and working with its community groups, volunteers, businesses and partners to ensure the most vulnerable in society are protected and safe has been paramount. All of the support, commitment and partnership working has allowed the Council to see the vision of the Offer already in practice.

As the Council begins the process of Recovery & Renewal, it now has an unprecedented opportunity to build an even better Perth and Kinross, moving into the future. The Perth & Kinross Offer is key to this approach and recovery is very much focused on those parts of the community that are hardest hit and will be based around our '5Es' of the Offer: Empowerment, Environment, Education and Learning, Economy and entrepreneurship, and Equalities and fairness.

The Council will continue to engage with everyone who lives, works, visits and invests in Perth and Kinross to understand what matters to them and how the pandemic has impacted upon them. This will allow the Council to co-create the conditions and opportunities for everyone in Perth and Kinross to move forward positively and Live Life Well.

Capital

The Strategic Policy & Resources Committee approved a revised 10 year Composite Capital Budget for 2019/20 – 2028/29 on 25 March 2019. The Housing & Communities Committee also approved the HRA Capital Budget for 2020/21 - 2024/25 on 29 January 2020. The Council will consider a new Composite (General Fund) Capital Budget later this year.

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 is the completion of 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 cultural attractions, parks and public spaces improvements, waste reduction & recycling and property improvements.

The HRA Investment Programme 2020/21 to 2024/25 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 £920,999,000 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

Effective risk management is an essential element of good governance and integral to the Council's ability to deliver positive outcomes for its communities.

The Council undertook a wholesale review of its approach to risk and developed and approved a new risk Management Framework in 2017. Since then it has 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.

Within the Council there is a cross Service cohort of trained risk practitioners who provide technical guidance and support to ensure that a consistent approach to risk management is taken across the whole organisation. Extensive work has been undertaken throughout 2019/20 to embed the risk management framework to ensure that risk management activities are integrated with key business process and aligned to the delivery of the Council's objectives and defined outcomes. Strategic and operational risks are regularly monitored and reported in accordance with the principles of the framework. The Strategic Risks Register is reported to the Audit Committee six monthly.

The framework has also been implemented effectively to manage the Council's response to the COVID-19 pandemic.

Workforce Management

The Council values its employees, their skills, dedication and passion to ensure it delivers essential services to the people, businesses and communities of Perth and Kinross. Together it is building back an even better Council to renew and recover from the recent pandemic. Its purpose, values, culture and ethos to transform services and deliver efficiencies to prepare for the future are pivotal. Investment in building the capability and capacity in the workforce through learning and development opportunities, boosting productivity, encouraging innovation and creativity, embracing agility, digital technology and promoting wellbeing and resilience are key to our future plans. 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, changing priorities and demand for Council services will continue to inform the Council's Recovery and Renewal plans with a strong focus on multi-disciplinary teams, integrated worked and more locality-based decision-making. The Council is working with communities, its 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 Council's workforce management strategy is inherently linked to the Recovery and Renewal arrangements and the Medium-Term Financial Plan. The Corporate Workforce Plan 2018-21 will be refreshed to reflect new and emerging priorities. It has given a strong basis for developing the workforce of the future, recognising the importance of culture and with priorities for attracting, retaining and developing talent, healthy working lives and fair work. A range of enabling projects are already underway to prepare employees and the organisation for the future – digital skills, mobile/remote working, positive career choices, job families, building resilience and promoting positive mental health and wellbeing. Leadership development, coaching skills and a collaborative leadership development programme with neighbouring councils are all in place. 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.

A new Supporting Health and Wellbeing Framework, developed with staff and trade unions, is in place – it recognises the importance of creating and sustaining a healthy working environment and positive wellbeing culture to ensure that we Live Life Well. 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. Equalities and fairness will continue to be core principles in its workforce strategy.

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 89.

The Council has an interest in six organisations (detailed on page 89) 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 2019/20 Group Accounts Statements are included on pages 84 to 88. The basis for consolidation is set out in the Notes to the Group Accounts Statements on pages 89 to 91. The effect of consolidation is to increase the Council's net assets by £10.773m resulting in a Group Balance Sheet showing net assets of £568.448m at 31 March 2020 as set out on page 86. 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 surplus of £0.024m which, when applied to the surplus brought forward, results in an accumulated revenue surplus as at 31 March 2020 of £1.825m.

Details of income and expenditure accounts and balance sheets can be found on pages 82 and 83 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 81 of these Annual Accounts. Overall the Trust Funds recorded an in year deficit of £0.205m which, when applied to the surplus brought forward, results in an accumulated surplus as at 31 March 2020 of £2.507m.

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 / Design Build Finance Maintain

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 2019/20 the Council paid £2.795m 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 2019/20 the Council paid £16.984m to the contractor under the terms of the contract. In addition, during 2019/20 the Council incurred a part year cost of £2.169m in relation to Bertha Park High School.

9. Conclusion

The Council has continued to demonstrate sound financial management in 2019/20 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.

Karen Reid
Chief Executive
Perth & Kinross Council

Councillor Murray Lyle
Leader of the Council
Perth & Kinross Council

Stewart MacKenzie
Head of Finance
Perth & Kinross Council

Date:

Date

Date:

ANNUAL GOVERNANCE STATEMENT 2019/20

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 Annual Governance Statement is to give assurance to the people of Perth & 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 & Kinross defined in our Local Outcome Improvement Plan and our Corporate Plan. Building Ambition: Our Transformation Strategy together with our Revenue budget for 2019/20 our Capital Programme, 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 are 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 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 COVID-19 Pandemic Governance Arrangements

- 5.1 In light of the COVID-19 pandemic, the Council implemented effective and appropriate civil contingencies arrangements. These have ensured: -
- A clear decision-making framework utilising emergency powers in accordance with the Council's Scheme of Administration;
 - appropriate political oversight through an Elected Member Sounding Board;
 - an effective operational command structure to deliver essential services and key activities to protect the health and wellbeing of our communities during this time;
 - adequate and effective risk management at both a strategic and operational level of existing, new and emerging risks;
 - openness and transparency by the recording and reporting of decisions taken by the Chief Executive in exercise of her emergency powers.
- 5.2 Opportunities to further enhance and improve the internal controls to support the delivery of better outcomes for our communities have been recognised during this period. It is understood, however, that whilst improvement actions can be identified, the focus of the Council will be on maintaining essential services and managing the response and the recovery work that will be required to minimise the impact of COVID -19 on the communities of Perth and Kinross.
- 5.3 Planning has commenced for recovery and renewal in line with the published Scottish Government framework and a key part of that will be ensuring appropriate governance arrangements are in place.

6 Governance Assurance Process

- 6.1 The Council normally utilises a robust process of gathering assurance information from Service Management Teams which concludes with Certificates of Assurance being signed by each Director and the Depute Chief Executive/ Chief Operating Officer.
- 6.2 Due to the implementation of contingency measures related to the coronavirus pandemic, it was agreed with the Council's External Auditors that this process would be disproportionate in the current situation.
- 6.3 Instead, in keeping with advice from CIPFA, it was felt essential to gain assurance from Service Management Teams that governance during the implementation and operation of these contingency measures was subject to adequate and effective controls.
- 6.4 In discussion with the External Auditors, it was agreed that, based on the work they have done during the year, reliance could be placed on the evidence from 2018-19 and assurance that there have been no significant changes to governance arrangements during the year.
- 6.5 Reliance has also been placed on such external evidence as is available from 2019-20. This particularly includes the Council's Best Value Assurance Report published by Audit Scotland in August 2019. Note was also taken of the Joint Inspection Report of Strategic Planning in Adult Care by Health Improvement Scotland and the Care Inspectorate, inspection reports from the Care Inspectorate and Education Scotland relating to specific Council establishments, and from the National Records of Scotland regarding registration in the Council.
- 6.6 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 Governance Manager
 - Corporate IT Manager
 - Corporate Procurement Manager
 - Corporate HR Manager
- 6.7 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.
- 6.8 For Tayside Contracts Joint Committee and Tayside Valuation Joint Board, reliance has been placed upon each organisation's own Annual Governance Statement.
- 6.9 For Perth & Kinross Integrated Joint Board, reliance has been placed on their own Annual Governance Statement.
- 6.10 The draft Annual Governance Statement is usually considered by the Executive Officer Team, Corporate Management group and the Council's Scrutiny Committee prior to inclusion within the final draft Annual Accounts. This year, given the civil contingencies arrangements which are in place, the draft Annual Governance Statement will be considered by Gold Command and Full Council.
- 6.11 The Annual Governance Statement is considered by the Audit Committee as part of the Annual Accounts.

7 2018/19 Governance Statement: Improvement update

- 7.1 The 2018/19 AGS identified the following areas for further review and/or improvement: -
- Communications and Engagement
 - Performance Management
 - Community Empowerment
 - Information Governance
 - Workforce Planning
 - Arm's Length External Organisations
 - Integrated Joint Board – Relationship Governance
- 7.2 It has not been possible to obtain information about progress in these areas. Progress will be scrutinised by Service Management Teams and the appropriate Council Committees as and when possible.

8 Effectiveness of Governance Arrangements for 2019/20

- 8.1 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.
- 8.2 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).
- 8.3 Our assurance arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010).
- 8.4 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 2019/20 to ensure continuing compliance with the Public Service Network (PSN) requirements.
- 8.5 The Chief Internal Auditor is the Council's nominated Money Laundering Reporting Officer. There has been no relevant activity in respect of Council and its group during the year.
- 8.6 We have structures in place which support constructive challenge and effective scrutiny to our 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)
- 8.7 In addition, the Council has implemented temporary arrangements for the COVID-19 pandemic with appropriate governance arrangements.

9 Opinion of the Chief Internal Auditor

- 9.1 Audit activity and performance will be detailed in the Annual Report by the Chief Internal Auditor for the year 2019/20 when it is presented to the Council's Audit Committee. The draft report contains the Chief Internal Auditor's opinion in respect of the effectiveness of the governance arrangements in place, as follows: -

"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 2019/20, subject to management implementation of the agreed actions detailed in Internal Audit reports."

10 Areas for review /continued improvement action

- 10.1 The Council's identified priorities for the foreseeable future are on recovery and renewal from, and any further response necessary to, the COVID-19 pandemic and its consequences for the people, communities, organisation and business in the area. This will include the adoption of sound governance arrangements appropriate to the circumstances.
- 10.2 Areas previously identified as requiring ongoing monitoring/review or further improvement action will continue to be scrutinised by Service Management Teams and the relevant Council Committees as and when appropriate.

STATEMENT

The Council is legally required to review of the effectiveness of its governance arrangements and to publish an Annual Governance Statement, with its Annual Accounts. The Council's Governance Framework has been in place for the majority of the financial year ending 31 March 2020, but appropriate temporary arrangements were implemented to take account of the COVID-19 pandemic. These contingency arrangements continue to operate and therefore it has not been possible to undertake the usual comprehensive review of our corporate governance arrangements. In accordance with guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) however, the Council has reviewed the effectiveness of the existing governance framework and in particular, the internal controls.

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

- Service Management Teams
- Executive Officer Team
- Chief Finance Officer
- Monitoring Officer
- Chief Internal Auditor / Internal Audit

- Policy & Governance Group
- External Audit
- External Agencies and Inspectorates.

The Chief Internal Auditor has provided assurance for the year 2019/20 and an Internal Audit plan will be developed for 2020/21 which that will focus on areas which have been identified as corporate or service specific risks in relation to core business and any additional risks which have arisen as a result of the COVID-19 pandemic.

Each Director, who has responsibility within the Scheme of Delegation for the development and maintenance of the system of internal control, have reviewed the current governance arrangements and internal controls within their service area and provided assurance that these are effective.

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; any identified improvement actions will continue to be delivered through existing improvement plans and change programmes to avoid duplication of effort.

We have been reassured by the way in which this Council has adapted to the challenges presented by the COVID-19 pandemic. Our governance framework and understanding of key risks have not only ensured that essential services have been maintained but that innovative arrangements could be implemented to meet new and emerging needs as these arose. As we move from emergency response measures to supporting our communities to recover from the impact of COVID-19, our governance framework will continue to be reviewed and adapted where necessary to ensure that we can build back an even stronger Perth and Kinross.

Signed:

Signed:

Karen Reid
Chief Executive
Date:

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 Fund Balance £'000	Housing Revenue Account £'000	Capital Fund £'000	Renewal & Repair Fund £'000	Insurance Fund £'000	Capital statutory funds £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves (Note 32) £'000	Total Authority Reserves £'000
Balance at 1 April 2018	(51,099)	(1,000)	(25,060)	(20)	(2,815)	0	(87)	(80,081)	(478,097)	(558,178)
<u>Movement in reserves during 2018/19</u>										
Total Comprehensive Income and Expenditure	17,301	4,995	0	0	0	0	0	22,296	(8,885)	13,411
Adjustments from income & expenditure charged under the accounting basis to the funding basis (Note 5)	(20,287)	(4,035)	0	0	0	(2,581)	(3,493)	(30,396)	30,396	0
(Increase)/ Decrease in 2018/19	(2,986)	960	0	0	0	(2,581)	(3,493)	(8,100)	21,511	13,411
Transfers to/(from) Other Statutory Reserves	6,644	(960)	(5,306)	0	(378)	0	0	0	0	0
Balance at 31 March 2019 carried forward	(47,441)	(1,000)	(30,366)	(20)	(3,193)	(2,581)	(3,580)	(88,181)	(456,586)	(544,767)
<u>Movement in reserves during 2019/20</u>										
Total Comprehensive Income and Expenditure	6,407	(3,203)	0	0	0	0	0	3,204	(16,112)	(12,908)
Adjustments from income & expenditure charged under the accounting basis to the funding basis (Note 5)	(9,493)	3,403	0	0	0	(67)	1,391	(4,766)	4,766	0
(Increase) or Decrease in 2019/20	(3,086)	200	0	0	0	(67)	1,391	(1,562)	(11,346)	(12,908)
Transfers to/(from) Other Statutory Reserves	1,231	(200)	(1,274)	20	223	0	0	0	0	0
Balance at 31 March 2020 carried forward	(49,296)	(1,000)	(31,640)	0	(2,970)	(2,648)	(2,189)	(89,743)	(467,932)	(557,675)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2018/19							2019/20		
Gross Expenditure £'000	Income £'000	Net Expenditure £'000		Notes	Gross Expenditure £'000	Income £'000	Net Expenditure £'000		
COUNCIL SERVICES									
179,690	(11,046)	168,644	Education & Children's Services		200,187	(20,813)	179,374		
132,809	(75,755)	57,054	Health & Social Care		139,621	(79,028)	60,593		
108,631	(25,626)	83,005	Housing & Environment		106,168	(26,028)	80,140		
68,000	(31,925)	36,075	Corporate and Democratic Services		65,277	(28,547)	36,730		
32,727	(27,336)	5,391	Housing Revenue Account		31,899	(28,029)	3,870		
1,149	0	1,149	Valuation Joint Board		1,248	0	1,248		
523,006	(171,688)	351,318	COST OF SERVICES		544,400	(182,445)	361,955		
0	(1,395)	(1,395)	Other Operating Income and Expenditure	8	0	(845)	(845)		
22,744	(1,409)	21,335	Financing and Investment Income and	9	25,693	(2,424)	23,269		
0	(348,962)	(348,962)	Expenditure	10	0	(381,175)	(381,175)		
545,750	(523,454)	22,296	Taxation and Non-Specific Grant Income						
			Deficit on Provision of Services		570,093	(566,889)	3,204		
			(Surplus)/Deficit on revaluation of non						
		(6,008)	current assets				1,459		
		(2,877)	Remeasurement of the net defined benefit						
			liability				(17,571)		
			Other Comprehensive Income and						
		(8,885)	Expenditure				(16,112)		
		13,411	Total Comprehensive Income and				(12,908)		
			Expenditure						

BALANCE SHEET

<u>31 March 2019</u>		Notes	<u>31 March 2020</u>
£'000			£'000
1,100,893	Property, Plant & Equipment	21	1,158,353
27,781	Heritage Assets	22	27,781
13,095	Investment Property	23	13,290
1,757	Intangible Assets	24	979
798	Assets Held for Sale	25	719
761	Long Term Debtors	26	981
1,145,085	Long Term Assets		1,202,103
25,317	Short Term Investments		139,395
511	Assets Held for Sale	25	126
432	Inventories	27	470
27,488	Short Term Debtors	28	27,854
22,503	Cash and Cash Equivalents	44	67,611
76,251	Current Assets		235,456
(18,187)	Short Term Borrowing	39	(28,786)
(59,589)	Short Term Creditors	29	(59,141)
(562)	Provisions	30	(1,034)
(78,338)	Current Liabilities		(88,961)
(2,357)	Provisions	30	(2,239)
(372,580)	Long Term Borrowing	39	(535,038)
(223,294)	Other Long Term Liabilities	18,36	(253,646)
(598,231)	Long Term Liabilities		(790,923)
544,767	NET ASSETS		557,675
88,181	Usable Reserves		89,743
456,586	Unusable Reserves	32	467,932
544,767	TOTAL RESERVES		557,675

The Unaudited Annual Accounts were issued on 29 June 2020.

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



Stewart MacKenzie CPFA
Head of Finance
29 June 2020

CASH FLOW STATEMENT

<u>2018/19</u>		Notes	<u>2019/20</u>
<u>£'000</u>			<u>£'000</u>
(22,296)	Deficit on the provision of services		(3,204)
86,280	Adjustments to net surplus or deficit on the provision of services for non cash movements		75,411
(31,004)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(47,590)
<u>32,980</u>	Net cash flows from Operating Activities		<u>24,617</u>
(51,743)	Investing Activities	42	(147,487)
25,530	Financing Activities	43	167,978
<u>6,767</u>	Net increase in cash and cash equivalents		<u>45,108</u>
15,736	Cash and cash equivalents at the beginning of the reporting period		22,503
<u><u>22,503</u></u>	Cash and cash equivalents at the end of the reporting period	44	<u><u>67,611</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.

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.

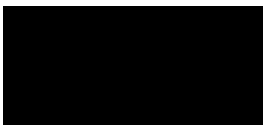
In preparing these Annual Accounts, the Head of Finance has:

- 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 2020.



Stewart MacKenzie CPFA
Head of Finance
Date: 29 June 2020

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 2019/20 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 2.35% 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;
- unitised 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 1/60th to 1/49th. 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-minimus 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-minimus 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 statutory funds 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 statutory funds 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. Exceptionally, gains might be credited to the surplus or deficit on the provision of services where they arise from the reversal of a loss previously charged to a service.

