Public Document Pack

Lothian Valuation Joint Board

Notice of Meeting and Agenda

10.00 am Monday, 2nd September, 2019

Dunedin Room - City Chambers

1. Order of Business

1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of Interests

2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Minutes

3.1	Minute of the Lothian Valuation Joint Board of 17 June 2019 – submitted for approval as a correct record	5 - 8

4. Reports

4.1	2018/19 Annual Audit Report to members of Lothian Valuation Joint Board and the Controller of Audit – Report by the External Auditor	9 - 40

Andrew Kerr

Chief Executive

Membership

The City of Edinburgh Council (9)

Councillor Gavin Corbett

Councillor Phil Doggart

Councillor Karen Doran

Councillor David Key (Convener)

Councillor George Gordon

Councillor Gillian Gloyer

Councillor Ricky Henderson

Councillor Jason Rust

Councillor Norman Work

Midlothian Council (2)

Councillor Kieran Munro

Councillor Margot Russell

West Lothian Council (3)

Councillor Dave King

Councillor Andrew McGuire (Vice-Convener)

Councillor Damian Timson

East Lothian Council (2)

Councillor Jeremy Findlay

Councillor Jim Goodfellow

Notes:

(1) If you have any questions about the agenda or meeting arrangements, please contact Lesley Birrell | Committee Services | Strategy and Communications | Chief Executive | City of Edinburgh Council | Business Centre 2:1 | Waverley Court | 4 East Market Street | Edinburgh | EH8 8BG | tel 0131 529 4240 | email lesley.birrell@edinburgh.gov.uk

(2) A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the Main Reception Office, City Chambers, High Street, Edinburgh.

(3) The agenda, minutes and public reports for this meeting can be viewed online by going to www.edinburgh.gov.uk/meetings .

Please recycle this paper

Lothian Valuation Joint Board

Edinburgh, 17 June 2019

Present:

City of Edinburgh Council – Councillors Key (Convener), Booth (substituting for Councillor Corbett), Doggart, Gordon, Gloyer, Henderson and Work.

East Lothian Council – Councillor Goodfellow and Councillor Roy (substituting for Councillor Henderson).

Midlothian Council – Councillor Russell.

West Lothian Council – Councillor McGuire (Vice-Convener).

1 Minute

Decision

To approve the minute of the Lothian Valuation Joint Board of 23 April 2019 as a correct record.

2 Unaudited Annual Accounts for the Year Ended 31 March 2019

The unaudited annual accounts were presented to the Board in accordance with the Local Authority Accounts (Scotland) Regulations 2014, which required that the Annual Accounts for the year 2018/19 be presented to the Board no later than 31 August 2019. The Annual Accounts were required to be presented to external audit by 30 June 2019.

The outturn for the year showed an underspend of £0.099m. The Management Commentary provided details and the main reasons for this. The general reserve balance at 31 March 2019 was £0.897m.

Members also noted that there would be a balance sheet adjustment of £0.160m to the audited Annual Accounts 2018/19 which would be presented to the Board for approval in September 2019. This adjustment related to the pension assets and liabilities recognised in the balance sheet.

Decision

1) To note the report.
2) To note that the audited Annual Accounts for 2018/19 would be re-presented to the Board on completion of the external audit.

(Reference – report by the Treasurer, submitted).

3 Treasury Management Annual Report 2018/19

The Annual Treasury Management report for the financial year 2018/19 was submitted.

Decision

To note the Treasury Management Annual Report for 2018/19.

(Reference – report by the Treasurer, submitted)

4 Annual Performance Report 2018/19

The Assessor and ERO provided a report that accompanied the unaudited accounts report to allow consideration of organisational performance and budgetary outcome.

The statistical performance information provided reflected upon the statutorily defined elements of the key service delivery areas. Comment was also provided on other aspects of organisational activity.

Decision

1) To note the report.

2) To record the Board's thanks to the Assessor and his team for their work and commitment in ensuring the smooth running and organisation of the European Election held in May 2019.

(Reference – report by the Assessor and Electoral Registration Officer, submitted)

5 2018/19 Annual Governance Statement

The first Annual Governance Statement prepared by the Assessor and ERO's internal Governance Team was presented. The Statement provided assurance to the Board of the organisational commitment to ongoing effective and resilient Governance Framework.

The Framework was supported by the audit activities of both City of Edinburgh Council internal audit team and external auditors, Scott Moncrieff.

Governance activity during 2018/19 was highlighted including details of planned action for 2019/20.

Decision

To note the report.

(Reference – report by the Assessor and Electoral Registration Officer, submitted).

6 Update on Non-Domestic Rates Reform

An update was provided on progress being made at both a national and local level in respect of Non-Domestic Rates Reform.

Internal Audit had carried out an audit on the current state of readiness in connection with implementation of NDR Reform arising from the Barclay Review. The report indicated an overall amber rating.

Details were provided of management actions in response to each of the audit findings.

Decision

To note the report.

(Reference – report by the Assessor and ERO, submitted)

This page is intentionally left blank

Scott-Moncrieff
business advisers and accountants

Lothian Valuation Joint Board

2018/19 Annual Audit Report to members of Lothian Valuation Joint Board and the Controller of Audit

September 2019

Table of contents

1. Key messages

Annual accounts audit

The Lothian Valuation Joint Board annual accounts for the year ended 31 March 2019 are due to be approved by the Board on 2 September 2019. Our independent auditor's report includes an unqualified opinion on the annual accounts and on other prescribed matters. There are no matters which we are required to report by exception.