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 statutory funds 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
Roads and bridges

over period of lease
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 may be 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

At the balance sheet date, the following new standards and amendments to existing standards have been published but not yet adopted by The Code:

- IFRS 16 Leases will require the Council as lessee to recognise leases on the Balance Sheet as right-of-use assets along with the corresponding lease liabilities, except for low value and short-term leases. As a result of the current Covid-19 response CIPFA/LASAAC have deferred implementation of IFRS 16 for local government to 1 April 2021.
- IAS 28 Investments in Associates and Joint Ventures: Long Term Interests in Associates and Joint Ventures. This amendment clarifies that IFRS 9 Financial Instruments is applied to long-term interests in an associate or joint venture that form part of the net investment in the associate or joint venture.
- IAS 19 Employee Benefits: Plan amendment, curtailment or settlement. If a plan amendment, curtailment or settlement occurs, it is now mandatory that the current service cost and the net interest for the period after the remeasurement are determined using the assumptions used for the remeasurement.

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 2020 for which there is a significant risk of material adjustment in the forthcoming financial year are in respect of the Council's Net Pensions Liability and Property and Plant and Equipment.

Uncertainty

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. This is further detailed in Note 18 to the Accounts which includes a table setting out the potential sensitivity of change in assumptions on the Pension Liability. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.

Effect if Actual Results Differ from Assumptions

The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a reduction in the pension liability of £16,995,000. However, the assumptions interact in complex ways. During 2019/20, the Council's actuaries advised that the net pension liability had increased by £2,890,000 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 £675,000 for every year that useful lives had to be reduced.

Uncertainty

Council dwellings are valued combining the Beacon Method which aggregates the vacant possession values of each unit of housing stock and the investment approach where the gross rental income is capitalised adopting an

appropriate investment yield. The beacon discount factor is determined by comparing the Investment Value to the aggregate value. This methodology takes account of regional variations in capital values, stock condition, rent arrears and voids. The investment yield applied is 7.50%.

Effect if Actual Results Differ from Assumptions

If the investment yield is increased by 0.25%, this would lead to a corresponding decrease in the total value of Council dwellings of £9.4m. If the investment yield is reduced by 0.25%, this would lead to a corresponding increase in the total value of Council dwellings of £10.2m.

5. Adjustments between Accounting Basis and Funding Basis under Regulations

	Usable Reserves				Total	2018/19
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Capital Grants Unapplied		
	£'000	£'000	£'000	£'000	£'000	£'000
<u>Adjustments involving the Capital Adjustment Account</u>						
Depreciation and impairment on non-current assets	(36,987)	(12,676)	0	0	(49,663)	(47,692)
Revaluation Losses on Property, Plant & Equipment	(2,277)	(10)	0	0	(2,287)	(4,861)
Reversal revaluation gains	763	45	0	0	808	3,022
Movements in Fair Value of Investment Properties	195	0	0	0	195	(403)
Amortisation of Intangible Assets	(859)	0	0	0	(859)	(835)
Capital grants and contributions credited to the Comprehensive Income & Expenditure Statement	35,658	10,604	0	0	46,262	25,847
Amounts of non current assets written off on disposal as part of the gain/loss	(1,014)	(51)	0	0	(1,065)	(3,859)
<u>Items not debited or credited to the Comprehensive Income & Expenditure Statement</u>						
Statutory provision for repayment of debt	11,745	4,436	0	0	16,181	17,001
Capital expenditure charged to the General Fund and HRA balances	1,552	2,089	0	0	3,641	5,435
<u>Adjustments involving the Capital Receipts Reserve</u>						
Transfer of sale proceeds credited as part of the gain/loss on disposal	1,147	175	(1,322)	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0		1,255	0	1,255	2,307
<u>Adjustments involving the Capital Grants Unapplied Account</u>	0	0	0	1,391	1,391	(3,493)
<u>Adjustments involving the Financial Instruments Adjustment Account</u>	547	177	0	0	724	723
<u>Adjustments involving the Pensions Reserve</u>						
Employer's pensions contributions and direct payments to pensioners payable in the year	17,025	1,163	0	0	18,188	18,107
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(36,049)	(2,600)	0	0	(38,649)	(41,078)
<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	(939)	51	0	0	(888)	(617)
Total Adjustments	(9,493)	3,403	(67)	1,391	(4,766)	(30,396)

6. Expenditure and Funding Analysis - 2019/20

	Net Expenditure charged to the General Fund and HRA Balances £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
Education & Children's Services	157,763	21,611	179,374
Health & Social Care	56,611	3,982	60,593
Housing & Environment	56,585	23,555	80,140
Corporate and Democratic Services	29,459	7,271	36,730
Housing Revenue Account	(8,072)	11,942	3,870
Valuation Joint Board	1,248	0	1,248
Non Distributed Costs	1,553	(1,553)	0
Cost of Services	295,147	66,808	361,955
Other Income and Expenditure	(298,033)	(60,718)	(358,751)
(Surplus) or Deficit on Provision of Services	(2,886)	6,090	3,204
Opening General Fund and HRA Balance	(48,441)		
Surplus on General Fund and HRA Balance in Year	(2,886)		
Transfers from other Statutory Reserves	1,031		
Closing General Fund and HRA Balance at 31 March 2020	(50,296)		

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

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

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes Note A £ '000	Net change for the Pensions Adjustments Note B £ '000	Other Differences Note C £ '000	Total Adjustments £ '000
COUNCIL SERVICES				
Education & Children's Services	14,305	6,605	701	21,611
Health & Social Care	855	2,966	161	3,982
Housing & Environment	18,224	5,412	(81)	23,555
Corporate and Democratic Services	4,224	2,888	159	7,271
Housing Revenue Account	10,752	1,242	(52)	11,942
Non Distributed Costs	0	(1,553)	0	(1,553)
Cost of Services	48,360	17,560	888	66,808
Other Operating Expenditure and Income	(257)	0	0	(257)
Financing and Investment Income and Expenditure	(16,376)	2,901	(724)	(14,199)
Taxation and Non-Specific Grant Income	(46,262)	0	0	(46,262)
Other income and expenditure from the Expenditure and Funding Analysis	(62,895)	2,901	(724)	(60,718)
Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	(14,535)	20,461	164	6,090

Expenditure and Funding Analysis - 2018/19

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

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

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 March 2020 earmarked funding towards specific or known future commitments. The following table sets out the updated balances as at 31 March 2020 for these Earmarked Reserves taking cognisance of the final year-end position.

	Balance as at 1 April 2019 £'000	Transfers (In)/Out £'000	Balance as at 31 March 2020 £'000
Developer Contributions: Commuted Sums & Infrastructure and Affordable Housing	(4,479)	(1,799)	(6,278)
Affordable Housing (Resources accrued from reduced Council Tax Discounts)	(5,244)	(578)	(5,822)
Transformation Programme (including Workforce Management and Organisational	(9,106)	3,784	(5,322)
Revenue Grants	(1,823)	(4,221)	(6,044)
Revenue Budget Flexibility	(3,591)	1,184	(2,407)
Perth High School	(1,699)	91	(1,608)
Remodelling of Residential Care (Children & Young People)	(1,693)	187	(1,506)
Devolved School Management (DSM)	(1,067)	(157)	(1,224)
Car Parking	(854)	(329)	(1,183)
Secondary Schools	(1,799)	786	(1,013)
Perth & Kinross Offer	0	(499)	(499)
Culture	(363)	(55)	(418)
PH2O	0	(407)	(407)
Works Maintenance	(1,550)	1,150	(400)
Modern Apprentices/Graduate Trainees	(212)	(97)	(309)
Community Action Partnerships	(135)	(95)	(230)
Grounds Maintenance	0	(225)	(225)
Planning Appeals and Public Inquiries	(208)	(3)	(211)
Contaminated Land	(176)	(27)	(203)
Health and Social Care Partnership	0	(180)	(180)
Central Energy Efficiency and Salix Funds	(150)	(24)	(174)
Financial Assistance	(136)	(20)	(156)
Events and Rural Communities	0	(120)	(120)
Bridge Feasibility Studies	(18)	(114)	(132)
Investment in North Inch Golf Course	0	(117)	(117)
Local Government Elections	(53)	(53)	(106)
Micro Loans Fund	0	(60)	(60)
Public Service Network	(17)	0	(17)
Community Improvement Fund	(21)	17	(4)
Flood Protection Works	(193)	193	0
Perth City Centre Projects	(180)	180	0
Earmarked Balances at 31 March 2020	<u>(34,767)</u>	<u>(1,608)</u>	<u>(36,375)</u>

Purpose of Earmarked General Fund Balances

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.

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.

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.

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.

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.

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.

Devolved School Management (DSM) – the amount shown is the accumulated sum available to be carried forward at 31 March 2020 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 2020 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.

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. The remaining £1,013,000 will be phased over a number of years.

Perth & Kinross Offer – The Strategic Policy and Resources Committee approved the transfer of £262,000 as part of Revenue Monitoring Report 3 to fund future expenditure on Perth & Kinross Offer (Report No 20/22). This was augmented by further underspends in Report 4 of £200,000 and a final year end underspend of £37,000. The application of these resources will be applied in future years.

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. This was further increased by £55,000 during 2019/20. The application of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

PH2O – The Strategic Policy and Resources Committee approved the transfer of £350,000 from a budget of £500,000 as part of 2019/20 Revenue Monitoring Report 3 to the Strategic Policy & Resources Committee to fund the future design and business operating model of the PH2O project (Report No 20/22 refers). This was augmented by a further underspend of £57,000. This will be utilised in future years.

Works Maintenance - The Council continues to earmark a remaining £400,000 for future works maintenance approved as part of the 2018/19 – 2020/21 revenue budget. 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 2019/20 to fund future expenditure in this area.

Community Action Partnership – £232,000 was approved for earmarking for Communities in the 2017/18 Revenue Monitoring Report 3 by the Strategic Policy & Resources Committee (Report No.18/41 refers), with a further £70,000 approved in Revenue Monitoring Report 4 (Report 18/133 refers), and a further increase of £10,000 as part of the year end position. During 2019-20 a further £95,000 increased the amount to be earmarked. The application of the balance of these resources will be reported to the Strategic Policy & Resources Committee through the revenue monitoring process.

Grounds Maintenance – The Strategic Policy and Resources Committee approved the transfer of £225,000 as part of 2018/19 Revenue Monitoring Report 4 to fund road safety measures around the A9/A85 project. (Report No 19/110 refers). This will be utilised over the next 3 financial years.

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.

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.

Health and Social Care Partnership – The Council approved as part of the 2019/20 revenue budget £250,000 towards investment in health and social care transformation. There are £180,000 of resources remaining. (Report 19/46 refers)

Central Energy Efficiency and Salix Funds – these funds are a means of pooling resources 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.

Events and Rural Communities – The Strategic Policy and Resources Committee approved the transfer of £120,000 as part of 2019/20 Revenue Monitoring Report 1 to fund future expenditure on events and rural communities (Report No 19/246 refers). It is anticipated that this will be utilised in 2020/21.

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 2020/21.

Investment in North Inch Golf Course– The Strategic Policy & Resources Committee approved the transfer of £117,000 as part of Revenue Monitoring Report 2 to fund future investment in North Inch Golf Course (Report No 19/340 refers). This will be utilised in future years.

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.

Micro Loans Fund – these resources were allocated during the revenue budget process for 2019/20, and are being earmarked as there was a delay in implementing the scheme for assisting small businesses with start up costs.

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.

Community Improvement Fund – The Council earmarked £600,000 as part of the 2018/19 Revenue Budget and a further £600,000 was approved to be earmarked during 2019/20. These resources will be reported to the Strategic Policy & Resources Committee. The remaining balance of £4,000 continues to be earmarked.

Flood Protection Works – these resources were fully utilised during 2019/20.

Perth City Centre Projects – these resources were fully utilised during 2019/20.

8. Other Operating Expenditure / Income

	2019/20 £'000	2018/19 £'000
Gains on the Disposal of Non Current Assets	(257)	(870)
Share of Tayside Contracts surplus	(588)	(525)
Total	<u>(845)</u>	<u>(1,395)</u>

9. Financing and Investment Income and Expenditure

	2019/20 £'000	2018/19 £'000
Interest payable and similar charges	22,906	19,762
Pensions interest cost and expected return on pensions assets	2,901	2,665
Interest receivable and similar income	(1,426)	(357)
Income in relation to investment properties and changes in their fair value	(1,112)	(735)
Total	<u>23,269</u>	<u>21,335</u>

10. Taxation and Non Specific Grant Incomes

	2019/20 £'000	2018/19 £'000
Council Tax Income	(83,548)	(79,668)
Non Domestic Rates	(56,387)	(51,793)
Non Ringfenced Government Grants	(194,978)	(191,654)
Capital Grants and Contributions	(46,262)	(25,847)
Total	<u>(381,175)</u>	<u>(348,962)</u>

11. Material Items of Income and Expense

There have been no material items of income and expenditure during 2019/20 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. During 2019/20, there were no such debt modifications.

The net amount of premium and discount debited to the General Fund and HRA, including for transactions prior to 1 April 2007 (as permitted by statutory guidance), from the Financial Instruments Adjustment Account was £707,000 (2018/19 £707,000).

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 2019/20 a total of £14,619,000 (2018/19 £14,224,000) 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 £4,686,000 (2018/19 £4,724,000). Details of grants are shown below.

	2019/20 £'000	2018/19 £'000
Service Level Agreements with Outside Organisations	3,380	3,408
Live Active Leisure Limited	4,686	4,724
Culture Perth & Kinross	3,256	3,264
Horsecross Arts Ltd	1,280	1,156
Perth Money Advice Service	409	402
Churches Action for the Homeless	254	248
Pitlochry Festival Theatre	220	220
Micro Business Grants	152	0
Perthshire Women's Aid	78	78
Perth & Kinross Heritage Trust	94	86
Perth & Kinross Countryside Trust	30	30
Vacant Property Grants	25	57
Perth & Kinross Sports Council	11	11
Other Miscellaneous Grants	744	540
	14,619	14,224

14. Expenditure and Income Analysed by Nature

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

Expenditure/Income	2019/20 £'000	2018/19 £'000
Expenditure		
Employee benefits expenses	220,391	210,462
Other services expenses	218,824	208,258
Net Contribution to Integration Joint Board	54,077	51,661
Support service recharges	2,089	2,174
Depreciation, amortisation, impairment	51,806	50,769
Interest payments	22,906	22,426
Total Expenditure	570,093	545,750
Income		
Fees, charges and other service income	139,186	131,727
Interest and investment income	2,424	1,409
Taxation and Non-Specific Grant Income	381,175	348,962
Government grants and contributions	43,847	40,486
Gain on the disposal of assets	257	870
Total Income	566,889	523,454
Deficit on the Provision of Services	3,204	22,296

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.

	2019/20 Income £'000	2019/20 Expenditure £'000	2018/19 Income £'000	2018/19 Expenditure £'000
<u>Education & Children's Services</u>				
Provision of Pupil Support Assistants to other local authorities	113	113	139	139
<u>Housing and Environment</u>				
Receipts from other local authorities for cross boundary bus services	17	17	16	16
<u>Corporate and Democratic Services</u>				
Income from Scottish Water	444	444	444	444
Totals	<u>574</u>	<u>574</u>	<u>599</u>	<u>599</u>

16. External Audit Costs

In 2019/20 Perth and Kinross Council incurred the following fees relating to external audit services provided in accordance with the Code of Audit Practice:

	2019/20 £'000	2018/19 £'000
External Audit Fees	<u>284</u>	<u>277</u>

This includes £3,500 in respect of the audit of charitable trusts where the Council is the sole trustee (2018/19 £3,100).

17. Termination Benefits

The Council terminated the contracts of a number of employees in 2019/20, incurring liabilities of £407,000 (£574,000 in 2018/19). These were in relation to 78 officers (97 in 2018/19) from all Services across the Council throughout 2019/20 and will deliver full year recurring savings of approximately £260,000.

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 2019/20, the Council paid £12,590,572 to the Teachers' Pensions scheme in respect of teachers' retirement benefits, representing 23% of pensionable pay. The figures for 2018/19 were £9,608,382 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 £208,184 (2018/19 £216,616).

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. Pensions are increased annually in line with changes to the Pensions (Increases) Act 1971 and Section 59 of the Social Security Pensions Act 1975.

Governance

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

Principal Risks

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

Discretionary Post-employment Benefits

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

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

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

Guaranteed Minimum Pension (GMP) Equalisation

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

On 22 January 2018, the Government published the outcome to its Indexation and equalisation of GMP in public service pension schemes consultation, concluding that the requirement for public service pension schemes to fully price protect the GMP element of individuals' public service pension would be extended to those individuals reaching

State Pension Age (SPA) before 6 April 2021. HM Treasury published a Ministerial Direction on 4 December 2018 to implement this outcome, with effect from 6 April 2016.

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

McCloud Judgement

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

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 1/60th to 1/49th. 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

	2019/20 £'000	2018/19 £'000
Comprehensive Income and Expenditure Statement		
Cost of Services		
- Service Cost	35,748	38,413
Financing and Investment Income and Expenditure		
- Net Interest on the Defined Liability	2,636	2,332
Administration Expenses	265	333
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	<u>38,649</u>	<u>41,078</u>
Remeasurement of the net defined benefit liability comprising:		
Expected return on pension fund assets in excess of interest	61,465	(16,081)
Changes in demographic assumptions	0	(29,344)
Changes in financial assumptions	(79,036)	42,548
Total Post Employment Benefit Credited to the Comprehensive Income & Expenditure Statement	<u>(17,571)</u>	<u>(2,877)</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>(38,649)</u>	<u>(41,078)</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>18,188</u>	<u>18,107</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 2020 £'000	31 March 2019 £'000
Present Value of the Defined Benefit Obligation	840,283	881,269
Present Value of Unfunded Obligation	21,940	24,271
Closing Defined Benefit Obligation	<u>862,223</u>	<u>905,540</u>
Fair Value of Pension Fund Assets (Bid Value)	<u>(740,791)</u>	<u>(786,998)</u>
Net Liability in Balance Sheet	<u>121,432</u>	<u>118,542</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 2020 £'000	31 March 2019 £'000
Opening Defined Benefit Obligation	905,540	854,547
Current Service Cost	35,346	30,343
Interest Cost	21,484	21,561
Change in Financial Assumptions	(79,036)	42,548
Change in demographic assumptions	0	(29,344)
Estimated Benefits Paid Net of Transfers In	(25,718)	(26,091)
Past Service Costs (including Curtailments)	402	8,070
Contributions by Scheme Participants	6,082	5,549
Unfunded Pension Payments	(1,877)	(1,643)
Closing Defined Benefit Obligation	<u>862,223</u>	<u>905,540</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 2020 £'000	31 March 2019 £'000
Opening Fair Value of Scheme Assets	786,998	756,099
Interest on Assets	18,848	19,229
Return on Assets Less Interest	(61,465)	16,081
Administration Expenses	(265)	(333)
Contributions by Employer Including Unfunded	18,188	18,107
Contributions by Scheme Participants	6,082	5,549
Estimated Benefits Paid Plus Unfunded Net of Transfers (Out)/In	(27,595)	(27,734)
Closing Fair Value of Scheme Assets	<u>740,791</u>	<u>786,998</u>

Perth & Kinross Council's share of Tayside Pension Fund's assets at 31 March 2020 comprised:

	31 March 2020		31 March 2019	
	£'000	%	£'000	%
Equities	489,766	66%	543,619	69%
Gilts	10,276	1%	11,269	1%
Other Bonds	130,895	18%	118,082	15%
Property	91,116	13%	98,247	13%
Cash	18,738	2%	15,781	2%
Total	<u>740,791</u>	<u>100%</u>	<u>786,998</u>	<u>100%</u>

A further breakdown of the assets is as follows:

	29 February 2020	28 February 2019
Equities		
Consumer	7%	10%
Manufacturing	2%	3%
Energy and Utilities	2%	5%
Financial Institutions	10%	13%
Health and Care	5%	6%
Information Technology	7%	7%
Others	11%	14%
Industrials	<u>n/a</u>	<u>n/a</u>
	44%	58%
Debt Securities		
Corporate Bonds	14%	12%
UK Government Bonds	1%	1%
Others	<u>1%</u>	<u>1%</u>
	16%	14%
Property		
UK Property	<u>11%</u>	<u>12%</u>
	11%	12%
Investment Fund Unit Trusts		
Equities	23%	12%
Bonds	<u>3%</u>	<u>2%</u>
	26%	14%
Cash & Cash Equivalents	3%	2%
Total	<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 2020.

The principal assumptions used by the actuary have been:

	2019/20	2018/19
Mortality Assumptions:		
Longevity at 65 for Current Pensioners:		
- Men	19.7	19.6
- Women	21.7	21.6
Longevity at 65 for Future Pensioners:		
- Men	21.4	21.3
- Women	23.5	23.4
Rate of Inflation CPI	1.9%	2.4%
Rate of Inflation RPI	2.4%	3.4%
Rate of Increase in Salaries	2.9%	3.4%
Rate of Increase in Pensions	1.9%	2.4%
Rate for Discounting Scheme Liabilities	2.4%	2.4%

The liabilities show the underlying commitments that the Council has in the long run to pay post-employment (retirement) benefits. The net liability of £121,432,000 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 2021 is £16,658,000.

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	£845,228,000	£862,223,000	£879,577,000
- Projected Service cost	£30,229,000	£30,986,000	£31,763,000
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
- Present value of total obligation	£864,408,000	£862,223,000	£860,057,000
- Projected Service cost	£31,001,000	£30,986,000	£30,971,000
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
- Present value of total obligation	£877,452,000	£862,223,000	£847,304,000
- Projected Service cost	£31,750,000	£30,986,000	£30,240,000
Adjustment to mortality age rating assumption	+ 1 year	None	-1 year
- Present value of total obligation	£900,667,000	£862,223,000	£825,534,000
- Projected Service cost	£32,048,000	£30,986,000	£29,959,000

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 £1,528,000 (2018/19 £1,420,000). £1,248,000 is disclosed in the Comprehensive Income and Expenditure Statement under Valuation Joint Board and £280,000 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 2019/20 is shown in the Remuneration Report. During 2019/20, two councillors had an interest in businesses from which the Council commissioned works and services to the value of £31,487 and £1,424 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 2019/20 amounting to £4,686,000 (2018/19 £4,724,000). 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 2019/20 amounting to £1,280,000 (2018/19 £1,156,000). 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 2019/20 amounting to £3,256,000 (2018/19 £3,264,000). 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 2019/20 amounted to £30,166,000 (2018/19 £25,963,000). 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 2019/20 amounted to £72,368,000 (2018/19 £69,541,000) and receipts amounted to £18,291,000 (2018/19 £17,880,000).

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 2020/21 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:

	2019/20	2018/19
	£'000	£'000
Not later than one year	162	296
Later than one year and not later than five years	428	757
Later than five years	613	693
	<u>1,203</u>	<u>1,746</u>

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

	2019/20	2018/19
	£'000	£'000
Minimum lease payments	167	311
Sublease payments receivable	(13)	(11)
	<u>154</u>	<u>300</u>

Council as Lessor

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

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

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

	2019/20	2018/19
	£'000	£'000
Not later than one year	1,302	1,244
Later than one year and not later than five years	4,471	4,351
Later than five years	49,843	47,006
	<u>55,616</u>	<u>52,601</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 2018/19 and 2019/20.

21. Property, Plant and Equipment

Movements on Fixed Assets 2019/20 in respect of Property, Plant & Equipment are shown below:

Movements in 2019/20

	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Sub Total c/fwd £'000
<u>Gross Book Value</u>						
As at 1 April 2019	362,208	589,572	48,205	338,850	20,529	1,359,364
Additions	14,718	54,392	6,705	21,317	2,224	99,356
Revaluation increases recognised in the Revaluation Reserve	0	3,961	0	0	0	3,961
Revaluation decreases recognised in the Revaluation Reserve	(72,820)	(352)	0	0	0	(73,172)
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	0	420	0	0	0	420
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	0	(1,772)	0	0	0	(1,772)
Derecognition - disposals	(909)	(467)	(3,635)	0	0	(5,011)
Asset reclassifications	1,401	2,195	0	0	0	3,596
Other Movements	0	1	0	0	0	1
As at 31 March 2020	304,598	647,950	51,275	360,167	22,753	1,386,743
<u>Depreciation</u>						
As at 1 April 2019	(60,527)	(43,786)	(31,985)	(119,666)	(10,318)	(266,282)
Depreciation charge for 2019/20	(12,541)	(18,039)	(6,170)	(11,700)	(1,213)	(49,663)
Depreciation written out to the Revaluation Reserve - revaluation gain	0	56	0	0	0	56
Depreciation written out to the Revaluation Reserve - revaluation loss	67,176	96	0	0	0	67,272
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	0	158	0	0	0	158
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	0	47	0	0	0	47
Derecognition - disposals	909	4	3,579	0	0	4,492
Asset reclassifications	0	87	0	0	0	87
As at 31 March 2020	(4,983)	(61,377)	(34,576)	(131,366)	(11,531)	(243,833)
Net Book Value at 31 March 2020	299,615	586,573	16,699	228,801	11,222	1,142,910

Property, Plant and Equipment cont'd
Movements in 2019/20

	Sub total b/fwd £'000	Surplus Assets £'000	Assets Under Construction £'000	Total PPE £'000	PFI & DBFM Assets Included in PPE £'000
<u>Gross Book Value</u>					
As at 1 April 2019	1,359,364	110	7,701	1,367,175	134,183
Additions	99,356	18	11,205	110,579	33,137
Revaluation increases recognised in the Revaluation Reserve	3,961	455	0	4,416	3,440
Revaluation decreases recognised in the Revaluation Reserve	(73,172)	(62)	0	(73,234)	0
Revaluation increases recognised in the Surplus/Deficit on the Provision of Services	420	230	0	650	0
Revaluation decreases recognised in the Surplus/Deficit on the Provision of Services	(1,772)	(506)	(112)	(2,390)	0
Derecognition - disposals	(5,011)	0	0	(5,011)	0
Asset reclassifications	3,596	1,490	(5,086)	0	555
Other Movements	1	0	0	1	0
As at 31 March 2020	<u>1,386,743</u>	<u>1,735</u>	<u>13,708</u>	<u>1,402,186</u>	<u>171,315</u>
<u>Depreciation</u>					
As at 1 April 2019	(266,282)	0	0	(266,282)	(17,818)
Depreciation charge for 2019/20	(49,663)	0	0	(49,663)	(5,961)
Depreciation written out to the Revaluation Reserve - revaluation gain	56	0	0	56	0
Depreciation written out to the Revaluation Reserve - revaluation loss	67,272	31	0	67,303	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation gain	158	0	0	158	0
Depreciation written out to the Surplus/Deficit on the Provision of Services - revaluation loss	47	56	0	103	0
Derecognition - disposals	4,492	0	0	4,492	0
Asset reclassifications	87	(87)	0	0	0
As at 31 March 2020	<u>(243,833)</u>	<u>0</u>	<u>0</u>	<u>(243,833)</u>	<u>(23,779)</u>
Net Book Value at 31 March 2020	<u>1,142,910</u>	<u>1,735</u>	<u>13,708</u>	<u>1,158,353</u>	<u>147,536</u>

Property, Plant and Equipment cont'd

Comparative Movements in 2018/19

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

Property, Plant and Equipment cont'd

Comparative Movements in 2018/19

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

Capital Commitments

At 31 March 2020, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2019/20 and future years budgeted to cost £30.572m. Similar commitments at 31 March 2019 were £19.949m. The total commitment is made up of the following:

	2019/20 £'000	2018/19 £'000
Education Projects	9,058	12,249
Roads & Bridges Improvement Schemes	3,353	2,268
Flood Prevention	364	95
Council Dwellings	13,404	0
Other Capital Projects	4,393	5,337
	<u>30,572</u>	<u>19,949</u>

Valuation of Assets

Revaluations

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

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

	Council Dwellings £'000	Other Land and Buildings £'000	Surplus Assets £'000	Total £'000
Carried at historical cost	9,840	34,362	31	44,233
Values at current value as at:				
31 March 2020	294,758	52,014	1,640	348,412
31 March 2019	0	89,333	0	89,333
31 March 2018	0	75,509	0	75,509
31 March 2017	0	250,251	46	250,297
31 March 2016	0	146,481	18	146,499
Total Cost or Valuation	304,598	647,950	1,735	954,283

Changes in Estimates

The Council has made no material changes to accounting estimates for Property, Plant and Equipment in 2019/20.

22. Heritage Assets

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

	2019/20 Art Collection £'000	2019/20 War Memorials £'000	2019/20 Total £'000	2018/19 Art Collection £'000	2018/19 War Memorials £'000	2018/19 Total £'000
Cost or Valuation						
Balance at 1 April	27,733	48	27,781	27,535	46	27,581
Additions	0	0	0	0	2	2
Revaluations	0	0	0	198	0	198
Balance at 31 March	27,733	48	27,781	27,733	48	27,781

Art Collection

The collection of Fine Art maintained and preserved by Culture Perth and 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 items and collections having significant value. 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 market trends.

There were no significant additions to Heritage Assets in 2017/18 and 2018/19. In 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.

Additions and Disposals 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

	2019/20 £'000	2018/19 £'000
Rental income from investment property	(998)	(1,052)
Direct operating expenses arising from investment property	81	74
Balance at end of year	<u>(917)</u>	<u>(978)</u>

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

	2019/20 £'000	2018/19 £'000
Balance at start of year	13,095	13,858
Disposals	0	(360)
Net gains/(losses) from fair value adjustments	195	(403)
Balance at end of year	<u>13,290</u>	<u>13,095</u>

All of the Authority's investment properties are valued at Level 2 on the fair value hierarchy. Values as at 31 March 2019 and 31 March 2020 are as follows:

	Other Significant Observable Inputs (Level 2)	
	2019/20 £'000	2018/19 £'000
Recurring fair value measurements using:		
Industrial and Commercial Land	11,805	11,635
Shops and Offices	1,035	1,160
Other Investment Properties	450	300
Total Fair Value	<u>13,290</u>	<u>13,095</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:

	2019/20	2018/19
	Assets	Assets
	£'000	£'000
Balance at start of year		
Gross carrying amount	2,867	604
Accumulated amortisation	(1,110)	(275)
Net carrying amount at start of year	<u>1,757</u>	<u>329</u>
Additions: Purchases	81	2,263
Amortisation for the period	(859)	(835)
Net carrying amount at end of year	<u>979</u>	<u>1,757</u>
Comprising:		
Gross carrying amounts	2,948	2,867
Accumulated amortisation	(1,969)	(1,110)
	<u>979</u>	<u>1,757</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	
	2019/20	2018/19	2019/20	2018/19
	£'000	£'000	£'000	£'000
Balance outstanding at start of year	511	116	798	2,008
Assets newly classified as held for sale:				
- Property, Plant and Equipment	0	400	0	0
Revaluation Losses	0	(5)	0	0
Revaluation Gains	0	0	0	68
Assets sold	(400)	0	(146)	(1,274)
Other movements	15	0	67	(4)
Balance outstanding at year end	<u>126</u>	<u>511</u>	<u>719</u>	<u>798</u>

26. Long Term Debtors

	2019/20	2018/19
	£'000	£'000
Other Entities & Individuals	981	761
Total	<u>981</u>	<u>761</u>

27. Inventories

	Consumables & Maintenance Materials	
	2019/20	2018/19
	£'000	£'000
Balance outstanding at start of year	432	445
Purchases	3,089	3,028
Recognised as an expense in the year	(3,052)	(2,945)
Written off balances	1	(96)
Balance outstanding at end of year	<u>470</u>	<u>432</u>

28. Debtors

	2019/20	2019/20	2018/19	2018/19
	£'000	£'000	£'000	£'000
	Gross	Net	Gross	Net
Scottish Government		7,804		6,415
Central Government		3,739		4,879
Other Local Authorities		364		427
NHS Bodies		1,628		492
Public Corps & Trading funds		376		111
Other Entities & Individuals	13,887		14,132	
less Impairment	<u>(8,280)</u>		<u>(8,947)</u>	
		5,607		5,185
Trade	5,592		7,333	
less Impairment	<u>(1,022)</u>		<u>(914)</u>	
		4,570		6,419
Council Tax & Community Charge	17,026		16,862	
less Impairment	<u>(13,260)</u>		<u>(13,302)</u>	
		3,766		3,560
Total		<u>27,854</u>		<u>27,488</u>

29. Creditors

	2019/20 £'000	2018/19 £'000
Scottish Government	(2,168)	(393)
Central Government	(5,446)	(5,926)
Other Local Authorities	(450)	(736)
NHS Bodies	(204)	(364)
Public Corporations and Trading Funds	(487)	(474)
Other Entities and Individuals	(24,063)	(20,259)
Trade Creditors	(26,323)	(31,437)
Total	<u>(59,141)</u>	<u>(59,589)</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 2020.

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.

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 2020 is to meet any potential liability for the years 2018/19 and 2019/20.

	Self Insured/ Uninsured Losses £'000	Compensation Payments £'000	Commercial Rent £'000	Total £'000
Balance as at 1 April 2019	1,407	1,472	40	2,919
Additional provisions made in 2019/20	609	584	20	1,213
Amounts used in 2019/20	(649)	(190)	(20)	(859)
Balance as at 31 March 2020	<u>1,367</u>	<u>1,866</u>	<u>40</u>	<u>3,273</u>
Balance Sheet Disclosure:				
Less than 12 months	437	577	20	1,034
Over 12 months	930	1,289	20	2,239
	<u>1,367</u>	<u>1,866</u>	<u>40</u>	<u>3,273</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

	2019/20 £'000	2018/19 £'000
Revaluation Reserve	(267,918)	(276,144)
Capital Adjustments Account	(346,950)	(324,324)
Financial Instruments Adjustment Account	19,101	19,825
Pensions Reserve	121,432	118,542
Employee Statutory Adjustment Account	6,403	5,515
Total Unusable Reserves	<u>(467,932)</u>	<u>(456,586)</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.

	2019/20 £'000	2018/19 £'000
Balance at 1 April	(276,144)	(277,711)
Upward revaluation of assets	(4,472)	(12,033)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services	5,931	6,025
	<u>(274,685)</u>	<u>(283,719)</u>
Difference between fair value depreciation and historical cost depreciation	6,634	7,550
Accumulated gains on assets sold or scrapped	133	25
Amount written off to the Capital Adjustment Account	<u>6,767</u>	<u>7,575</u>
Balance at 31 March	<u><u>(267,918)</u></u>	<u><u>(276,144)</u></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.

	2019/20 £'000	2018/19 £'000
Balance at 1 April	(324,324)	(324,280)
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	49,663	47,692
Revaluation losses on Property, Plant and Equipment	1,479	1,839
Amortisation of intangible assets	859	835
Amounts of non current assets written off on disposal as part of the gain/loss	<u>1,065</u>	<u>3,859</u>
	<u>(271,258)</u>	<u>(270,055)</u>
Adjusting amounts written out of the Revaluation Reserve	<u>(6,767)</u>	<u>(7,575)</u>
	<u>(278,025)</u>	<u>(277,630)</u>
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(1,255)	(2,307)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement	(44,160)	(22,354)
Application of grants to capital financing from the Capital Grants Unapplied Account	(3,493)	0
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(16,181)	(17,001)
Capital expenditure charged against the general fund and HRA balances	<u>(3,641)</u>	<u>(5,435)</u>
	<u>(346,755)</u>	<u>(324,727)</u>
Movements in the fair value of the Investment Properties	(195)	403
Balance at 31 March	<u><u>(346,950)</u></u>	<u><u>(324,324)</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 2020 in respect of the above provisions will be charged to the General Fund and HRA over the next 48 years. The movements on the FIAA during the year are shown below:

	2019/20 £'000	2018/19 £'000
Balance at 1 April	19,825	20,548
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)	(711)
Difference on restatement of Stepped Interest Rate Loans	(17)	(16)
Balance at 31 March	<u>19,101</u>	<u>19,825</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.

	2019/20 £'000	2018/19 £'000
Balance at 1 April	118,542	98,448
Actuarial Losses on Pensions Assets and Liabilities	(17,571)	(2,877)
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	38,649	41,078
Employer's Pensions Contributions and Direct Payments to Pensioners Payable in the Year	(18,188)	(18,107)
Balance at 31 March	<u>121,432</u>	<u>118,542</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.