Our thanks go to management and staff for their assistance with our work.

Wider scope audit

As outlined in our External Audit Plan, our annual audit work in respect of our wider scope audit responsibilities was restricted to:

- Audit work to allow conclusions to be made on the appropriateness of the disclosures in the Annual Governance Statement; and
- Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.

Our conclusions and key observations are set out below:

Governance statement

- We have reviewed the Annual Governance Statement and have found that it is consistent with the accounts and has been prepared in accordance with Delivering Good Governance in Local Government: Framework (2016).

Financial sustainability

- Progress has been made during 2018/19 to develop a four year medium term financial plan. The plan forecasts, based on a number of assumptions and the introduction of legislative changes, that the Board will have a funding gap from 2020/21 that will rise to £0.949million by 2022/23. The Board is to receive regular updates on the medium term financial plan in advance of approving a budget for 2020/21 in February 2020.

Conclusion

This report concludes our audit for 2018/19. Our work has been performed in accordance with the Audit Scotland Code of Audit Practice, International Standards on Auditing (UK) and Ethical Standards.

Scott-Moncrieff
September 2019

2. Introduction

This report is presented to those charged with governance and the Controller of Audit and concludes our audit of the Lothian Valuation Joint Board for 2018/19.

We carried out our audit in accordance with Audit Scotland's Code of Audit Practice (May 2016). This report also fulfils the requirements of International Standards on Auditing (UK) 260: Communication with those charged with governance.

At Lothian Valuation Joint Board, we have designated the Board as "those charged with governance".

Introduction

1. This report summarises the findings from our 2018/19 audit of Lothian Valuation Joint Board ("the Board").

2. We outlined the scope of our audit in our External Audit Plan, which we presented to the Board at the outset of our audit. The core elements of our work include:

- an audit of the 2018/19 annual accounts and related matters;
- consideration of the Board's arrangements against the audit dimensions within the Code of Audit Practice (Exhibit 1); and
- any other work requested by Audit Scotland.

Exhibit 1: Audit dimensions within the Code of Audit Practice

3. The Board is responsible for preparing annual accounts which show a true and fair view and for implementing appropriate internal control systems. The weaknesses or risks identified are only those that have come to our attention during our normal audit work, and may not be all that exist. Communication in this report of matters arising from the audit of the annual report and accounts or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

4. The report contains an action plan with specific recommendations, responsible officers and dates for implementation. Senior management should assess these recommendations and consider their wider implications before deciding on appropriate actions. We give each recommendation a grading to help the Board assess their significance and prioritise the actions required.

5. We would like to thank all management and staff at the Board and City of Edinburgh Council for their co-operation and assistance during our audit.

Confirmation of independence

6. International Standards on Auditing in the UK (ISAs (UK)) require us to communicate on a timely basis all facts and matters that may have a bearing on our independence.

7. We confirm that we complied with the Financial Reporting Council's (FRC) Revised Ethical Standard (June 2016). In our professional judgement, the audit process is independent and our objectivity has not been compromised in any way.

8. We set out in Appendix 1 our assessment and confirmation of independence.

Adding value through the audit

9. All of our clients demand of us a positive contribution to meeting their ever-changing business needs. Our aim is to add value to the Board through our external audit work by being constructive and forward looking, by identifying areas of improvement and by recommending and encouraging good practice. In this way, we aim to help the Board promote improved standards of governance, better management and decision making and more effective use of resources.

Feedback

10. Any comments you may have on the service we provide, the quality of our work and our reports would be greatly appreciated at any time. Comments can be reported directly to the audit team or through our online survey: www.surveymonkey.co.uk/r/S2SPZBX

11. This report is addressed to the Board and the Controller of Audit and will be published on Audit Scotland's website www.audit-scotland.gov.uk.

3. Annual accounts

The Board's annual accounts are the principal means of accounting for the stewardship of its resources and its performance in the use of those resources. In this section we summarise the findings from our audit of the 2018/19 annual accounts.

Annual accounts

An unqualified audit opinion on the annual accounts

The annual accounts for the year ended 31 March 2019 are due to be approved by the Board on 2 September 2019. We intend to report unqualified audit opinions within our independent auditor's report.

Overall conclusion

An unqualified audit opinion on the annual accounts

12. The annual accounts for the year ended 31 March 2019 are due to be approved by the Board on 2 September 2019. We intend to report within our independent auditor's report:

    - An unqualified opinion on the financial statements; and
    - An unqualified opinion on other prescribed matters.

13. We are also satisfied that there were no matters which we are required to report by exception.

Good administrative processes were in place

14. We received the unaudited annual accounts and supporting papers of a good standard. Our thanks go to staff at the Board and City of Edinburgh Council for their assistance with our work.

Our assessment of risks of material misstatement

15. The assessed risks of material misstatement described in Exhibit 2 are those that had the greatest effect on our audit strategy, the allocation of resources in the audit and directing the efforts of the audit team. Our audit procedures relating to these matters were designed in the context of our audit of the annual accounts as a whole, and not to express an opinion on individual accounts or disclosures. Our opinion on the annual accounts is not modified with respect to any of the risks described in Exhibit 2.

Exhibit 2 – Our assessment of risks of material misstatement and how the scope of our audit responded to those risks

1. Management override

In any organisation, there exists a risk that management has the ability to process transactions or make adjustments to the financial records outside the normal financial control processes. Such issues could lead to a material misstatement in the annual accounts. This is treated as a presumed risk area in accordance with ISA (UK) 240 - *The auditor's responsibilities relating to fraud in an audit of financial statements*.

Excerpt from the 2018/19 External Audit Plan

16. We have not identified any indications of management override in the year. We have reviewed the Board's accounting records and obtained evidence to ensure that transactions were valid and accounted for correctly. We have also reviewed management estimates and the journal entries processed in the period and around the year end. We did not identify any areas of bias in key judgements made by management and judgements were consistent with prior years.

17. During our prior year audit, we recommended that user access controls to the financial ledger should be strengthened. At that time, any member of the City of Edinburgh Council finance team with ledger access could post to the Board's financial ledger. We noted during our current year audit that arrangements have now been put in place to restrict access to the Board's financial ledger.

2. Revenue recognition

Under ISA (UK) 240- *The auditor's responsibilities relating to fraud in an audit of financial statements* there is a presumed risk of fraud in relation to revenue recognition. The presumption is that the Board could adopt accounting policies or recognise revenue transactions in such a way as to lead to a material misstatement in the reported financial position.

Excerpt from the 2018/19 External Audit Plan

18. At the planning stage of our audit cycle, we reported that we did not believe the risk of fraud in revenue recognition was material to the annual accounts and we therefore rebutted this risk. The Board receive the majority of its income from requisitions and Cabinet Office grants both of which can be readily agreed to external sources. Our assessment of this risk has been reviewed throughout the audit and our conclusion to rebut this risk has remained appropriate.

3. Risk of fraud in the recognition of expenditure

In 2016, the Public Audit Forum issued Practice Note 10 "*The Audit of Public Sector Financial Statements*" which applies to the audit of public sector financial statements for periods commencing after June 2016. This Practice Note recognises that most public sector bodies are net spending bodies and notes that there is an increased risk of material misstatement due to improper recognition of expenditure.

Excerpt from the 2018/19 External Audit Plan

19. While we did not suspect incidences of material fraud and error, we evaluated each type of expenditure transaction and documented our conclusions. We have gained reasonable assurance on the completeness and occurrence of expenditure and are satisfied that expenditure is fairly stated in the annual accounts. To inform our conclusion, we carried out testing to confirm that Board's policy for recognising expenditure is appropriate and has been applied consistently throughout the year.

4. Pension assumptions

Due to the timing of the publication of unaudited accounts, IAS 19 valuations are typically performed in advance of actual investment returns being available. This results in the valuation also including an assumption regarding the investment returns of assets held by the fund for the final quarter of the financial year. Financial markets have experienced significant volatility in the last year and this trend has continued into 2019 which may result in challenges in estimating expected return on assets.

Excerpt from the 2018/19 External Audit Plan

20. We obtained the information provided to the actuary and agreed to source documentation to confirm accuracy. We reviewed the assumptions used by the actuary and compared these to benchmarks across the sector.

21. The unaudited annual accounts were prepared based on an actuarial report received in April 2019. A subsequent actuarial report was received in May 2019 which had been revised to take account of the year-end results of Lothian Pension Fund. This resulted in an increase in the net pension liability as reported by the Board of £160,000.

22. The net pension liability within the audited annual accounts was further revised to take account of the financial effects of the 'McCloud Judgement' and the General Minimum Pension (GMP) equalisation:

- **McCloud Judgement:** This case related to an employment tribunal ruling that transitional provisions impacting on a public sector final salary scheme were unlawfully age discriminatory. This was upheld in the Courts in December 2018 although the Government at that stage sought leave to appeal this judgement. The ruling has implications for all public service schemes including the LGPS funds. In June 2019, the Supreme Court rejected the Government's request for a further appeal.
- **Guaranteed minimum pension (GMP)** was accrued by members of the Local Government Pension Scheme (LGPS) between 6 April 1978 and 5 April 1997. The value of GMP is inherently unequal between males and females for a number or reasons, including a higher retirement age for men and GMP accruing at a faster rate for women. However overall equality of benefits was achieved for public service schemes through the interaction between scheme pensions and the Second State Pension. The introduction of the new Single State Pension in April 2016 disrupted this

arrangement and brought uncertainty over the ongoing indexation of GMPs, which could lead to inequalities between men's and women's benefits. As an interim solution to avoid this problem, GMP rules were changed so that the responsibility for ensuring GMPs kept pace with inflation passed in full to pension schemes themselves for members reaching state pension age between 6 April 2016 and 5 April 2021. This new responsibility leads to increased costs for schemes (including the LGPS) and hence scheme employers.

23. Management requested a revised actuarial report from its Actuary. The financial effect of these pension issues has resulted in an increase in the net pension liability of £1.146million.

24. As at 31 March 2019, the Board reported a net pension liability of £8.884million, compared to a net pension liability of £5.933million as at 31 March 2018. In addition to the increase in the deficit due to the circumstances noted above, the in-year movement has arisen primarily due to changes in financial assumptions made by the actuary.

Our application of materiality

25. The assessment of what is material is a matter of professional judgement and involves considering both the amount and the nature of the misstatement. This means that different materiality levels will be applied to different elements of the financial statements.