	2019/20 £'000	2018/19 £'000
Balance at 1 April	5,515	4,898
Cancellation of accrual made at the end of the preceding year	(5,515)	(4,898)
Amounts accrued at the end of the current year	6,403	5,515
Balance at 31 March	<u>6,403</u>	<u>5,515</u>

33. Impairment Losses

Movements in the value of properties during the year were mainly due to the revaluation of Council Dwellings with various individual operational buildings such as Industrial Units, Offices and Shops and Investment Properties also being revalued within 2019/20. One revaluation loss for £112,000 has been treated as an impairment due to a project change which has resulted in the derecognition of historic capital expenditure. Any other 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 2019/20.

	2019/20 £'000	2018/19 £'000
Credited to Taxation and Non Specific Grant Income		
Scottish Government	42,451	22,687
Scottish Government Bodies & Directorates	312	263
Developer Contributions	1,402	1,455
Other Third Party Contributions	2,097	1,442
	<u>46,262</u>	<u>25,847</u>
Credited to Services		
Scottish Government	18,842	10,767
Scottish Government Directorates (incl Historic Scotland, NHS)	156	442
Sport Scotland	398	52
Local Authority	0	112
Other Scottish Government Bodies	240	452
Other Third Party Contributions	1,367	664
	<u>21,003</u>	<u>12,489</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/DBFM 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.

	2019/20 £'000	2018/19 £'000
Capital Financing Requirements b/fwd	540,265	513,013
<u>Capital Expenditure</u>		
Property, Plant & Equipment	110,660	78,635
Intangible Assets	81	0
Revenue Expenditure funded from Capital	<u>1,709</u>	<u>1,771</u>
	<u>112,450</u>	<u>80,406</u>
	<u>652,715</u>	<u>593,419</u>
<u>Sources of Finance</u>		
Capital Receipts	(1,259)	(3,335)
Government Grants and Contributions	(47,971)	(27,383)
Revenue Contributions	(3,641)	(5,435)
Loans Fund Principal Repayments	<u>(16,182)</u>	<u>(17,001)</u>
	<u>(69,053)</u>	<u>(53,154)</u>
Closing Capital Financing Requirement c/fwd	<u>583,662</u>	<u>540,265</u>
Movement	43,397	27,252
<u>Analysed as:</u>		
Increase in need to borrow	15,437	31,725
Net assets acquired under PPP contract	<u>27,960</u>	<u>(4,473)</u>
	<u>43,397</u>	<u>27,252</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 2019/20 for the office accommodation was £2,415,000 (2018/19 £2,416,000). In 2015/16 the facilities management element of the service charge was renegotiated resulting in a reduced unitary charge payment.

The unitary charge for 2019/20 for the car park was £380,000 (2018/19 £344,000).

Future agreed payments will increase in line with inflation. The unitary charge payments for 2020/21 for the office accommodation will be £2,470,000 and for the car park is £363,000.

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 2019/20 for the campuses operating in the year was £16,984,000 (2018/19 £16,564,000).

Future agreed payments will increase in line with inflation. The unitary charge payments for 2020/21 for all school campuses will be £17,445,000.

During 2019/20 the Council incurred an obligation for Bertha Park High School with the asset and liability recognised in the Statement of Accounts. The unitary charge for 2019/20 for the part year was £2,169,000 (2018/19 £nil).

Future agreed payments will increase in line with inflation. The unitary charge for 2020/21 for Bertha Park will be £3,044,000.

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

	2019/20	2018/19
	£'000	£'000
Net Book Value at 1 April 2019	116,365	120,795
Additions	33,137	31
Reclassification	555	0
Revaluations	3,440	0
Depreciation	(5,961)	(4,461)
Net Book Value at 31 March 2020	<u>147,536</u>	<u>116,365</u>

Movements in Public Private Partnership Liabilities during the year were:

	2019/20	2018/19
	£'000	£'000
Liabilities at 1 April 2019	109,225	113,698
Additional liabilities	33,047	0
Amounts repaid in year	(5,085)	(4,473)
Liabilities at 31 March 2020	<u>137,187</u>	<u>109,225</u>
Disclosed in the Balance Sheet as:		
Long Term Liabilities	132,214	104,752
Creditors	4,973	4,473
Liabilities at 31 March 2020	<u>137,187</u>	<u>109,225</u>

Future Public Private Partnership liabilities due to be met:

	Repayment of liability £'000	Interest £'000	Service Charges £'000	Lifecycle Maintenance £'000	Contingent Rentals £'000	TOTAL £'000
Due within one year	4,973	7,046	6,654	2,443	2,175	23,291
Due in 2 to 5 years	23,594	24,647	28,621	9,959	11,292	98,113
Due in 6 to 10 years	22,319	23,084	37,482	19,741	17,667	120,293
Due in 11 to 15 years	28,841	17,357	42,554	18,528	26,101	133,381
Due in 16 to 20 years	38,228	9,639	48,547	17,171	36,118	149,703
Due in 21 to 25 years	19,232	1,681	17,567	7,790	12,904	59,174
Due in 26 to 30 years	0	0	0	0	0	0
Total	<u>137,187</u>	<u>83,454</u>	<u>181,425</u>	<u>75,632</u>	<u>106,257</u>	<u>583,955</u>

These figures are based on the actual cash amount estimated to be payable and not on prices at 31 March 2020.

37. Authorisation of Annual Accounts

The Unaudited Annual Accounts were authorised for issue by the Head of Finance on 29 June 2020. 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 2020, 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 small number of claims, however, it is not possible to determine with any certainty whether there is any liability at this time until the claims are 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.

There has been considerable interruption to Council business due to the restrictions arising from Covid-19, with impact upon all Council services. The increased level of uncertainty remains, and it is not possible to predict the potential consequences which may arise from the Covid-19 restrictions.

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 2020	31 March 2019	31 March 2020	31 March 2019	31 March 2020	31 March 2019
	£'000	£'000	£'000	£'000	£'000	£'000
Borrowings						
Financial liabilities at amortised cost	535,038	372,580	28,786	18,187	563,824	390,767
Total borrowings	535,038	372,580	28,786	18,187	563,824	390,767
Investments						
Loans and receivables	922	654	207,243	47,978	208,165	48,632
Total investments	922	654	207,243	47,978	208,165	48,632

Lender Option Borrower Option (LOBO) borrowings of £44.408m have been included in long term borrowing as at 31 March 2020 but have a call date in the next 12 months.

The above long term figures are based on the 2016 Code which requires that in undertaking Effective Interest Rate (EIR) calculations, the maturity period for a LOBO is taken as being the contractual period to maturity.

Financial Instruments Gains / Losses

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

	Financial Liabilities	Financial Assets		
	Liabilities measured at amortised cost	Loans and receivables	Total 2019/20	Total 2018/19
	£'000	£'000	£'000	£'000
Interest expense	14,326	0	14,326	12,489
Interest payable and similar charges	14,326	0	14,326	12,489
Interest income	0	(1,517)	(1,517)	(467)
Interest and investment income	0	(1,517)	(1,517)	(467)
Losses on revaluation	33	0	33	16
Surplus arising on revaluation of financial assets	33	0	33	16
Net loss/(gain) for the year	14,359	(1,517)	12,842	12,038

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 2020 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 2020, 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 128/20.
- 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 2020		31 March 2019	
	Carrying amount £'000	Fair value £'000	Carrying amount £'000	Fair value £'000
Public Works Loans Board (PWLB)	500,316	518,866	342,051	405,022
Lender Option Borrower Option (LOBO)	44,784	63,280	44,795	66,660
Short term borrowing	154	159	410	427
Other (Special Loans)	16,433	16,434	1,374	1,374
Other Market Loans	2,137	2,138	2,137	2,138
Financial Liabilities	563,824	600,877	390,767	475,621

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 £861.7m 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 2020		31 March 2019	
	Carrying amount £'000	Fair value £'000	Carrying amount £'000	Fair value £'000
Cash (including petty cash)	67,611	67,611	22,503	22,503
Deposits with Banks and Building Societies	139,395	139,395	25,317	25,317
Mortgages	287	287	117	117
Loans to Others	872	872	695	695
Financial Assets	208,165	208,165	48,632	48,632

The fair value is the same as the carrying amount in 2019/20 as the carrying amount reflects the prevailing interest rates.

Nature and Extent of Risks Arising from Financial Instruments

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

(i) Credit Risk

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

Under the terms of the Council's approved Treasury policy, only the highest rated banks and financial institutions are used. Accordingly, the expected credit loss on such deposits is deemed negligible, and no expected credit loss provision has been provided in the Income & Expenditure account for 2019/20 (2018/19 nil) on the grounds of immateriality. Applying historic default rates for the counterparties used by the Council as at 31 March 2020 shows the expected credit loss to be less than 0.02% of the principal sums deposited, whilst the actual historic default experienced by the Council is nil. Further, there is no information to indicate that this position has changed since the balance sheet date.

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

	Amounts at 31 March 2020	Historical experience of default	Historical experience adjusted for market conditions as at 31 March 2020	Estimated maximum exposure to default and uncollectability
	£'000	%	%	£'000
Deposits with banks and other financial institutions	206,912	0	0	0
Loans to Others	1,159	0	0	0
Debtors	9,379	13.1	13.1	1,229
Total	217,450	-	-	1,229

The Council's overall exposure to credit risk in relation to its deposits in banks and other financial institutions of £206.9m 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 2020. The repayment profile of these deposits, including loans to others, is shown below:

	31 March 2020 £'000	31 March 2019 £'000
Less than three months	75,853	28,619
Three to six months	106,990	9,523
Six months to one year	24,069	12,769
Total	206,912	50,911

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 2020 in this category is £872,000 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 2020 is £287,000 with no experience of default. The total amount of Loans to Others of £1,159,000 can be analysed as follows:

	31 March 2020 £'000	31 March 2019 £'000
Less than three months	59	39
Three to six months	59	39
Six months to one year	119	80
More than one year	922	654
Total	1,159	812

Debtors

The Council does not generally allow credit for customers, such that £7.757m of the £9.379m balance is past its due date for payment.

	31 March 2020 £'000	31 March 2019 £'000
Less than three months	2,673	4,294
Three to six months	373	799
Six months to one year	1,944	1,007
More than one year	2,767	1,830
Total	7,757	7,930

(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 2020 £'000	On 31 March 2019 £'000
Public Works Loans Board	498,000	340,000
Market debt	43,368	43,635
Temporary borrowing	16,433	1,372
Local bonds	2,124	2,124
Bank Overdraft	0	3,127
Total	559,925	390,258
Less than 1 year	26,085	18,890
Between 1 and 2 years	12,500	7,528
Between 2 and 5 years	26,140	25,640
Between 5 and 10 years	37,500	40,500
Between 10 and 15 years	0	0
More than 15 years	457,700	297,700
Total	559,925	390,258

In the more than 15 years category there are £44.408m 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 Statement, 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 2020.
- 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 higher costs, 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 2020, 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	618
Increase in interest receivable on variable rate investments	(1,405)
Impact on Comprehensive Income and Expenditure Statement	<u>(787)</u>
Share of overall impact credited to the HRA	(193)

The impact of a 1% fall in interest rates would have been an estimated cost of £1,405,000 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 reduction of £186,000 payable on other loans. Therefore the net cost of a 1% fall in interest rates would be £1,219,000, of which £299,000 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 2020 includes net surplus funds of £1,224,000 (31 March 2019 £1,067,000) in respect of schools participating in the Devolved School Management scheme. There are a number of schools with surpluses totalling £1,227,000 and a number of schools carrying forward deficits amounting to £3,000. These surpluses and deficits are earmarked in 2019/20 for the individual schools concerned.

There is Pupil Equity Funding from the Scottish Government of £686,000 which is being carried forward to 2020/21 for schools within the Council's earmarked general fund balances.

41. Operating Activities

The cash flows for operating activities include the following items:

	2019/20 £'000	2018/19 £'000
Interest received	(696)	(444)
Interest paid	22,692	19,939
	<u>21,996</u>	<u>19,495</u>

42. Investing Activities

	2019/20 £'000	2018/19 £'000
Purchase of property, plant and equipment, investment property and intangible assets	(80,993)	(77,699)
Purchase of short-term and long-term investments	(180,412)	(74,544)
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,322	4,889
Proceeds of short-term and long-term investments	66,334	69,764
Other receipts for investing activities	46,262	25,847
	<u>(147,487)</u>	<u>(51,743)</u>

43. Financing Activities

	2019/20 £'000	2018/19 £'000
Cash receipts of short and long-term borrowing	217,564	101,188
Cash payments for the reduction of the outstanding liabilities relating to finance leases and on balance sheet PFI contracts	(5,086)	(4,473)
Repayments of short and long-term borrowing	(44,500)	(71,185)
Net cash flows from financing activities	<u>167,978</u>	<u>25,530</u>

44. Cash and Cash Equivalents

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

	2019/20 £'000	2018/19 £'000
Cash held by officers	47	36
Bank current accounts	47	(3,127)
Short-term deposits with banks	67,517	25,594
Total cash and cash equivalents	<u>67,611</u>	<u>22,503</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 81.

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 providing financial assistance in different areas of Perth & Kinross.

	31 March 2020 £'000	31 March 2019 £'000
Educational Trust - Financial Assistance		
Net assets	829	915
Net Incoming/(Outgoing) Resources before other recognised gains and losses	1	(2)
Educational Trust - Endowments		
Net assets	45	53
Net Incoming/(Outgoing) Resources before other recognised gains and losses	0	0
Other Charitable Trusts		
Net assets	1,633	1,744
Net Incoming Resources before other recognised gains and losses	31	22
TOTAL Net Assets	2,507	2,712
TOTAL Net Incoming Resources before other recognised gains and losses	32	20

Detailed Accounts for the Charities are available from the Head of Finance, 2 High Street, Perth, PH1 5PH by contacting chxfinance@pkc.gov.uk or phoning 01738 475000.

46. The Statutory Loans Fund

Loans Fund accounting is governed by The Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016, which came into force on 1 April 2016. These regulations outline the way the Loans Fund is operated in relation to the repayment period and method that capital advances (expenditure) are 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. Therefore, the total number of years may exceed 50 years from the year the capital expenditure was incurred where the total expenditure on an asset is spread over two or more years before the asset becomes operational.

The value of Loans Fund advances outstanding at 31 March 2020 is £447,163,000. This is made up as follows:

	Advances 1 April 2019 £'000	Repaid 2019/20 £'000	New Advances 2019/20 £'000	Advances 31 March 2020 £'000
General Fund	284,098	(3,983)	10,934	291,049
Prudential Borrowing	44,273	(2,677)	2,971	44,567
Sub Total	328,371	(6,660)	13,905	335,616
HRA	103,354	(4,435)	12,628	111,547
Total	431,725	(11,095)	26,533	447,163

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

	General Fund £'000	Prudential Borrowing £'000	Sub Total: General Fund £'000	Housing Revenue Account £'000	Total £'000
Within 1 Year	3,237	2,660	5,897	3,484	9,381
Between 1 and 2 Years	2,994	2,505	5,499	3,556	9,055
Between 2 and 5 Years	7,245	5,715	12,960	11,191	24,151
Between 5 and 10 Years	2,843	4,754	7,597	16,834	24,431
Between 10 and 15 Years	(4,950)	3,603	(1,347)	21,064	19,717
Between 15 and 20 Years	23,807	3,437	27,244	14,487	41,731
Between 20 and 25 Years	29,295	3,193	32,488	4,049	36,537
More than 25 Years	226,578	18,700	245,278	36,882	282,160
Total	291,049	44,567	335,616	111,547	447,163

Comparison of the capital advances above with capital debt of £541.228m shows that the Council's borrowing is around £94m higher than immediate requirements as at 31 March 2020. This reflects the strategy adopted over the last year of undertaking new borrowing at historic low rates in order to fund the large Capital Financing Requirement over the next few years. This strategy reduces the risks of funding this requirement in future years as interest rates rise and provides budget certainty for future interest rates at a low level.

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 9 years is as follows:

	General Fund	Housing Investment Programme	Total
	£'000	£'000	£'000
2020/21	55,473	15,939	71,412
2021/22	95,426	4,259	99,685
2022/23	123,296	4,222	127,518
2023/24	34,015	7,619	41,634
2024/25	13,208	19,022	32,230
2025/26	13,023	0	13,023
2026/27	9,984	0	9,984
2027/28	7,878	0	7,878
2028/29	9,095	0	9,095
Total	<u>361,398</u>	<u>51,061</u>	<u>412,459</u>

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. The Council will consider a new Capital Budget later this year.

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>2018/19</u>		<u>2019/20</u>		
£'000		£'000	£'000	£'000
	Income			
(26,559)	Dwelling Rents	(27,205)		
374	less Voids	387		
			(26,818)	
(571)	Non-Dwelling Rents	(567)		
47	less Voids	39		
			(528)	
(627)	Other Income		(683)	
<u>(27,336)</u>	Total Income			(28,029)
	Expenditure			
7,700	Repairs & Maintenance		6,358	
9,132	Supervision & Management		12,479	
14,227	Depreciation, impairment and revaluation losses on non current assets		12,641	
67	Movement in the Impairment of Debtors		173	
1,601	Other expenditure		248	
<u>32,727</u>	Total Expenditure			31,899
<u>5,391</u>	Net Expenditure for HRA Services as included in the Comprehensive Income and Expenditure Statement			<u>3,870</u>
343	HRA services' share of Corporate and Democratic Core			325
<u>5,734</u>	Net Expenditure for HRA Services			<u>4,195</u>
	HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:			
(108)	Gain on sale of HRA Non-Current Assets			(124)
2,882	Interest payable and similar charges			3,148
(16)	Interest and investment income			(13)
176	Net Interest on the net defined benefit liability			195
(3,673)	Capital Grants and Contributions Receivable			(10,604)
<u>4,995</u>	Deficit/(Surplus) for the year on HRA services			<u>(3,203)</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>2018/19</u> <u>£'000</u>		<u>2019/20</u> <u>£'000</u>	<u>2019/20</u> <u>£'000</u>
(1,000)	Balance on the HRA at the end of the Previous Year		(1,000)
4,995	Deficit/(Surplus) for the year on the HRA Income and Expenditure Account	(3,203)	
<u>(4,035)</u>	Adjustments between Accounting Basis and Funding Basis Under Statute	<u>3,403</u>	
<u>960</u>	Net Decrease before Transfers to or from Reserves	200	
(960)	Transfer from Reserves	<u>(200)</u>	
0	Movement in Year on the HRA		0
<u>(1,000)</u>	Balance on the HRA at the end of the Current Year		<u>(1,000)</u>

Note to the Statement of Movement on the HRA Balance

<u>2018/19</u> <u>£'000</u>		<u>2019/20</u> <u>£'000</u>	<u>2019/20</u> <u>£'000</u>
	Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year		
108	Gain on sale of HRA Non-current assets	124	
(14,227)	Depreciation and impairment of non current assets	(12,641)	
	Capital Grants and Contributions credited to the Comprehensive Income and Expenditure Statement	10,604	
(64)	Adjustments involving Short Term Accumulated Absences Account	51	
(2,713)	Reversal of items relating to retirement benefits credited to the Comprehensive Income and Expenditure Statement	(2,600)	
<u>(13,223)</u>			(4,462)
	Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year		
1,164	Employer's pension contributions and direct payments to pensioners payable in the year	1,163	
172	Adjustments involving the Financial Instruments Adjustment Account	177	
4,022	Statutory provision for the repayment of debt	4,436	
3,830	Capital expenditure charged to the HRA balances	2,089	
<u>9,188</u>			7,865
<u>(4,035)</u>	Net additional amount required by statute to be (credited)/debited to the HRA Balance for the year		<u>3,403</u>

THE ACCOMPANYING NOTES TO THE HOUSING REVENUE ACCOUNT

1. **Housing Stock** at 31 March 2020

	No. of Dwellings 31 March 2020	<i>No. of Dwellings 31 March 2019</i>
Sheltered accommodation	285	285
Detached/Semi-Detached/Terraced	3,671	3,640
High Rise Flats	136	136
Tenement Flats/Other Flats/Maisonettes	3,587	3,575
Total	<u>7,679</u>	<u>7,636</u>

2. **Rent Arrears** at 31 March 2020

	Gross Arrears 31 March 2020		<i>Gross Arrears 31 March 2019</i>	
	£'000	% of Income	£'000	% of Income
Houses	1,982	7.3	1,745	6.6
Other Subjects	<u>27</u>	<u>4.7</u>	<u>47</u>	<u>8.3</u>
Totals	<u>2,009</u>	<u>7.2</u>	<u>1,792</u>	<u>6.8</u>

3. **Impairment of Debtors**

In 2019/20 an impairment of £1,365,498 has been provided in the Balance Sheet, an increase of £172,515 from the impairment in 2018/19.

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>2018/19</u>			<u>2019/20</u>
£'000			£'000 £'000
97,595	Gross Charge		102,678
(3,389)	Deduct - Exemptions		(3,594)
(152)	Disabled Relief		(163)
(7,049)	Discounts and Reductions		(7,401)
(6,164)	Council Tax Reduction Scheme		(6,157)
80,841	Net Council Tax		85,363
	Deduct -		
(6)	Ministry Of Defence Properties	(7)	
6	Contribution Received	7	0
(1,083)	Provision for Bad and Doubtful Debts		(1,456)
79,758	Total Council Tax Income		83,907
(90)	Adjustments for prior years for Council Tax and Community Charge		(359)
79,668	Total Council Tax / Community Charge Income to Comprehensive I&E Statement		83,548

THE ACCOMPANYING NOTES TO THE COUNCIL TAX INCOME ACCOUNT

1. CALCULATION OF THE COUNCIL TAX BASE AT 31 MARCH 2020

	A	B	C	D	E	F	G	H	2019/20 TOTAL	2018/19 TOTAL
No. of Properties	8,752	14,887	12,492	11,010	11,768	7,776	6,287	688	73,660	72,839
Exemptions	(789)	(715)	(521)	(339)	(267)	(119)	(94)	(26)	(2,870)	(2,864)
Disabled Relief	75		6	40	(34)	5	(87)	(5)	0	0
Discounts	(1,376)	(1,961)	(1,382)	(1,102)	(912)	(458)	(299)	(60)	(7,550)	(7,425)
Effective No. of Properties	6,662	12,211	10,595	9,609	10,555	7,204	5,807	597	63,240	62,550
Ratio	240/360	280/360	320/360	360/360	473/360	585/360	705/360	882/360		
Band D Equivalents	4,438	9,498	9,418	9,609	13,867	11,707	11,373	1,463	71,373	70,510
Contributions in lieu									7	6
TOTAL									71,380	70,516
Provision for non-payment at 2.0% (2018/19 2.0%)									(1,428)	(1,410)
COUNCIL TAX BASE									69,952	69,106

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 2019/20 are set out below:

Valuation Band	Property Valuation Range	Fraction of band D	2019/20 Actual Charge	2018/19 Actual Charge
A	£0 - £27,000	240/360	£842.67	£810.67
B	£27,001 - £35,000	280/360	£983.11	£945.78
C	£35,001 - £45,000	320/360	£1,123.56	£1,080.89
D	£45,001 - £58,000	360/360	£1,264.00	£1,216.00
E	£58,001 - £80,000	473/360	£1,660.76	£1,597.69
F	£80,001 - £106,000	585/360	£2,054.00	£1,976.00
G	£106,001 - £212,000	705/360	£2,475.33	£2,381.33
H	Over £212,000	882/360	£3,096.80	£2,979.20

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

2018/19		2019/20	
£'000		£'000	£'000
79,935	Gross Rate Levied		81,886
(352)	Transitional Relief		(138)
			<u>81,748</u>
	Deduct:		
(2,640)	Rate Rebates	(2,617)	
(19,682)	Reliefs, Charities etc.	(21,133)	
(187)	Provision for Bad and Doubtful Debts	(366)	
			<u>(24,116)</u>
	Adjustments to Previous Years:		
(611)	Gross Rate Levied	(1,305)	
5	Transitional Surcharge/Relief	256	
(173)	Reliefs, Charities etc.	(604)	
(60)	Impairment for Bad and Doubtful Debts and Abatements	(166)	
			<u>(1,819)</u>
<u>56,235</u>	Net Non Domestic Rate Income		<u>55,813</u>
(56,437)	Contribution to National Non Domestic Rate Pool	(56,016)	
<u>51,953</u>	Contribution from National Non Domestic Rate Pool	<u>56,590</u>	
(4,484)	Net contribution from/(to) National Non Domestic Rate Pool		574
<u>51,751</u>	Total Non Domestic Rate Income (before Council retentions)		<u>56,387</u>
42	Non-Domestic Rate Income Retained by Council (Business Rates Incentivisation Scheme)		0
<u>51,793</u>	Total Non Domestic Rate Income to Comprehensive Income and Expenditure Statement		<u>56,387</u>
<u>202</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 2019/20 was 49.0p (2018/19 48.0p).

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 (2018/19 for 2.6p) was charged on properties with a rateable value of over £51,000 (£51,000 for 2018/19) to contribute towards the additional cost of the scheme.

2. RATEABLE SUBJECTS AND VALUES

<i>No. of Subjects at 1 April 2018</i>	<i>Rateable Value £'000 at 1 April 2018</i>		<i>No. of Subjects at 1 April 2019</i>	<i>Rateable Value £'000 at 1 April 2019</i>
1,673	36,305	Shops	1,686	36,772
86	1,800	Public Houses	86	1,799
1,052	14,245	Offices (including banks)	1,057	14,051
232	13,675	Hotels etc.	234	13,917
1,592	23,086	Industrial Subjects etc.	1,692	23,390
1,653	11,484	Leisure, Entertainment, Caravans etc.	1,789	11,662
152	4,788	Garages and Petrol Stations	154	4,937
62	1,400	Cultural	58	1,361
1,402	3,049	Sporting Subjects	1,396	2,984
122	15,243	Education and Training	118	15,117
410	8,061	Public Service Subjects	412	8,071
1	0	Communications	1	0
22	406	Quarries, Mines etc.	21	406
2	3,597	Petrochemical	2	3,597
247	1,676	Religious	246	1,690
113	6,716	Health, Medical	112	6,664
725	1,811	Other	717	1,883
63	3,150	Care Facilities	66	3,209
36	120	Advertising	35	118
82	11,923	Undertaking	86	11,062
<u>9,727</u>	<u>162,535</u>	Total	<u>9,968</u>	<u>162,690</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 2020.

INCOME AND EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 2020

	2019/20 £'000	2019/20 £'000	2018/19 £'000
INCOMING RESOURCES			
Incoming resources from generated funds:			
Investment Income	116		118
Total Incoming Resources		116	118
RESOURCES EXPENDED			
Costs of generating funds:			
Investment management costs	9		13
Charitable activities	61		74
Governance costs	9		9
Reorganisation of trusts	5		2
Total Resources Expended		84	98
Net Incoming Resources Before Other Recognised Gains & Losses		32	20
OTHER RECOGNISED GAINS			
Gain/(Losses) on Investment assets		(237)	62
Net Movement in Funds for the Year		(205)	82
RECONCILIATION OF FUNDS			
Total Funds Brought Forward at 1 April 2019		2,712	2,630
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2020		2,507	2,712

BALANCE SHEET AS AT 31 MARCH 2020

	31 March 2020 £'000	31 March 2020 £'000	31 March 2019 £'000
FIXED ASSETS			
Tangible Assets		90	90
Investments		2,203	2,453
CURRENT ASSETS			
Debtors	4		3
Investments - Amounts due by Perth & Kinross Council Loans Fund	216		185
	220		188
LIABILITIES			
Creditors: amounts falling due within one year	(6)		(19)
NET CURRENT ASSETS		214	169
NET ASSETS		2,507	2,712
TOTAL FUNDS		2,507	2,712

Notes to Charitable Trusts

- The market value of Investments at 31 March 2020 was £2,203,000 (31 March 2019 £2,453,000).
- The unaudited accounts were issued on 29 June 2020.

Stewart MacKenzie CPFA
Head of Finance
29 June 2020

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 2020.

INCOME AND EXPENDITURE ACCOUNT FOR YEAR TO 31 MARCH 2020

	2019/20 £'000	2019/20 £'000	2018/19 £'000
EXPENDITURE			
Grants to Voluntary Organisations	139		105
Christmas Lighting	62		64
Property Costs	63		252
Supplies & Services	20		15
		284	436
INCOME			
Rents, Fees, Charges etc.	258		255
Interest on Loans	22		18
Other	28		2
		308	275
SURPLUS/(DEFICIT) FOR THE YEAR		24	(161)
Revenue Balance Brought Forward		1,801	1,962
Revenue Balance Carried Forward		1,825	1,801

BALANCE SHEET AS AT 31 MARCH 2020

	31 March 2020 £'000	31 March 2020 £'000	31 March 2019 £'000
FIXED ASSETS		4,761	4,744
CURRENT ASSETS			
Debtors	13		14
Investments	2,003		2,003
Revenue Advances to Perth & Kinross Council Loans Fund	179		145
	2,195		2,162
CURRENT LIABILITIES			
Creditors and Accruals	(95)		(89)
NET CURRENT ASSETS		2,100	2,073
TOTAL NET ASSETS		6,861	6,817
RESERVES			
Revenue		1,825	1,801
Capital		386	386
Capital Adjustment Account		91	91
Revaluation Reserve		4,559	4,539
		6,861	6,817

The unaudited accounts were issued on 29 June 2020.

Stewart MacKenzie CPFA
Head of Finance
29 June 2020

THE ACCOMPANYING NOTES TO THE COMMON GOOD ACCOUNTS

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

2. Common Good Reserve Funds

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

FUND	Balance at 1 April 19	Income 2019/20	Expenditure 2019/20	Balance at 31 March 20
	£'000	£'000	£'000	£'000
Perth City	1,170	282	261	1,191
Aberfeldy	123	1	1	123
Abernethy	1	0	0	1
Alyth	20	0	0	20
Auchterarder	292	21	20	293
Blairstown	20	0	0	20
Crieff	11	2	1	12
Kinross	157	2	1	158
Pitlochry	7	0	0	7
TOTAL	1,801	308	284	1,825

3. Common Good Fixed Assets

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

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

GROUP MOVEMENT IN RESERVES STATEMENT

	General Fund Balance	Housing Revenue Account	Capital Fund	Renewal & Repair Fund	Insurance Fund	Capital statutory funds	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	TOTAL Authority Reserves	Authority's share of subsidiaries	Authority's share of associates & joint ventures	TOTAL Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 1 April 2018	(51,099)	(1,000)	(25,060)	(20)	(2,815)	0	(87)	(80,081)	(478,097)	(558,178)	(13,478)	(3,514)	(575,170)
Movement in reserves during 2018/19													
Total Comprehensive Income and Expenditure	17,301	4,995	0	0	0	0	0	22,296	(8,885)	13,411	2,868	1,456	17,735
Adjustments from income & expenditure charged under the accounting basis to the funding basis	(20,287)	(4,035)	0	0	0	(2,581)	(3,493)	(30,396)	30,396	0	0	0	0
Decrease in 2018/19	(2,986)	960	0	0	0	(2,581)	(3,493)	(8,100)	21,511	13,411	2,868	1,456	17,735
Transfers to/(from) Other Statutory Reserves	6,644	(960)	(5,306)	0	(378)	0	0	0	0	0	0	0	0
Balance at 31 March 2019 carried forward	(47,441)	(1,000)	(30,366)	(20)	(3,193)	(2,581)	(3,580)	(88,181)	(456,586)	(544,767)	(10,610)	(2,058)	(557,435)
Movement in reserves during 2019/20													
Total Comprehensive Income and Expenditure	6,407	(3,203)	0	0	0	0	0	3,204	(16,112)	(12,908)	(58)	1,953	(11,013)
Adjustments from income & expenditure charged under the accounting basis to the funding basis	(9,493)	3,403	0	0	0	(67)	1,391	(4,766)	4,766	0	0	0	0
(Increase) or Decrease in 2019/20	(3,086)	200	0	0	0	(67)	1,391	(1,562)	(11,346)	(12,908)	(58)	1,953	(11,013)
Transfers to/(from) Other Statutory Reserves	1,231	(200)	(1,274)	20	223	0	0	0	0	0	0	0	0
Balance at 31 March 2020 carried forward	(49,296)	(1,000)	(31,640)	0	(2,970)	(2,648)	(2,189)	(89,743)	(467,932)	(557,675)	(10,668)	(105)	(568,448)

GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2018/19 Net Expenditure £'000		Note	2019/20		
			Gross Expenditure £'000	Income £'000	Net Expenditure £'000
	SERVICES				
168,644	Education & Children's Services		200,187	(20,813)	179,374
57,054	Health & Social Care		139,621	(79,028)	60,593
83,005	Housing & Environment		106,168	(26,028)	80,140
38,024	Corporate and Democratic Services		77,410	(38,498)	38,912
5,391	Housing Revenue Account		31,899	(28,029)	3,870
1,149	Valuation Joint Board		1,248	0	1,248
98	Charitable Trusts		84	0	84
179	Common Good		284	(286)	(2)
353,544	COST OF SERVICES		556,901	(192,682)	364,219
(1,395)	Other Operating Expenditure / Income		0	(845)	(845)
21,085	Financing and Investment Income and Expenditure	4	25,693	(2,390)	23,303
(348,962)	Taxation and Non-Specific Grant Income		0	(381,175)	(381,175)
24,272	Deficit on Provision of Services		582,594	(577,092)	5,502
822	Share of the Deficit on the provision of services by Associates and Joint Ventures				3,113
25,094	Group Deficit/(Surplus)				8,615
(5,835)	(Surplus)/Deficit on revaluation of non current assets				1,439
(1,907)	Remeasurement of the net defined benefit liability				(20,037)
0	Other gains				289
383	Share of the other comprehensive income and expenditure of Associates and Joint Ventures				(1,319)
(7,359)	Other Comprehensive Income and Expenditure				(19,628)
17,735	Total Comprehensive Income and Expenditure				(11,013)

GROUP BALANCE SHEET

<u>31 March 2019</u>		Notes	<u>31 March 2020</u>
<u>£'000</u>			<u>£'000</u>
1,117,200	Property, Plant & Equipment		1,174,113
27,781	Heritage Assets		27,781
13,095	Investment Property		13,290
1,757	Intangible Assets		979
798	Assets Held for Sale		719
1,235	Investment in Joint Venture		580
761	Long Term Debtors		981
<u>1,162,627</u>	Long Term Assets		<u>1,218,443</u>
29,773	Short Term Investments	5	143,601
511	Assets Held for Sale		126
516	Inventories		529
28,960	Short Term Debtors	6	28,604
32,086	Cash and Cash Equivalents		77,663
<u>91,846</u>	Current Assets		<u>250,523</u>
(18,187)	Short Term Borrowing		(28,786)
(62,944)	Short Term Creditors	7	(62,046)
(562)	Provisions		(1,034)
<u>(81,693)</u>	Current Liabilities		<u>(91,866)</u>
(2,357)	Provisions		(2,239)
(372,580)	Long Term Borrowing		(535,038)
(8,707)	Liabilities in associates and joint ventures		(9,843)
(231,701)	Other Long Term Liabilities		(261,532)
<u>(615,345)</u>	Long Term Liabilities		<u>(808,652)</u>
<u>557,435</u>	NET ASSETS		<u>568,448</u>
88,181	Usable Reserves		89,743
456,586	Unusable Reserves		467,932
3,139	Group Reserves		1,405
9,529	Charitable and Common Good Reserves		9,368
<u>557,435</u>	TOTAL RESERVES		<u>568,448</u>

The unaudited Accounts were issued on 29 June 2020.

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



Stewart MacKenzie CPFA
Head of Finance
29 June 2020

GROUP CASH FLOW STATEMENT

<u>2018/19</u>		<u>Notes</u>	<u>2019/20</u>
£'000			£'000
(24,272)	Deficit on the provision of services		(5,502)
87,537	Adjustments to net surplus or deficit on the provision of services for non cash movements		77,939
(31,004)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(47,590)
<u>32,261</u>	Net cash flows from Operating Activities		<u>24,847</u>
(52,302)	Investing Activities	10	(147,248)
25,599	Financing Activities	11	167,978
<u>5,558</u>	Net increase in cash and cash equivalents		<u>45,577</u>
26,528	Cash and cash equivalents at the beginning of the reporting period		32,086
<u><u>32,086</u></u>	Cash and cash equivalents at the end of the reporting period		<u><u>77,663</u></u>

RECONCILIATION OF THE SINGLE ENTITY DEFICIT FOR THE YEAR TO THE GROUP SURPLUS

<u>2018/19</u>		<u>2019/20</u>
<u>£'000</u>		<u>£'000</u>
22,296	Deficit on the single entity Comprehensive Income & Expenditure Statement for the year	3,204
	Add:	
79	• Managed Funds - Charitable Trusts & Common Good	181
(1,235)	• Joint Venture	655
2,057	• Associates	2,457
1,897	• Subsidiaries	2,118
<u>25,094</u>	Deficit for the year on the Group Comprehensive Income & Expenditure Statement	<u>8,615</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 2019/20 was 42.08% (2018/19 41.27%). The accounting period for the Board is the year to 31 March 2020 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 81 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 82 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 2019/20 is 35.6% (2018/19 36.7%). 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 2020 for Horsecross Arts Ltd of £922,000 has been included within the Group Reserves balance at 31 March 2020.