26. Our initial assessment of materiality for the annual accounts was £144,000. On receipt of the 2018/19 unaudited annual accounts, we reassessed materiality and reset it to £130,000. We consider that our updated assessment has remained appropriate throughout our audit.

27. Our assessment of materiality is set with reference to gross expenditure. We consider this to be the principal consideration for the users of the financial statements when assessing the financial performance.

Performance materiality

28. Performance materiality is the amount set by the auditor for each financial statement area, to reduce to an appropriately low level the probability that collectively any uncorrected and undetected misstatements are less than materiality for the financial statements as a whole.

29. We set a performance (testing) materiality for each area of work which was based on a risk assessment for the area. We perform audit procedures on all transactions and balances that exceed our performance materiality. This means that we are performing a greater level of testing on the areas deemed to be of significant risk of material misstatement. Performance testing thresholds used are set out in the table below:

	Area risk assessment £		
	High	Medium	Low
Performance materiality	65,000	78,000	97,000

30. We agreed with the Board that we would report on all material corrected misstatements, uncorrected misstatements with a value in excess of 5% of the overall materiality figure, as well as other misstatements below that threshold which, in our view, warranted reporting on qualitative grounds. We also report to the Board on disclosure matters that we identified when assessing the overall presentation of the annual accounts.

Audit differences

31. One adjustment was made to the annual accounts in respect of the net pension liability (paragraphs 21-24). There were no unadjusted differences to the unaudited annual accounts.

Board representations

32. We have requested that a signed representation letter be presented to us at the date of signing the annual accounts. This letter is to be signed by the Treasurer on behalf of the Board.

An overview of the scope of our audit

33. The scope of our audit was detailed in our External Audit Plan, which was presented to the Board in April 2019. The plan explained that we follow a risk-based approach to audit planning that reflects our overall assessment of the relevant risks that apply to the Board. This ensures that our audit focuses on the areas of highest risk. Planning is a continuous process and our audit plan is subject to review

during the course of the audit to take account of developments that arise.

34. At the planning stage we identified the significant risks that had the greatest effect on our audit. Audit procedures were then designed to mitigate these risks.

35. Our standard audit approach is based on performing a review of the key financial systems in place, substantive tests and detailed analytical procedures. Tailored audit procedures, including those designed to address significant risks, were completed by the audit fieldwork team and the results were reviewed by the audit management team. In performing our work we have applied the concept of materiality, which is explained earlier in this report.

Legality

36. We have planned and performed our audit recognising that non-compliance with statute or regulations may materially impact on the annual accounts. Our audit procedures included the following:

- Reviewing minutes of Board meetings;
- Enquiring of senior management and the Board's solicitors the position in relation to litigation, claims and assessments; and
- Performing detailed testing of transactions and balances.

37. We are pleased to report that we did not identify any instances of concern with regard to the legality of transactions or events.

Other matters identified during our audit

38. During the course of our audit we noted the following:

The Local Authority Accounts (Scotland) Regulations 2014

39. As part of our audit we reviewed the Board's compliance with the Local Authority Accounts (Scotland) Regulations 2014, in particular with respect to regulations 8 to 10[1] as they relate to the annual accounts. Overall we concluded that appropriate arrangements are in place to comply with these Regulations.

Management commentary

40. The Local Authority Accounts (Scotland) Regulations 2014 require local authority bodies to include a management commentary within the annual accounts. The management commentary is intended to assist readers in understanding the annual accounts and the organisation that has prepared them.

41. As auditors we are required to read the management commentary and express an opinion as to whether it is consistent with the annual accounts. We have concluded that the management commentary is consistent with the annual accounts and has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003.

Annual governance statement

42. We have reviewed the annual governance statement and have found that it is consistent with the annual accounts and has been prepared in accordance with Delivering Good Governance in Local Government Framework (2016). We have provided further detail on our work and findings within the Wider Scope section of our report (section 4).

Remuneration report

43. Our independent auditor's report confirms that the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

Going concern

44. As at 31 March 2019, the Board reported a net liability position of £7.709million.

45. The Board's usable reserves increased by £99,000 to £0.897million. The Board's unusable reserves totalled £8.606million. This is primarily related to the net pension liability of £8.884 million as at 31 March 2019.

46. In the Board's opinion, the organisation will be able to continue for the foreseeable future. The Board has adequate budget to meet the ongoing employer contributions required by Lothian Pension Fund.

[1] Regulations 8 to 10 relate to the preparation and publication of unaudited accounts, notice of public right to inspect and object to the accounts and consideration and signing of the audited accounts.

Related parties

47. Local government bodies are required to make relevant disclosures in the annual accounts in respect of related parties. We concluded during our audit that while the relevant disclosures had been made in the annual accounts; improvements could be made over the procedures for collating this information. Once potential related parties have been identified, an exercise should be carried out to review accounting records for transactions associated with those related parties. This part of the process is carried out by the City of Edinburgh Council (the Council) on behalf of the Board and is dependent on potential related parties being identified by management at the Board and reported to the Council. We would encourage both management at the Board and the Council to review existing procedures to ensure these are carried out in the most efficient and effective way.

Action plan point 1

Follow up of prior year recommendations

48. As part of our audit we have followed up the agreed audit recommendations from prior years which were yet to be implemented. We are pleased to report that all prior year recommendations have been implemented. Detail on these recommendations is included in the action plan at Appendix 2.