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 £10,773,000 (2018/19 £12,668,000 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

	2019/20 £'000	2018/19 £'000
Council Financing and Investment Income & Expenditure	23,269	21,335
Subsidiaries	(65)	(51)
Charitable Trusts	121	(181)
Common Good	(22)	(18)
	<u>23,303</u>	<u>21,085</u>

5. Group Balance Sheet - Investments

	2019/20 £'000	2018/19 £'000
Council Investments	139,395	25,317
Charitable Trusts Investments	2,203	2,453
Common Good Investments	2,003	2,003
Total Group Investments	<u>143,601</u>	<u>29,773</u>

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

	2019/20 £'000	2018/19 £'000
Net Debtors Balance - Note 28 to the Financial Statements	27,854	27,488
Subsidiary Debtors	733	1,455
Charitable Trust		
Debtors	220	188
Inter-company elimination	(216)	(185)
Common Good		
Debtors	192	159
Inter-company elimination	(179)	(145)
Total Group Debtors	<u>28,604</u>	<u>28,960</u>

7. Group Balance Sheet – Short term Creditors

	2019/20 £'000	2018/19 £'000
Net Creditors Balance - Note 29 to the Financial Statements	(59,141)	(59,589)
Charitable Trust		
Creditors	(6)	(19)
Inter-company elimination	216	186
Common Good		
Creditors	(95)	(89)
Inter-company elimination	179	145
	<u>(58,847)</u>	<u>(59,366)</u>
Subsidiary Creditors	<u>(3,199)</u>	<u>(3,578)</u>
Total Group Creditors	<u><u>(62,046)</u></u>	<u><u>(62,944)</u></u>

8. Group Balance Sheet - Pension Liability

	2019/20 £'000	2018/19 £'000
Net Pensions Liability at 31 March - Note 18 to the Financial Statements	(121,432)	(118,542)
Subsidiaries	<u>(7,887)</u>	<u>(8,408)</u>
Group Pension Liability at 31 March	<u><u>(129,319)</u></u>	<u><u>(126,950)</u></u>

9. Group Cash Flow Statement

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

The impact of the inclusion of Live Active Leisure Ltd., Horsecross Arts Ltd. and Culture Perth & Kinross Ltd. within the Group Cash Flow Statement is to increase the movement in the net cash position by £10,052,000 (2018/19, increase of £9,583,000). A cash increase of £8,297,000 represents the Council's 100% share of Live Active Leisure Ltd., a cash increase of £320,000 represents the Council's 100% share of Horsecross Arts Ltd and a cash increase of £1,435,000 represents the Council's 100% share of Culture Perth & Kinross Ltd.

10. Group Cash Flow – Investing Activities

	2019/20 £'000	2018/19 £'000
Council Investing Activities	(147,487)	(51,743)
Subsidiaries	<u>239</u>	<u>(559)</u>
	<u><u>(147,248)</u></u>	<u><u>(52,302)</u></u>

11. Group Cash Flow – Financing Activities

	2019/20 £'000	2018/19 £'000
Council Financing Activities	167,978	25,530
Subsidiaries	<u>0</u>	<u>69</u>
	<u><u>167,978</u></u>	<u><u>25,599</u></u>

12. Related Party Transactions

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

	Balance Due		Balance Due	
	From 31.3.20 £'000	To 31.3.20 £'000	From 31.3.19 £'000	To 31.3.19 £'000
Tayside Valuation Joint Board	8	0	1	0

REMUNERATION REPORT FOR FINANCIAL YEAR 2019/20

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 2019/20 the maximum salary for the Leader of Perth & Kinross Council is £34,944 and the Council has agreed that the Civic Head be paid 75% of the salary of the Leader, which for 2019/20 is a maximum of £26,208. 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 £26,208. The maximum yearly amount payable for all Senior Councillors of £305,746 in 2019/20 (excluding the Council Leader, Civic Head, Conveners and Vice Conveners of Joint Boards). The Council can 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 2019/20 was to pay Senior Councillors up to 90% of the maximum of £26,208 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 2019/20, no Councillors from Perth & Kinross Council served as Convener or Vice Convener of a Joint Board.
- 3.6 During 2019/20 Perth & Kinross Council had a total of 10 Senior Councillors at any one time and a total of 13 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 £293,272. The individual amounts payable to the Leader of the Council, the Provost and the Senior Councillors of Perth & Kinross Council in 2019/20 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 2019/20

Name and Post Title	Salary, Fees & Allowances 2019/20 £	Taxable Expenses 2019/20 (Note 1) £	Total Remuneration 2019/20 £	Total Remuneration 2018/19 £
D Murray Lyle Council Leader, Convener Strategic Policy & Resources Committee	34,944	61	35,005	34,083
Dennis Melloy Provost (Civic Head)	26,208	37	26,245	25,572
Chris Ahern Convener Licensing Committee	23,468	57	23,525	17,874
Henry Anderson Convener Local Review Body (from 25/09/19)	12,120	87	12,207	n/a
Kathleen Baird Convener Licensing Board	23,468	7	23,475	22,838
Peter Barrett Convener Housing & Communities Committee (to 24/09/19)	11,321	79	11,400	22,965
Bob Brawn Convener Housing & Communities Committee (from 25/09/19)	12,120	52	12,172	n/a
Rhona Brock Convener Licensing Committee (to 19/6/18)	n/a	n/a	n/a	4,994
Dave Doogan Leader of the Opposition (to 19/02/20)	17,601	68	17,669	22,955
Eric Drysdale Convener Audit Committee	23,468	78	23,546	22,905
Angus Forbes Convener Environment & Infrastructure Committee	23,468	0	23,468	22,831
Grant Laing Convener Scrutiny Committee (to 19/02/20), Leader of the Opposition (from 20/02/20)	23,468	94	23,562	22,962
Roz McCall Convener Planning & Development Management Committee	23,468	13	23,481	22,883
Sheila McCole Convener Scrutiny Committee (from 20/02/20)	2,599	57	2,656	n/a
Caroline Shiers Convener Lifelong Learning Committee	23,468	0	23,468	22,831
Lewis Simpson Convener Local Review Body (to 24/09/19)	11,321	72	11,393	19,126
Willie Wilson Convener Local Review Body (to 31/5/18)	n/a	n/a	n/a	3,838
TOTAL (Note 2)	292,510	762	293,272	288,657

Notes:

- (1) Taxable Expenses relate to meals provided by the Council. 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 2019/20 was £231,358 which compares with the maximum under Regulations of £305,746.

3.7 The arrangements for political decision-making structures within Perth & Kinross Council as at 31 March 2020, 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 2019/20:

Table 2: Remuneration Paid to Councillors 1 April 2019 to 31 March 2020

Type of Remuneration	2019/20 £	2018/19 £
Salaries	779,644	762,679
Taxable Expenses	1,546	2,368
Total	<u>781,190</u>	<u>765,047</u>

- 3.9 The annual return of Councillors' salaries and expenses for 2019/20 is available for any member of the public to view at Perth & Kinross Council, 2 High Street, Perth; libraries and local area offices during normal working hours when these buildings re-open to the public. It is also available on the Council's website at Councillors Expenses and members of the public can request a copy from the Council's Communication's Team.
- 3.10 The information in the annual return of Councillors' salaries and expenses for 2019/20 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 2019/20.
- 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 2019/20:
- The Chief Executive as the statutory head of paid service.
 - The Depute 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 and Environment and the Chief Officer of the Perth & Kinross Health & Social Care Partnership, that are officers who are directly accountable to the Council's head of paid service and/or are 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 2019/20 is detailed in table 3 below:

**Table 3: Remuneration of Senior Employees of the Council and its Subsidiaries for Financial Year 2019/20
(Job titles as at 31 March 2020)**

Name and Post Title	Salary, Fees & Allowances 2019/20 £	Compensation for Loss of Office £	Total Remuneration 2019/20 £	Total Remuneration 2018/19 £
Karen Reid Chief Executive (Note 1)	139,042	n/a	139,042	75,905
Bernadette Malone Chief Executive (retired 01/07/18)	n/a	n/a	n/a	32,531
James Valentine Depute Chief Executive & Chief Operating Officer	123,926	n/a	123,926	117,104
Gordon Paterson Chief Officer, Perth & Kinross Health & Social Care Partnership (Note 2)	108,024	n/a	108,024	n/a
Sheena Devlin Executive Director of Education & Children's Services and Chief Education Officer	108,024	n/a	108,024	106,524
Barbara Renton Executive Director of Housing & Environment	109,459	n/a	109,459	106,634

Name and Post Title	Salary, Fees & Allowances 2019/20 £	Compensation for Loss of Office £	Total Remuneration 2019/20 £	Total Remuneration 2018/19 £
Jacqueline Pepper Depute Director of Education & Children's Services and Chief Social Work Officer	94,948	n/a	94,948	92,183
Lisa Simpson Head of Legal & Governance Services	93,840	n/a	93,840	90,369
Stewart MacKenzie Head of Finance	89,592	n/a	89,592	86,735
Nick Williams Horsecross Arts Limited – Chief Executive (from 02/12/19)	21,667	n/a	21,667	n/a
Michael Griffiths Horsecross Arts Limited – Interim Chief Executive (left 30 June 2019)	15,250	n/a	15,250	77,000
Paul Cromwell Live Active Leisure – Chief Executive	75,954	n/a	75,954	73,461
James Moyes Live Active Leisure – Chief Executive (retired 30/06/18)	n/a	n/a	n/a	20,313
Helen Smout Culture Perth & Kinross Limited – Chief Executive	61,360	n/a	61,360	59,577
TOTAL	1,041,086	0	1,041,086	938,336

Notes:

- (1) The substantive salary for the Chief Executive is laid down in COSLA Circular CO/150.
- (2) The previous post holder who left on 31 March 2019, was remunerated by NHS Tayside and therefore is not included in the table above.

4.5 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 2019/20.

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 2019/20 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 2019/20

Remuneration Bands	Number of Employees	
	2019/20	2018/19
£50,000-£54,999	143	96
£55,000-£59,999	104	43
£60,000-£64,999	36	18
£65,000-£69,999	18	4
£70,000-£74,999	2	4
£75,000-£79,999	3	6
£80,000-£84,999	4	10
£85,000-£89,999	15	1
£90,000-£94,999	3	3
£95,000-£99,999	0	0
£100,000-£104,999	0	0
£105,000-£109,999	3	2
£110,000-£114,999	0	0
£115,000-£119,999	0	1
£120,000-£124,999	1	0
£125,000-£129,999	0	0
£130,000-£134,999	0	0
£135,000-£139,999	1	0
Total	<u>333</u>	<u>188</u>

5.2 The overall large increase in the total number of staff in the table consists mainly of teaching staff entering the table for the first time. There was a 7% pay award for teaching staff at all levels with effect from 1 April 2019 which brought many teaching staff into the £50,000 - £54,999 pay band for the first time and moved a large number of teaching staff from that pay band to the £55,000 - £59,999 pay band. There are currently 116 teaching staff in the £50,000 - £54,999 pay band and 77 teaching staff in the £55,000 - £59,999 pay band. Similarly, the increase in numbers in the £65,000 - £69,999 pay band, resulting from the Teachers pay increase, includes 15 Principal, Depute and Head Teachers.

- 5.3 There was also a pay increase for single status staff of 3% which has also had some effect on movement between bands. The increase in the £60,000 - £64,999 pay band arises from both the teacher and the single status pay increases and include 16 Single Status staff in this band. At the £85,000 - £89,999 pay band the increase is mainly due to the pay rise for Single Status staff and comprises of 10 Single Status staff in this group.

Table 5: The number of Exit Packages with Total Cost per band and Total Cost of Compulsory and Other Redundancies

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		(c) Number of other departures agreed		(d) Total number of exit packages by cost band (b) + (c)		(e) Total cost of exit packages in each band	
	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20 £'000	2018/19 £'000
£0 - £20,000	0	0	73	88	73	88	39	159
£20,001 - £40,000	0	0	0	5	0	5	0	124
£40,001 - £60,000	0	0	2	1	2	1	95	43
£60,001 - £80,000	0	0	1	1	1	1	65	62
£80,001 - £100,000	0	0	1	2	1	2	95	186
Over £100,000	0	0	1	0	1	0	113	0
Total	0	0	78	97	78	97	407	574

- 5.4 The costs included within Table 5 are all non-recurring and include payments to individual officers and to the relevant Superannuation Fund.
- 5.5 All of the individual exit packages included within Table 5 have been subject to a full business case (where appropriate) 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 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 2019/20, the Head of Legal & Governance Services served as a proper officer to the Tayside and Central Scotland Transport Partnership (TACTRAN). No remuneration was paid to Councillors or Senior Employees of Perth & Kinross Council by subsidiary bodies of the Council in 2019/20.

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 uplift for 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 2019/20

Actual Pensionable pay	Contribution Rate 2019/20
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 because 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 2020 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 for Financial Year 2019/20

Name and Post Title	In-year pension contributions		Accrued Pension Benefits			
	2019/20	2018/19		as at 2019/20	as at 2018/19	Difference
	£	£		£	£	£'000
D Murray Lyle Council Leader, Convener Strategic Policy & Resources Committee	5,940	5,779	Pension Lump Sum	6 2	5 2	1 0
Dennis Melloy Provost (Civic Head)	4,455	4,334	Pension Lump Sum	8 2	6 2	2 0
Chris Ahern Convener Licensing Committee (from 20/06/18)	3,990	3,660	Pension Lump Sum	1 0	1 0	0 0
Henry Anderson Convener Local Review Body (from 25/09/19)	3,493	n/a	Pension Lump Sum	4 0	n/a	n/a
Kathleen Baird Convener Licensing Board	3,990	3,881	Pension Lump Sum	2 0	2 0	0 0
Peter Barrett Convener Housing & Communities Committee (to 24/09/19)	3,458	3,881	Pension Lump Sum	5 2	5 2	0 0
Bob Brawn Convener Housing & Communities Committee (from 25/09/19)	3,493	n/a	Pension Lump Sum	1 0	n/a	n/a
Rhona Brock Convener Licensing Committee (to 19/6/18)	n/a	3,103	Pension Lump Sum	n/a	2 0	n/a
Dave Doogan Leader of the Opposition (to 19/02/20)	2,992	3,881	Pension Lump Sum	3 0	3 0	0 0
Eric Drysdale Convener Audit Committee	3,990	3,881	Pension Lump Sum	1 0	1 0	0 0
Angus Forbes Convener Environment & Infrastructure Committee	3,990	3,881	Pension Lump Sum	1 0	1 0	0 0
Grant Laing Convener Scrutiny Committee (to 19/02/20), Leader of the Opposition (from 20/02/20)	3,990	3,881	Pension Lump Sum	3 0	2 0	1 0
Roz McCall Convener Planning & Development Management Committee	3,990	3,881	Pension Lump Sum	1 0	1 0	0 0
Sheila McCole Convener Scrutiny Committee (from 20/02/20)	3,074	n/a	Pension Lump Sum	1 0	n/a	n/a
Caroline Shiers Convener Lifelong Learning Committee	3,990	3,881	Pension Lump Sum	5 1	4 1	1 0
Lewis Simpson Convener Local Review Body (to 24/09/19)	3,458	3,716	Pension Lump Sum	5 2	4 2	1 0
William Wilson Convener Local Review Body (to 31/05/18)	n/a	3,054	Pension Lump Sum	n/a	1 0	n/a
TOTAL	58,293	54,694				

Notes:

- (1) The pension benefits shown relate to the benefits that the individual has accrued because 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 2020 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 2019/20
(Post titles as at 31 March 2020)**

Name and Post Title	In-year pension contributions		Accrued Pension Benefits (Note 1 and 2)			
	2019/20 £	2018/19 £		as at 31/03/2020 £'000	as at 31/03/2019 £'000	Difference £'000
Karen Reid Chief Executive	22,784	12,904	Pension Lump Sum	26 1	22 0	4 1
Bernadette Malone Chief Executive (retired 01/07/18)	n/a	5,530	Pension Lump Sum	n/a	49 129	n/a
James Valentine Depute Chief Executive & Chief Operating Officer	20,876	19,889	Pension Lump Sum	58 109	54 104	4 5
Gordon Paterson Chief Officer, Perth & Kinross Health & Social Care Partnership	18,364	n/a	Pension Lump Sum	49 92	n/a	n/a
Sheena Devlin Executive Director of Education & Children's Services and Chief Education Officer	18,364	18,109	Pension Lump Sum	55 103	51 101	4 2
Barbara Renton Executive Director of Housing and Environment	18,364	18,109	Pension Lump Sum	24 7	21 7	3 0
Jacqueline Pepper Depute Director of Education & Children's Services and Chief Social Work Officer	16,141	15,671	Pension Lump Sum	24 25	21 24	3 1
Lisa Simpson Head of Legal & Governance Services	15,824	15,363	Pension Lump Sum	9 0	7 0	2 0
Stewart MacKenzie Head of Finance	15,187	14,745	Pension Lump Sum	39 63	36 61	3 2
Nick Williams Horsecross Arts Limited – Chief Executive (from 02/12/19)	3,683	n/a	Pension Lump Sum	0 0	n/a	n/a
Michael Griffiths (Note 2) Horsecross Arts Limited – Interim Chief Executive (left 30 June 2019)	0	0	Pension Lump Sum	n/a	n/a	n/a
Paul Cromwell Live Active Leisure – Chief Executive	12,912	12,488	Pension Lump Sum	18 11	16 11	2 0
James Moyes Live Active Leisure - Chief Executive (retired 30/06/18)	n/a	3,428	Pension Lump Sum	n/a	44 94	n/a
Helen Smout Culture Perth & Kinross Limited - Chief Executive	10,431	10,128	Pension Lump Sum	20 22	18 21	2 1
TOTAL	172,930	146,364				

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 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.

DBFM

Design Build Finance Maintain - A Non-Profit Distribution (NPD) model to Design, Build, Finance, and Maintain infrastructure which requires the private sector to take a fixed rate of return. The DBFM agreement provides the Council with the right to receive services in return for an annual payment (unitary charge) which comprises the costs of construction, finance, and maintenance, and for the provision of any agreed additional services, for the duration of the agreement.

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)

An agency of HM Treasury, which provides loans mainly for capital purposes of one year or more to authorities at interest rates of up to 2% above those at which the UK Government can itself borrow at.

REVENUE EXPENDITURE

The day-to-day expenses of providing services.



Perth and Kinross Council

Interim management report and audit status summary
Year ending 31 March 2020

—
For Audit Committee consideration on 22 July 2020

DRAFT

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About this report

This report has been prepared in accordance with the responsibilities set out within the Audit Scotland's Code of Audit Practice ("the Code").

This report is for the benefit of Perth and Kinross Council and is made available to Audit Scotland and the Controller of Audit (together "the Beneficiaries"). This report has not been designed to be of benefit to anyone except the Beneficiaries. In preparing this report we have not taken into account the interests, needs or circumstances of anyone apart from the Beneficiaries, even though we may have been aware that others might read this report. We have prepared this report for the benefit of the Beneficiaries alone.

Nothing in this report constitutes an opinion on a valuation or legal advice.

We have not verified the reliability or accuracy of any information obtained in the course of our work, other than in the limited circumstances set out in the scoping and purpose section of this report.

This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than the Beneficiaries) for any purpose or in any context. Any party other than the Beneficiaries that obtains access to this report or a copy (under the Freedom of Information Act 2000, the Freedom of Information (Scotland) Act 2002, through a Beneficiary's Publication Scheme or otherwise) and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the Beneficiaries.

Complaints

If at any time you would like to discuss with us how our services can be improved or if you have a complaint about them, you are invited to contact Michael Wilkie, who is the engagement leader for our services to Perth and Kinross Council, telephone 0141 300 5890 or email to michael.wilkie@kpmg.co.uk, who will try to resolve your complaint. If your problem is not resolved, you should contact Hugh Harvie, our Head of Audit in Scotland, either by writing to him at Saltire Court, 20 Castle Terrace, Edinburgh, EH1 2EG or by telephoning 0131 527 6682 or by emailing hugh.harvie@kpmg.co.uk. We will investigate any complaint promptly and do what we can to resolve the difficulties. After this, if you are still dissatisfied with how your complaint has been handled you can refer the matter to Diane McGiffen, Audit Scotland, 4th Floor, 102 West Port, Edinburgh, EH3 9DN.

Introduction

Purpose of document

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In line with our audit strategy document, we have completed an interim audit. Key activities performed included the testing of a selection of system controls, holding discussions with management to update our understanding of the Council's activities and our assessment of the key risks and audit focus areas.

This report provides the Audit Committee with an update on:

- The results of the control testing (pages four to seven).
- Best Value and wider scope (page eight).
- Action plan (page nine).

Significant risks in relation to the audit of the financial statements remain as identified in our audit strategy document, dated 5 February 2020, and are:

- fraud risk from management override of controls;
- fraud risk from income and expenditure recognition;
- valuation of property and investment property; and
- retirement benefit obligations.

The other focus area identified was:

- capital expenditure.

Acknowledgements

We would like to take this opportunity to thank officers and Members for their continuing help and cooperation throughout our audit work.

Control Framework

System Controls

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In accordance with ISA 330 *The auditor's response to assessed risks*, we designed and performed tests of controls to obtain sufficient appropriate audit evidence as to the operating effectiveness of relevant controls over the main financial systems. Interim audit testing took place during February 2020. Overall we concluded that the control environment is effective.

Test	Description	Results
Bank reconciliations	<p>Bank reconciliations are prepared monthly by a member of the income team and reviewed by a more senior officer.</p> <p>We tested a sample of two months for each of the eight bank accounts to verify they had been completed and reviewed on a timely basis. A further test of control will be completed in respect of the year end reconciliations.</p> <p>This control was tested in response to the presumed fraud risk over expenditure.</p>	<p>The December reconciliations were not completed within a month of the period end. This resulted in one unreconciling item not being identified until both December and January bank reconciliations were completed mid-February.</p> <p>Bank reconciliations are a key anti-fraud control and should be fully reconciled on a regular basis. Therefore, it is recommended that management ensures the timely reconciliation of all bank accounts.</p> <p>Recommendation one</p>
Capital budget monitoring	<p>Management and elected members monitor capital expenditure on all projects throughout the year. Performance of all large projects and any smaller projects nearing their approved spend will be considered by the Strategic Investments Group ("SIG") and then by the Strategic Policy and Resource committee ("SP&R") via the budget monitoring reports in September, November, January and April. Approval is required for any overspends or adjustments against original budgets.</p> <p>We considered the November 2019 report to conclude whether a sufficient level of detail was presented to and considered by the committees and that a level of precision is used to determine which variances require further analysis and discussion.</p>	<p>Our testing concluded that budget monitoring arrangements over capital expenditure are designed and implemented effectively.</p> <p>Satisfactory</p>

Control Framework (continued)

System Controls (continued)

DRAFT

Test	Description	Results
Revenue budget monitoring	<p>The Council has a robust revenue budget setting process, with involvement of key members of staff across the Council. Performance against revenue budget is monitored on a regular basis and formally reported to the SP&R via budget monitoring reports in September, November, January and April.</p> <p>We considered whether the January 2020 report included a sufficient level of detail, and was presented to and considered by the committees and that a level of precision was used to determine which variances require further analysis and discussion.</p> <p>This control was tested in response to the presumed fraud risk over expenditure.</p>	<p>Our testing concluded that budget monitoring arrangements over the revenue budget are designed and implemented effectively.</p> <p>Satisfactory</p> <p>As a result of Covid-19, revenue and capital budget monitoring remains increasingly important, both in the short and medium term. We will consider revisions to the budget and future budgets as part of the year-end audit.</p>
Review of cost of services expenditure	<p>The Council has a well-defined process covering the payment of services provided. We considered and tested management's review and authorisation of payments to an individual supplier that exceed £75,000 as required by Council policy. A sample of 40 payments were tested.</p> <p>This control was tested in response to a presumed fraud risk over expenditure.</p>	<p>Our testing of the 40 payments indicated that there is adequate segregation of duties between those entering data, and those authorising the payment.</p> <p>Satisfactory</p>
Authorisation over procurement contracts	<p>The Council has defined processes for the awarding of contracts, with written procedures to be followed for each contract type and value.</p> <p>Procurement testing of a sample of 15 contracts awarded in the year, split between those which required completion of a quotation and those which required to be tendered was undertaken. Our approach was designed to test whether correct procurement route had been followed based on value and reviewed the evidence of the tender evaluation process.</p> <p>This control was tested in response to a presumed fraud risk over expenditure.</p>	<p>Our testing concluded that the selected contracts had followed the appropriate procurement route based on value.</p> <p>Satisfactory</p>

Control Framework (continued)

System Controls (continued)

DRAFT

Test	Description	Results
BACS authorisation	<p>BACS payment runs must be approved by an authorised member of the finance team.</p> <p>We tested a sample of 20 BACS payments to verify they had been authorised. Management enhanced controls in respect of BACS payments following fraud identified at another local authority. While the control environment has been strengthened, we consider that a weakness remains in respect of the ability of a small number of senior staff to modify the BACS payment file and override the detection control which has been implemented.</p>	<p>All sample items were correctly signed and authorised by the appropriate officer.</p> <p>Satisfactory</p> <p>It is recommended that the detective control is redesigned to mitigate the risk that it is subject to management override by the privileged system users it is designed to monitor.</p> <p>Recommendation two</p>
Transfer of pensionable data, and management review of assumptions	<p>We furthered our understanding of the process management undertake to transfer data to Tayside Pension Fund, and its assessment of the actuarial assumptions.</p> <p>We tested the annual management review of pension assumptions.</p> <p>These controls were tested in response to the significant risk over retirement benefit obligations.</p>	<p>We discussed and walked through the process undertaken by Management during the January 2020 payroll and pension processes. We were satisfied that the following controls are designed and implemented appropriately:</p> <ul style="list-style-type: none"> – transfer of new starts, leavers, and other changes to employee data to the Tayside Pension Fund; and that – authorisation of the payment of pension contributions to the Tayside Pension Fund. <p>Our testing indicated that an appropriate officer had reviewed the assumptions in line with our expectation.</p> <p>Satisfactory</p>
Authorisation of payroll, and service establishment approval	<p>A sample of two months control sheets were tested, which record that the stages of the payroll process have been completed, before authorising the payroll and completing the BACS runs. This includes a key control over any exceptions or variances in net pay.</p> <p>A sample of two months' BACS runs were reviewed to test the payment schedule was reconciled to the net pay analysis report and appropriately authorised.</p> <p>The annual service establishment report was reviewed to determine whether it had been reviewed by each service to confirm all employees are still actively employed by the Council.</p>	<p>Those controls sheets tested recorded key stages of the pay run and had been marked as completed, with the pay run being marked as ready for processing. The sample of exception reports tested were marked as reviewed and investigated.</p> <p>Both BACS runs subject to testing had been reconciled and authorised by an authorised signatory in advance of the pay run.</p> <p>Our testing indicated that all four services had completed and signed the service establishment report as expected.</p> <p>Satisfactory</p>

Control Framework (continued)

System Controls (continued)

DRAFT

Test	Description	Results
Housing rents system	We tested a sample of two months' reconciliations between the housing rents system (Northgate) and the general ledger (Integra) to determine whether officers completed this reconciliation on a timely basis and any reconciling items were followed up and investigated.	Both reconciliations have been performed on a timely basis and any reconciling items were followed up and investigated. Satisfactory However, in line with best practice, we recommend that the reconciliations are reviewed by an authorised senior member of staff, and that this review is appropriately documented. Recommendation three
Council Tax and Non-Domestic Rates	For each of Council Tax and Non-Domestic Rates discounts and rebates, we tested 25 applications from account holders to test whether applications had been reviewed by an appropriate officer within the Local Taxes team. For each of Non-Domestic Rates and Council Tax, we tested a sample of five reconciliations of the Council's valuation roll against the valuation roll provided by the Tayside Valuation Joint Board.	In two cases there was no evidence of segregation of duties in terms of staff recording Non-Domestic Rates relief applications. There is a deficiency in the control as the system does not prevent one person from being able to complete the relief application form, and then assess and grant the same claim. Recommendation four In respect of both Non-Domestic Rates and Council Tax, we were unable to verify a formal approach in respect of how the Council considered reliefs spanning multiple years. For best practice, it is recommended that the Council adapts a formal process to consider the continued validity of such multi-year reliefs. Recommendation five Our testing concluded that Council Tax and Non-Domestic Rates reconciliations over are designed and implemented effectively. Satisfactory
Review of valuations	We will review management's assessment of impairment indicators and assess for completeness. For a sample of 15 properties revalued for 2019-20, we tested whether valuations had been independently reviewed by an appropriate officer within the Estates team.	We will report our findings over the operating effectiveness of this control in our annual audit report once management completes its annual review in line with the year end timetable. For property valuations, our testing demonstrated that all samples had been appropriately reviewed.

Wider Scope and Best Value

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The Code of Audit Practice sets out four audit dimensions which, alongside Best Value, set a common framework for all audit work conducted for the Accounts Commission. These areas are: governance and transparency, financial management, financial sustainability and value for money. During our interim audit we considered these areas and will conclude our assessment in our Annual Audit Report. We provide an update below of work carried out so far on Best Value.

Audit update	
Best Value	<p>2019-20 represents year four of the Best Value plan for the Council during which we shall complete a follow up of the Best Value Assurance Report ("BVAR") recommendations and will consider Performance & Outcomes and Partnership Working & Empowering Communities topics as part of phased consideration over the term of appointment. We also consider that there are wider scope risks in respect of demand pressures, the transformation programme and EU withdrawal.</p> <p>Audit Scotland planning guidance also requires us to consider fraud and corruption in procurement. Illicit rebates, kickbacks and false invoicing are potential risks across the public sector. For all bodies other than those where the full wider scope is not judged to be appropriate, auditors should assess the risk of fraud and corruption in the procurement function. We have held planning discussions with various stakeholders to obtain an understanding of the Council's arrangements in terms of Procurement.</p> <p>Our planned approach in respect of procurement will :</p> <ul style="list-style-type: none"> - assess whether the risk of procurement fraud is acknowledged on the body's risk register, and whether reasonable policies are in place and enforced to prevent unacceptable instances taking place as well as systems to ensure all acceptable instances are recorded in a register. - assess whether there are controls around the procurement process, including segregation of duties, and if these are adequate, followed and enforced. - assess whether staff involved in procurement-related decisions are adequately trained and that the Council has arrangements in place to encourage and protect whistle-blowers. - ensure that internal audit coverage of procurement systems is adequate and proportionate to the risks faced by the body. <p>We will continue to gather information and meet with officers to build our knowledge of Best Value in order to conclude on the two focus areas in our Annual Audit Report in September.</p>

Appendix one

Action Plan

The action plan summaries specific recommendations arising from our work, together with related risks and management's responses.

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Priority rating for recommendations			
Grade one (significant) observations are those relating to business issues, high level or other important internal controls. These are significant matters relating to factors critical to the success of the Council or systems under consideration. The weaknesses may therefore give rise to loss or error.	Grade two (material) observations are those on less important control systems, one-off items subsequently corrected, improvements to the efficiency and effectiveness of controls and items which may be significant in the future. The weakness is not necessarily great, but the risk of error would be significantly reduced if it were rectified.	Grade three (minor) observations are those recommendations to improve the efficiency and effectiveness of controls and recommendations which would assist us as auditors. The weakness does not appear to affect the availability of the control to meet their objectives in any significant way. These are less significant observations than grades one or two, but we still consider they merit attention.	
Finding and risk	Recommendation		Original actions
1. (Grade three) Bank Reconciliations The December 2019 reconciliations were not completed within one month of the period end. This meant that one reconciling item was not identified or corrected until both December and January bank reconciliations were completed mid-February.	It is a key anti-fraud control for bank balances to be fully reconciled on a regular basis. It is recommended that management ensures the timely reconciliation of all bank accounts.		Management response: The outstanding unreconciled item referred to was for around £90. Due to a period of staff absence, priority was given to higher volume / value bank accounts which were kept up to date throughout the year. The Incomes Team are now carrying out timeous bank reconciliations. Implementation date: n/a Responsible officer: n/a

Appendix two

Action Plan (continued)

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Finding and risk	Recommendation	Original actions
<p>2. (Grade two) BACS payment process</p> <p>As part of our audit, we remain alert to the susceptibility of fraud within the audit entity, using our existing knowledge from other entities and sectors.</p> <p>Management enhanced controls in respect of BACS payments following fraud identified at another local authority. While the control environment has been strengthened, we consider that a weakness remains in respect of the ability of a small number of senior staff to modify the BACS payment file and override the detection control which has been implemented.</p> <p>We note that our sample testing on page six in respect of BACS payment authorisation process did not identify any errors, and management have not identified any errors in relation to this weakness.</p>	<p>It is recommended that the detective control is redesigned to mitigate the risk that it is subject to management override by the privileged system users it is designed to monitor.</p>	<p>Management response: The Council has implemented a number of controls in this area. Any amendments to the BACS payment file automatically generate an email to a number of senior members of Finance to allow for scrutiny and challenge. A central record is kept of any changes. Finance officers do not consider that this control can be reasonably strengthened any further.</p> <p>Implementation date: n/a</p> <p>Responsible officer: n/a</p>
<p>3. (Grade three) Housing rents system</p> <p>We tested a sample of two months' reconciliations between the housing rents system (Northgate) and the general ledger (Integra). There was no documented review of these reconciliations by an authorised senior member of staff.</p>	<p>We recommend that the reconciliations are reviewed by an authorised senior member of staff, and that this review is appropriately documented.</p>	<p>Management response: The monthly reconciliation will be reviewed and authorised by the Finance & Governance Manager and copies will be held on file.</p> <p>Implementation date: April 2020</p> <p>Responsible officer: Finance & Governance Manager</p>

Action Plan (continued)

DRAFT

Finding and risk	Recommendation	Original actions
<p>4. (Grade three) Non-Domestic Rates</p> <p>We have tested the design and implementation of the controls around Non-Domestic Rates. In two cases there was no clear segregation of duties in terms of staff recording and authorising Non-Domestic Rates relief applications.</p>	<p>We recommend that management implements a process to ensure segregation of duties when completing and authorizing Non-Domestic Rates relief applications.</p> <p>Update: In respect of management's response, we understand that detective controls are in place, we will consider their design and implementation as part of our year-end audit and will report on our findings in our Annual Audit Report. We do not plan to test the operating effectiveness to the extent we are not relying on IT based system controls.</p>	<p>Management response: The Local Taxes Management Team does not consider that there is a need for a clear segregation between accepting and processing information as it views this as one single customer interaction. They view the ability to make amendments, including those made at the point of contact, by an experienced member of staff to be beneficial in terms of customer service, and in achieving Best Value through effective use of staff resources rather than the recommended two-tiered approach.</p> <p>There is a very minor risk that staff could enter invalid information into the system, but this applies whether there is the existence of an application form or not.</p> <p>Furthermore, they strongly consider that satisfactory arrangements are in place through login control, system permissions, audit trails, accuracy checking and review processes to identify and mitigate any potential such actions occurring.</p> <p>Therefore, the Local Taxes Management Team are comfortable with existing processes and are accepting of any minor risks that current arrangements may bring.</p> <p>Implementation date: n/a</p> <p>Responsible officer: n/a</p>

Action Plan (continued)

DRAFT

Finding and risk	Recommendation	Original actions
<p>5. (Grade two) Council Tax and Non-Domestic Rates</p> <p>In respect of both Non-Domestic Rates and Council Tax, we were unable to verify a formal approach in respect of how the Council considered reliefs spanning multiple years.</p>	<p>For best practice, it is recommended that the Council undertakes its formal process to consider these reliefs and discounts that span multiple years.</p>	<p>Management response: The Council recognises the need to regularly review discounts and exemptions awards that cross multiple financial years.</p> <p>To do this, each year a review timetable is created detailing the awards that we intend to review in the coming year.</p> <p>For Financial Year 2019/20, although such a timetable was created the reviews were not carried out as originally scheduled due to other work priorities.</p> <p>It is anticipated that a full review programme will be carried out during Financial Year 2020/21, although this may be impacted by Covid-19. The Local Taxes management team are content with this situation and will, as far as possible manage the risks of any delay in carrying out reviews.</p> <p>Implementation date: 31 March 2021</p> <p>Responsible officer: Principal Officer (Local Taxes)</p>



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PERTH AND KINROSS COUNCIL

Audit Committee

22 July 2020

INTERNAL AUDIT ANNUAL REPORT 2019/20

Report by the Chief Internal Auditor (Report No. 20/120)

PURPOSE OF REPORT

This report presents the year-end report and audit opinion of the Chief Internal Auditor for 2019/20, as set out in Section 7.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Public Sector Internal Audit standards (PSIAS) require the Chief Internal Auditor to provide an annual opinion which must conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control. The report must incorporate the opinion, a summary of the work that supports this opinion, a statement on conformance with the PSIAS and the results of the quality assurance and improvement programme. This report fulfils this requirement.
- 1.2 Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. In accordance with the PSIAS, it helps the council accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.
- 1.3 Perth & Kinross Council's internal controls include the full range of policies, procedures and practices intended to ensure the proper conduct of its operations and the achievement of its objectives. They include processes and procedures, organisational structures, job descriptions, authorisation limits, management supervision, risk management processes, reports and decisions.
- 1.4 It is the responsibility of management to devise, implement and maintain appropriate controls over the activities for which they are responsible. The role of Internal Audit is to provide an opinion to the Council as to the effectiveness of the controls that have been put in place by management in order to ensure that the organisation achieves its objectives. Internal Audit is thus a key part of the process by which the Council ensures the management of the risks that threaten the achievement of its objectives.
- 1.5 Internal Audit's work is planned in such a way as to take account of these risks. Prioritising work towards the areas of highest assessed risk enables the

Council to identify and remedy the most material weaknesses in its framework of internal controls.