Looking forward – IFRS 16 Leases

49. IFRS 16 Leases will be effective from 1 April 2020. IFRS 16 Leases will lead to a substantial change in accounting practice for lessees where the current distinction between operating and finance leases will be removed. Instead, it requires that a lessee recognises assets and liabilities for all leases with a term of more than 12 months unless the underlying asset is of low value. A lessee will recognise a right-of-use asset representing its right to use the underlying leased property, and a lease liability representing the lessee's obligation to pay for that right.

50. There are new requirements for measurement of the lease liability where it will initially be measured at the present value of the lease payments payable over the lease term but may rise to reflect any reassessment or lease modifications, or revised lease payments.

51. This will be a key area of focus for our 2019/20 audit.

Qualitative aspects of accounting practices and financial reporting

52. During the course of our audit, we consider the qualitative aspects of the financial reporting process, including items that have a significant impact on the relevance, reliability, comparability, understandability and materiality of the information provided by the annual accounts. The following observations have been made:

Qualitative aspect considered	Audit conclusion
The appropriateness of the accounting policies used.	The accounting policies, which are disclosed in the annual accounts, are considered appropriate to the Board.
The timing of the transactions and the period in which they are recorded.	We did not identify any concerns over the timing of transactions or the period in which they were recognised.
The appropriateness of the accounting estimates and judgements used.	We are satisfied with the appropriateness of the accounting estimates and judgements used in the preparation of the annual accounts. Significant estimates have been made in relation to pension liabilities. We consider the estimates made, and the related disclosures, to be appropriate to the Board. We evaluated the competence, objectivity and capability of management experts in line with the requirements of ISA (UK) 500 and concluded that use of the expert is appropriate.
The appropriateness of the going concern assumption	We have reviewed the financial forecasts for 2019/20. Our understanding of the legislative framework and activities undertaken provides us with sufficient assurance that the Board will continue to operate for at least 12 months from the signing date.
The potential effect on the annual accounts of any uncertainties, including significant risks and related disclosures that are required.	We have not identified any uncertainties, including any significant risk or required disclosures, which should be included in the annual accounts.
The extent to which the annual accounts have been affected by unusual transactions during the period and the extent that these transactions are separately disclosed.	From the testing performed, we identified no significant unusual transactions in the period.
Apparent misstatements in the management commentary or material inconsistencies with the accounts.	The management commentary contains no material misstatements or inconsistencies with the accounts.
Any significant annual accounts disclosures to bring to your attention.	There are no significant annual accounts disclosures that we consider should be brought to your attention. All the disclosures required by relevant legislation and applicable accounting standards have been made appropriately.
Disagreement over any accounting treatment or annual accounts disclosure.	There was no material disagreement during the course of the audit over any accounting treatment or disclosure.
Difficulties encountered in the audit.	There were no significant difficulties encountered during the audit.

4. Wider scope

Following consideration of the size, nature and risks of the Board, the application of the full wider scope audit is judged by us not to be appropriate. Our annual audit work on the wider scope has therefore been restricted to:

- **Audit work to allow conclusions to be made on the appropriateness of the disclosures in the governance statement; and**
- **Consideration of the financial sustainability of the organisation and the services that it delivers over the medium and longer term.**

Wider scope conclusions

Governance statement

We are satisfied that the Annual Governance Statement for the year to 31 March 2019 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

Financial sustainability

Progress has been made during 2018/19 to develop a four year medium term financial plan. The plan forecasts, based on a number of assumptions and the introduction of legislative changes, that the Board will have a funding gap from 2020/21 that will rise to £0.949million by 2022/23. The Board is to receive regular updates on the medium term financial plan in advance of approving a budget for 2020/21 in February 2020.

Our approach to the wider scope audit

53. Our approach to the wider scope audit (as set out in our 2018/19 External Audit Plan) builds upon our understanding of the Board which we developed from previous years, along with discussions with management and review of Board minutes and key strategy documents.

54. During our audit we also considered the following risk areas as they relate to the Board:

- EU withdrawal
- Changing landscape of public financial management
- Dependency on key suppliers
- Openness and transparency

Overall we concluded that the Board has appropriate arrangements in place in respect of these areas as noted below:

Impact of EU withdrawal	The Board has assessed the impact of EU withdrawal on the organisation as it relates to workforce, finance and regulation and where appropriate is taking steps to mitigate any impact. The main area of uncertainty and risk to the Board is with regard to snap elections and referendums over the coming year and the additional demand this would have on the Board’s resources.
Changing landscape of financial management	Following recommendations of the Scottish Budget Review Group, the Scottish Government has indicated that it will bring forward a three-year funding settlement for local government from 2020/21 onwards. This may give the Board greater clarity to support medium-term financial planning.
Dependency on key suppliers	Following the collapse of Carillion, it became apparent that public sector bodies face significant risks where key suppliers are experiencing difficult trading conditions. The Board has not identified any key suppliers that they rely on for services which would have a detrimental effect on the Board should the relationship cease. We consider this to be appropriate due to the nature of the supplier relationships.

Openness and transparency	We consider the Board to exhibit good practice with respect to their openness and transparency arrangements through the following: • Publication of Board minutes on its website; • Key publications including the Annual Corporate Plan, Annual Service Plan and annual accounts being available on its website; • Range of methods used to communicate with stakeholders.