- 1.6 In line with the PSIAS, Internal Audit undertakes a process of planning resulting in an annual plan. This plan was presented partly in themes, with many themes cutting across Services. This represented a new approach to targeting the key risks identified as part of the Council's Risk Management processes, details of which were provided to the Audit Committee in June 2019 (report [19/196](#)). In this respect, the Internal Audit Plan for 2019/20 was able to more closely align with the Council's risk management arrangements.
- 1.7 For 2019/20, the report containing Internal Audit's planned workload was considered and approved in June 2019 (report [19/195](#)). All Perth & Kinross Council's activities are reviewed as part of the planning process. The plan for 2019/20 aimed to cover the most significant areas of risk within the resources available whilst ensuring that there was a balance of coverage for all Service areas.
- 1.8 This report summarises the audit work carried out in 2019/20 and presents the Chief Internal Auditor's opinion on the effectiveness of the Council's internal control environment for that year.
- 1.9 This report does not reflect work undertaken in response to the management of arrangements to ensure the delivery of critical service during the COVID 19 pandemic. Assurance work surrounding this area, and the Council's exposure to risk and fraud as a result, will be included within the Internal Audit Plan for 2020/21.

2. INTERNAL AUDIT'S WORK IN 2019/20

- 2.1 This section presents an overview of Internal Audit's work during 2019/20 in its role as independent reviewer of the Council's systems of internal control.
- 2.2 The Internal Audit Plan approved in June 2019 included 17 planned internal audit assignments for Perth & Kinross Council. Of these, 12 were assurance audits and 4 were consultancy / enabling assignments. In addition, resources were included within the Plan to provide an Internal Audit service for the Perth & Kinross Health & Social Care Partnership's Integrated Joint Board and to certify a grant claim within the year.
- 2.3 All planned assignments, covering the period from April 2019 to March 2020, have been undertaken. Due to the Council directing its efforts to providing essential services in connection with COVID 19, some assignments have yet to be finalised and reported. These reports will be reviewed and considered at the earliest possible opportunity. Outcomes from these assignments are reflected within this report, where appropriate.
- 2.4 Some assignments, by their nature or as a result of revised priorities arising from the Council's response to the COVID 19 pandemic, will continue into 2020/21. This may also be due to their being consultancy over projects which

extend beyond one financial year. These assignments will be included in work-plans for 2020/21.

- 2.5 Work has concluded and reported as appropriate for 13 of the 17 planned assignments. This represents 76% of planned work. Work has been fully completed for 2 of the remaining assignments and the reports are in the process of being agreed with Services, however priorities have been re-directed at this time. The outcomes from all work, reported or otherwise, has been taken into consideration when arriving at the Opinion, as recorded in Section 7 of this report.
- 2.6 Unplanned assignments, as a result of investigations or additional requests from Services, have been undertaken during the year. Where appropriate, control issues highlighted as a result of this work are reported to the Audit Committee.
- 2.7 Internal Audit has been contacted on 31 occasions for advice / guidance during the year. This is a significant increase in contacts of this nature and is to be welcomed. Whilst the majority of these do not require significant resource to complete, Internal Audit's ability to influence the control environment from the outset of changes is to be welcomed and is a sign of an increasingly risk- and control-aware environment within the Council. A small number of these contacts have been as a result of changes to the control environment which arise out of the response to COVID-19 and these will inform Internal Audit work for 2020-21.
- 2.8 The results detailed in this report relate to all audit reports issued relating to Internal Audit's work during the period from April 2019 to March 2020, both planned and unplanned.
- 2.9 All findings detailed within the reports issued during the year were accepted by management. These reports contain a total of 61 agreed actions, compared with 55 actions in 2018/19. The table below details the rating of the importance of these actions. The figures in brackets relate to the rating of individual actions for the financial year 2018/19:

Critical Risk	0 (0) agreed actions
High Risk	22 (7) agreed actions
Medium Risk	33 (40) agreed actions
Low Risk	6 (8) agreed actions

- 2.10 This represents an increase in the proportion of high-risk actions from 13% in 2018/19 to 36% in 2019/20. There is a corresponding decrease in the proportion of medium and low-risk actions from 73% and 14% respectively in 2018/19 to 54% and 10%. As in the previous 3 years, there were no actions arising of a critical nature.

- 2.11 It should be noted that these figures do not include outcomes from the report arising from work undertaken in relation to Horsecross Arts during the year.
- 2.12 Appendix A shows a summary of Internal Audit's work for Perth & Kinross Council during 2019/20 compared with the original plan as approved by the Audit Committee in June 2019 along with the current status of each assignment. Internal Audit was involved with 49 assignments consisting of 17 planned audit and consultancy assignments, a grant certification, 31 pieces of unplanned work / requests for advice.
- 2.13 Internal Audit continues to work closely with the Head of Legal and Governance Services to support services to embed effective risk management into their day to day business activities.

Areas for Significant Improvement in Controls

- 2.14 During 2019/20, each audit report was assigned an overall rating, summarising the strength of internal controls in the area under review. These ratings were intended to provide a guide to management in setting priorities for action and to inform the Audit Committee in their scrutiny role. There has been one area where controls have been assessed as 'weak' and three areas where controls have been described as 'moderately weak' compared with no 'weak' and one 'moderately weak' area in 2018/19. There are no areas where controls have been described as 'unacceptably weak'.
- 2.15 Issued reports during this period contain an assessment of the control environment for a total of 18 control objectives. This compares with 26 control objectives assessed during 2018/19 and the reduction is largely down to the thematic approach adopted for assignments. These assessments of control at the time audits took place are broken down as follows, with the relevant figures for 2018/19 being recorded in brackets:

Strong	6 (9) Control Objectives
Moderately Strong	3 (9) Control Objectives
Moderate	5 (7) Control Objectives
Moderately Weak	3 (1) Control Objectives
Weak	1 (0) Control Objectives
Unacceptably Weak	0 (0) Control Objectives

- 2.16 Overall, this represents a similar position in terms of the proportion of strong- and moderately strong-rated control objectives over the two years. There has been an increase in the proportion of moderately weak and weak-rated control objectives, these being 17% and 5% for 2019/20 compared with 4% and 0% for 2018/19. There was a corresponding decrease in the proportion of moderately strong-rated control objectives from 35% in 2018/19 to 17% in 2019/2020.

- 2.17 As at 2.11 above, the outcomes from the report on Horsecross Arts have not been included within this summary.

Horsecross Arts

- 2.18 Internal Audit has maintained an overview of developments with the management of the relationship with Horsecross during the year. As detailed within the report, Audit Glasgow undertook a review of Financial Management and Internal Audit will have a role in ensuring that the Council is satisfied that appropriate action is taken by the Board to address the concerns within this report.

Follow Up of Action Plans

- 2.19 The responsibility for considering (and accepting or rejecting) Internal Audit's findings rests with management. Final audit reports record the agreed plan of action, including the individual(s) responsible; the planned timescales for completion; and the evidence required by Internal Audit to verify completion of the action. The audit process is of little value unless action is taken to remedy deficiencies in internal control where these are identified. Hence, a significant part of Internal Audit's role is the following-up of progress with these action plans in line with the requirements of the Public Sector Internal Audit Standards.
- 2.20 A database for recording agreed actions is maintained for this purpose. Services are routinely requested to provide the agreed evidence of completion for actions which are due to have been completed. Where actions have not been completed, an update on progress is requested along with the reason for non-completion and a revised date for completion. The Audit Committee is informed of all actions which have not been completed, along with an Internal Audit opinion on the acceptability or otherwise of the response received from management.
- 2.21 The support of the Chief Executive, Depute Chief Executive, Executive Directors and Senior Management Teams in ensuring that agreed actions are completed has continued during the year.
- 2.22 Due to the impact of COVID-19, it has not been possible to verify the status of actions due for completion in February and March 2020. Of the 61 actions agreed with management (see 2.9 above) 37 had a completion date within 2019/20. 24 actions had a completion date of February and March and had not been subject to follow up by Internal Audit prior to the revised arrangements in place as a result of COVID 19. It has therefore not been possible to follow these actions up in time for the compilation of this report. Of these 13 remaining actions due for completion within the year, all have been verified by Internal Audit as having been completed.
- 2.23 As recovery and renewal commences within Services, Internal Audit will ensure that outstanding actions are reviewed to ensure that they remain relevant and are completed as appropriate.

2.24 In the Chief Internal Auditor's opinion, the procedures in place provide a sound basis for ensuring that progress against the agreed plans is exposed to the proper level of scrutiny.

3 THE AUDIT COMMITTEE

3.1 The Audit Committee operates within an approved 'Role and Remit' and, as a formally constituted Committee of the Council. The Committee conducts its meetings in public, with its meetings routinely recorded and available to view via a link from the Committee's webpage, thus ensuring a high degree of accountability for its activities.

4 RESOURCES

4.1 Internal Audit's budget for 2019/20 was £216,989 whilst the actual expenditure is £193,621. This underspend is primarily due to slippage in staffing within the year, however this has not impacted on the delivery of planned Internal Audit work.

4.2 Recent trends in internal audit staffing are as shown below:

	April 2018		April 2019		April 2020	
	No. (FTE)		No. (FTE)		No. (FTE)	
Qualified Staff	1.7	37%	2.7	44%	2.0	50%
Studying towards a qualification	0	0%	0	0%	1.0	25%
Qualified by experience	2.2	63%	2.0	56%	1.0	25%
Total	3.9	100%	4.7	100%	4.0	100%

5 ANTI-FRAUD ACTIVITY

5.1 The responsibility for preventing and detecting fraud and corruption rests with management; it is the responsibility of management to take into account the risks arising from fraud and corruption and to devise and maintain the appropriate internal controls to provide a reasonable level of assurance that the Council's resources are being protected from loss and misappropriation.

5.2 Nevertheless, Internal Audit has a number of responsibilities regarding the Council's anti-fraud and anti-corruption arrangements. The year 2019/20 saw a moderate level of audit activity in this area as described below.

The National Fraud Initiative

5.3 The National Fraud Initiative (NFI) is a large-scale 'data-matching' exercise that takes place every two years and takes place over two financial years. Perth & Kinross Council is participating in the 2018/19 exercise. The NFI involves the comparison of personal data held by public authorities in order to

identify anomalies that may indicate fraud or error. This output then forms the basis for a process of investigation within each authority, in order to ensure that errors are recognised and corrected and that, where cases of possible fraud are identified, they are pursued appropriately.

- 5.4 This investigative process, which is driven by Audit Scotland, is co-ordinated by Internal Audit and includes overseeing Services' arrangements for uploading the data securely and the checking of a sample of identified anomalies within the period of the exercise, on the basis of an assessment of risk. Internal Audit facilitates the reporting of progress to our External Auditors, KPMG. There has been an allocation of audit resources towards the completion of this task.
- 5.5 The 2018/19 exercise has concluded and the Council's outcomes were reported to Audit Committee in February 2020 (report [20/41](#)). The National Report from Audit Scotland is due to be published shortly and will be considered by the Audit Committee in due course.

Anti-Fraud and Anti-Corruption Policies

- 5.6 The Council's Counter-Fraud and Corruption Strategy, along with associated policies, have been in place since February 2015. These remain largely fit for purpose and are currently being refreshed to ensure that they take account of recently highlighted good practice.
- 5.7 The Chief Internal Auditor is the Council's nominated Money Laundering Reporting Officer. There have been no cases where money laundering was suspected during the year.

'Whistleblowing' Arrangements

- 5.8 In order to ensure that the Council meets the standards set out in its counter-fraud and corruption arrangements, some aspects of the Council's 'whistle-blowing' arrangements are managed by Internal Audit. This includes the maintenance of a dedicated e-mail address and telephone line for employees with concerns at work, which is routed to Internal Audit. The Council also supports the national charity 'Public Concern at Work' that upholds the rights of those who raise concerns about wrongdoing at their place of work and which operates a free legal advice 'hotline'.
- 5.9 Five contacts were made with Internal Audit of a 'whistleblowing' nature within the year, compared with three in 2018/19. Investigations into 4 of these have concluded, with one having been received in March 2020 requiring further work to complete. The cases investigated revealed no control implications arising, therefore detailed reports were not provided to the Audit Committee. The outcomes have fed into the updating of the Audit Universe and in the planning exercise for the 2020/21 Internal Audit Plan.
- 5.10 Whistleblowing arrangements have been in place throughout 2019/20 and are supported by a Whistle-blowing Policy, which is included within the Counter-

Fraud and Corruption Strategy. In line with the Counter-Fraud and Corruption Strategy, the Whistle-blowing arrangements are currently subject to a refresh (see 5.6 above).

Investigations

- 5.11 Internal Audit's role includes the assessment of any concerns that are raised through the above arrangements and the conduct of internal investigations where appropriate, as highlighted within 2.4 above. An allowance is made for work of this sort within the audit plan and for 2019/20 the time spent on investigations was contained within the existing resources in the Internal Audit team.
- 5.12 The year 2019/20 saw a number of investigations requiring input from Internal Audit. Investigative work undertaken within the year has resulted in agreed improvements which will enhance the Council's internal control environment. Where there is scope for improvement to the control environment identified by investigations, this is reported to the Audit Committee.

6 COMPLIANCE WITH AUDITING STANDARDS

- 6.1 The Public Sector Internal Audit Standards (PSIAS) have been adopted by Perth & Kinross Council as the relevant professional standards.
- 6.2 There is a requirement for an external review of compliance with the PSIAS to be undertaken every 5 years. This was undertaken during 2018/19 by the then Acting Chief Internal Auditor for South Ayrshire Council. This took the form of a validated self assessment, the outcome of which was reported to Audit Committee in November 2018 ([report 18/358](#) refers). This report verified that Perth & Kinross Council's Internal Audit function fully conforms with the PSIAS.
- 6.3 The Chief Internal Auditor has undertaken a self-assessment of compliance with the PSIAS for 2019/20 and has concluded that the function remains fully compliant.

Code of Ethics

- 6.4 Internal Auditors must conform to the Code of Ethics included within the Standards. This Code incorporates the principles and rules of conduct for Internal Auditors' integrity, objectivity, confidentiality and competency.

Public Sector Internal Audit Standards

- 6.5 The Standards are separated into Attributable Standards (including requirements for the establishment of the internal audit function) and performance standards (including the management and execution of internal audit activity).

Performance Measures

- 6.6 Internal Audit's prime performance measure is the completion of the approved audit plan. Performance against the approved audit plan has been highlighted in Section 2 of this report. Full completion of the Internal Audit Plan has not been possible as a result of arrangements put in place to prioritise the delivery of critical Council services during the COVID 19 pandemic.

Quality Assurance of Internal Audit

- 6.7 There is a requirement for the annual report to contain a statement on conformance with the PSIAS and the results of the quality assurance and improvement plan.
- 6.8 An External Quality Assessment of the Internal Audit function has been undertaken which verifies full compliance with the PSIAS.
- 6.9 A quality assurance system was in place in Internal Audit throughout 2018/19 which ensured the quality of Internal Audit work was of a consistent and professional standard.
- 6.10 Improvements highlighted as required by the Chief Internal Auditor as part of the Quality Assurance and Improvement Plan for 2019/20 have been addressed as follows:
- The audit manual continues to be reviewed and updated;
 - Improvements in the process for capturing requests for Internal Audit advice have been embedded.
- 6.11 Further improvements will continue into 2019/20 regarding the formalising of professional development records and a refresh of the Counter Fraud & Corruption Strategy.

7 AUDIT OPINION

- 7.1 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 2019/20, subject to management implementation of the agreed actions detailed in Internal Audit reports and summarised at Section 2 above.

8. CONCLUSION AND RECOMMENDATION

- 8.1 It is recommended that the Committee notes the content of this report and specifically the Audit Opinion at Section 7.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

3. Consultation

Internal

- 3.1 The Chief Executive and the Head of Legal & 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 A – The 2019/20 Internal Audit Summary

APPENDIX A – THE 2019/20 INTERNAL AUDIT SUMMARY

Audit Subject	2019/20 Audit Plan	2019/20 Status
ALEOs: Community Campus Income	Planned	Completed
Digital Strategy	Planned	Completed
Early Years Ordering & Stock Control	Planned	Completed
Transformation	Planned	Testing completed; draft report compiled
LEADER	Planned	Completed
Contracting	Planned	In progress
Workforce Planning	Planned	Completed
Withdrawal from the European Union	Planned	Completed
Recycling Centres	Planned	Completed
Cash	Planned	Completed
Tay Cities Deal	Planned	Testing complete; draft report compiled
ALEOs: Horsecross	Planned	Completed
Inclusion Services	Planned	In progress
Risk Management	Planned	Completed
IDEA	Planned	Completed
ALEOs: Culture Perth & Kinross	Planned	Completed
Bus Service Operators Grant	Planned	Completed