Governance statement

Our audit opinion considers whether the Annual Governance Statement has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

55. We are satisfied that the Annual Governance Statement for the year to 31 March 2019 is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

56. The Treasurer of the Board has confirmed that in their opinion, reasonable assurance can be placed upon the adequacy and effectiveness of the systems of internal financial control.

57. From our audit work performed we concluded that the Board has adequate systems in place to record, process, summarise and report financial and other relevant data. We have not identified any significant weaknesses or governance issues in the Board's accounting and internal control systems.

58. The Board's internal audit function is provided by City of Edinburgh Council's Internal Audit service. We have taken cognisance of the work of internal audit in forming our opinion on the appropriateness of the disclosures in the annual governance statement.

59. In May 2018, the Board introduced a Governance, Risk and Best Value Group (the "Group"). The Group met once during 2018/19 and further meetings are scheduled during 2019/20. The aim of the Group is to provide formal, transparent arrangements for monitoring corporate reporting, risk management and internal financial and core system controls within the Board. We will continue to monitor the development of this Group and its activity during 2019/20.

Financial sustainability

Financial sustainability looks forward to the medium and longer term to consider whether the Board is planning effectively to continue to deliver its services or the way in which they should be delivered.

Significant audit risk

60. Our audit plan identified a significant risk in relation to financial sustainability under our wider scope responsibilities

Financial sustainability

The Board has arrangements in place for short term (1 year) financial planning. Budgets are aligned to the Corporate and Service plan. The Board has recognised that there is a high degree of uncertainty over future funding allocations and therefore has not prepared long term financial plans. However, the Board has recognised the importance of establishing a sustainable financial position.

In 2017/18, the 'Transformation and Cultural Change Programme' commenced. The programme has delivered changes to staffing structures alongside process improvements. The Board has recognised that the implementation of the Barclay review recommendations will have a significant impact on their future sustainability with full year costs associated with the implementation currently estimated at £0.4million. The proposed changes to non-domestic rates valuation cycle will have a significant impact on resources available creating both budgetary and staffing pressures. A Barclay roadmap has been developed to ensure all key milestones are achieved and progress is reported at each Board meeting.

A medium-term financial plan is currently being developed for the 5-year period to 2024/25. Initial assumptions used in the development of the plan were presented to the Board in February 2019 with full plan due to be presented in April 2019.

Excerpt from the 2018/19 External Audit Plan

61. Progress has been made during 2018/19 to develop a four year medium term financial plan. In April 2019, the Board received an update on the development of a medium term financial plan. The medium term financial plan presented covers a four year period commencing 2019/20 through to 2022/23.

62. The plan reflects the strategic direction and priorities of the Board and includes assumptions following the implementation of the recommendations of the Barclay Review (paragraph 68), which would be met through Scottish Government funding, and the impact of changes to Individual Electoral Registration (IER). In respect of IER, the Cabinet Office has confirmed ring-fenced funding until 2019/20. The financial planning assumption is that any unspent IER grant at the end of 2019/20 will be required to fund additional ongoing IER costs until the annual running cost of IER is known.

63. In addition, the following cost assumptions have been applied in developing the medium term financial plan:

- Pay awards – assumed at 3% per annum
- Pension fund contributions – based on most recent triennial valuation
- Transformation Programme – the medium term financial plan assumes no additional costs or savings from this programme
- Non-staff costs – cost savings are to be achieved to address unavoidable increases in non-staff costs
- Requisition funding – assumed continuation of 'flat-cash' position in each of the next four years
- No drawdown from the General Reserve.

64. Based on these assumptions and the introduction of legislative changes, the plan indicates that the Board will have a funding gap from 2020/21 that will continue to rise to 2022/23.

Financial modelling was carried out based on potential future reductions in constituent council requisitions. This realises a funding gap of £0.949million by 2022/23.

65. The plan recognises that a three year funding settlement for local government from 2020/21 onwards may give the Board greater clarity to support its medium term financial planning

66. The Board is to receive regular updates on the medium term financial plan in advance of approving a budget for 2020/21 in February 2020.

2019/20 budget

67. In February 2019, the Board approved a one-year budget for 2019/20 of £5.847million. The 2019/20 budget assumes no change from the 2018/19 Council requisition, prior to inclusion of new statutory requirements to deliver recommendations of the Barclay Review. For 2019/20, the Board has received, to date, £154,000 to support the implementation of the Barclay recommendations; taking the budget for 2019/20 to £6.001million.

Barclay review

68. In August 2017, a review commissioned by the Scottish Government on non-domestic rates culminated in the Barclay report that included a number of recommendations designed to improve the current non-domestic (business) rates systems. It is expected that the most significant impact will be the proposed change to move from a five year to a three year revaluation cycle with effect from 2022. It is expected that this reduction in the valuation cycle will also have a significant impact on the appeals process, as all appeals will need to be finalised in advance of the next three year cycle.

69. Following completion of the Scottish Government consultation, it is expected that the Barclay proposals will be incorporated into legislation, with primary legislation effective from 1 April 2020[2] and secondary legislation finalised by 2022. The Scottish Government has provided indirect funding via Local Authorities to the 14 Scottish valuation boards to support implementation of the Barclay recommendations, to be distributed using a Scottish Government funding allocation model.

70. Since 2017, the Board has been preparing for implementing recommendations of the external Barclay Review into Non-Domestic Rating.

71. During 2018/19, the Board's internal audit function carried out a review into the design adequacy and operating effectiveness of the project management framework and its application to the Barclay project. Overall they concluded that the project framework in place and it application across the Barclay project is generally adequate with enhancements required.

The Board's performance in 2018/19

72. The Comprehensive Income and Expenditure Statement for 2018/19 shows that the Board spent £9.056million on the delivery of services, resulting in an accounting deficit of £1.520million. However, the accounting deficit includes certain elements of income and expenditure that need to be accounted for to comply with the Code of Practice on Local Authority Accounting in the United Kingdom (the 2018/19 Code), and which are subsequently adjusted to show their impact on reserves.

73. Taking account of these adjustments, the Board reported an underspend position of £99,000 as shown in Exhibit 3. The underspend position was primarily due to the implementation of a new staffing structure from 1 April 2018.

74. The costs of Individual Electoral Registration (IER) were fully funded in 2018/19 with £0.372million currently being deferred for future years.

[2] On the 25 March 2019 draft primary legislation entitled the "Non Domestic Rating Reform (Scotland) Bill" was laid before the Scottish Parliament. It is anticipated that this will be enacted from 1 April 2020.

Exhibit 3: Revenue performance against budget

Financial target	Revised budget £000	Actual £000	Variance £000
Core expenditure	5,893	5,795	(98)
IER expenditure	275	219	(56)
Total expenditure	**6,168**	**6,014**	**(154)**
Core income	(46)	(47)	(1)
IER income	(275)	(219)	56
Total income	**(321)**	**(266)**	**55**
Total	**5,847**	**5,748**	**(99)**

***Source**: Annual accounts for the year ended 31 March 2019*

75. The Board has held a general reserve since 2015/16. The general reserve balance of £0.897million has increased by £99,000 in comparison to 2017/18 as a result of the underspend position.

76. The Board approved the maintenance of the current reserve position and agreed for a balance of 3% of annual budget requisition to be maintained as an ongoing policy.

5. Appendices

Appendix 1: Respective responsibilities of the Board and the Auditor

Responsibility for the preparation of the annual accounts

The Board is required to make arrangements for the proper administration of its financial affairs and to secure that proper officer of the Board has the responsibility for the administration of those affairs. At the Board, that officer is the Treasurer.

The Treasurer is responsible for the preparation of the annual accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing the annual accounts, the Treasurer is responsible for:

- selecting suitable accounting policies and applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- complying with legislation; and
- complying with the Code.

The Treasurer is also responsible for:

- keeping proper accounting records which are up to date; and
- taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor responsibilities

We audit the annual accounts and give an opinion on whether:

- they give a true and fair view in accordance with applicable law and the 2018/19 Code of the state of the affairs of the body as at 31 March 2019 and of its income and expenditure for the year then ended;
- they have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2018/19 Code;
- they have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014 and the Local Government in Scotland Act 2003;
- the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014;
- the information given in the Management Commentary is consistent with the financial statements and has been prepared in accordance with statutory guidance issued under the Local Government Scotland Act 2003; and
- the information given in the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

We are also required to report, if in our opinion:

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

Wider scope of audit

The special accountabilities that attach to the conduct of public business, and the use of public money, mean that public sector audits must be planned and undertaken from a wider perspective than in the private sector. This means providing assurance, not only on the financial statements, but providing audit judgements and conclusions on the appropriateness, effectiveness and impact of corporate governance and performance management arrangements and financial sustainability.

The Code of Audit Practice frames a significant part of our wider scope responsibilities in terms of four audit dimensions: financial sustainability; financial management; governance and transparency; and value for money. The Code recognises that full application of its requirements may be impractical or inappropriate due to the nature or size of the audited body.

We have concluded that the full application is not appropriate due to the size of the organisation. As part of our annual audit we consider and report against:

- appropriateness of the disclosures in the governance statement; and
- financial sustainability of the body and the services that it delivers over the medium to longer term.

Best value

Appointed auditors have a duty to be satisfied that local government bodies have made proper arrangements to secure best value.

Our work in respect of the Board's best value arrangements has been integrated into our audit approach, including our work on the wider scope audit dimensions.

Independence

International Standard on Auditing (UK) 260 "Communication with those charged with governance" requires us to communicate on a timely basis all facts and matters that may have a bearing on our independence.

We confirm that we complied with FRC's Revised Ethical Standard (June 2016). In our professional judgement, the audit process is independent and our objectivity has not been compromised in any way. In particular there are and have been no relationships between Scott-Moncrieff, the Board and senior management that may reasonably be thought to bear on our objectivity and independence.

Appendix 2: Action plan

Our action plan details the weaknesses and opportunities for improvement that we have identified during our audit.

Action plan grading structure

To assist the Board in assessing the significance of the issues raised and prioritising the action required to address them, the recommendations have been rated.

The rating structure is summarised as follows:

Grade	Explanation
Grade 5	Very high risk exposure - Major concerns requiring immediate attention.
Grade 4	High risk exposure - Material observations requiring management attention.
Grade 3	Moderate risk exposure - Significant observations requiring management attention.
Grade 2	Limited risk exposure - Minor observations requiring management attention
Grade 1	Efficiency / housekeeping point.

Current year action plan

Action plan point	Issue & recommendation	Management comments
1. Related parties Rating **Grade 3** Paragraph Ref 47	While we concluded during our audit that while the relevant disclosures in respect of related party transactions had been made in the annual accounts; improvements could be made over the procedures for collating this information. Once potential related parties have been identified, an exercise should be carried out to review accounting records for transactions associated with those related parties. This part of the process is carried out by the City of Edinburgh Council (the Council) on behalf of the Board and is dependent on potential related parties being identified by management at the Board and reported to the Council. **Risk** There is a risk that the disclosure within the annual accounts is incomplete. **Recommendation** We would encourage both management at the Board and the Council to review existing procedures to ensure these are carried out in the most efficient and effective way.	A review of existing procedures to identify related parties will be undertaken **Responsible officers:** Assessor and Treasurer **Implementation date:** 31 March 2020

Follow up of prior year recommendations

Of the three recommendations raised within our previous annual audit reports and which had yet to be fully implemented, we are pleased to report that these are now all complete. Details are given below.

1. User access controls

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** Our review of the journals environment identified that all City of Edinburgh Council staff with access to Oracle journal input function in the financial ledger system, have the ability to post to the Board's financial ledger. **Risk** There is a risk that incorrect or fraudulent postings could be made without detection by the Board's officers. **Recommendation** While our audit review in respect of the 2017/18 financial year did not identify any indications of user access being manipulated, we recommend that Lothian Valuation Joint Board officers in conjunction with City of Edinburgh Council review user access controls for the financial ledger.	LVJB will liaise with CEC to assess current access controls to the financial ledger. Following this assessment agreed recommendations will be implemented. **Responsible officer**: Governance Manager/Treasurer **Implementation date**: Feb 2019

Current status	Audit update	Management response
Complete	We have reviewed the actions taken to ensure access to post journals has been limited to those with appropriate authority. Recommendation has been closed with new authorisation measures in place.	N/A

2. Policy review

Initial rating	Issue & recommendation	Management comments
Grade 3	**Issue** The Board has a comprehensive suite of governance policies in place however we noted that a number of these are significantly overdue for review. This includes the Risk Management Strategy which has not been reviewed since 2006 and the Anti-Fraud and Corruption policy which has not been reviewed since 2013. **Risk** There is a risk that the Board's arrangement for risk management and fraud prevention are outdated and do not comply with best practice. **Recommendation** The Board has recently established a Governance, Risk and Best Value Group and we recommend that the group identifies all policies requiring review and introduces a prompt review schedule for these.	The Risk Management Strategy and Anti-Fraud and Corruption policy will be reviewed and updated. A review schedule identifying appropriate policies requiring review by the Governance, Risk and Best Value Group shall be created. **Responsible officer:** Governance Manager **Implementation date:** December 2018

Current status	Audit update	Management response
Complete	The Risk Management Strategy and Anti-Fraud and Corruption policy have been reviewed and updated.	N/A

3. Financial planning

Initial rating	Issue & recommendation	Management comments
Grade 3	**Observation** The Board recognises that it needs to move towards a sustainable budget position for 2017/18 and is working to develop options to achieve this. **Recommendation** The Board should move towards developing a longer-term financial planning framework, which considers a range of options and scenarios around service delivery.	**2016/17 management comments** The provision of funding on an annual basis coupled with meeting the requirements of new legislation, that places additional pressure on an already stretched resource, makes the creation of a longer term and meaningful financial planning framework difficult. In addition ongoing uncertainties surrounding the future of key service delivery plan in combination with a supporting financial framework a high-risk activity. The Board's constant aim is to provide a high quality service within the annual budget allocation provided and it shall endeavour to achieve this in both the short and longer term. **2017/18 management comments** A 3/5 year strategic vision shall be developed that reflects on operational activity and associated risks within the ongoing change environment, highlighting options and possible outcomes, and placing these in the context of the projected financial outlook. **Responsible officer:** Assessor and Electoral Registration Officer/Treasurer **Implementation date:** 31st March 2019

Current status	Audit update	Management response
Complete	Refer to paragraphs 61-66 of this report. Progress has been made during 2018/19 to develop a four year medium term financial plan.	N/A

This page is intentionally left blank

Lothian Valuation Joint Board

Audited Annual Accounts for the Year Ended 31st March 2019

2nd September 2019

1 Purpose of report

The purpose of this report is to present to the Board the audited Annual Accounts for the year ended 31st March, 2019 and to recommend they are approved for signature.

2 Main Report

2.1 The unaudited Annual Accounts were noted by the Lothian Valuation Joint Board at its meeting in June 2019.

2.2 The Board's appointed Auditor will present the 2018/19 Annual Audit Report to Members separately on this agenda. This report highlights to the Board that there were no significant issues identified during the course of the audit. One adjustment was made to the annual accounts in respect of the net pension liability.

2.3 The Auditor's report provides an opinion on whether the Annual Accounts;

- give a true and fair view in accordance with applicable law and the 2018/19 Code of the state of affairs of the Lothian Valuation Joint Board as at 31 March 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2018/19 Code;
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003;
- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014;
- the information given in the Management Commentary is consistent with the financial statements and has been prepared in accordance with statutory guidance issued under the Local Government Scotland Act 2003; and
- the information given in the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

3 Reserves

3.1 The Board can hold a general reserve with a minimum value of 3% of annual requisition. The balance currently stands at £0.897m (15%). Balances held in excess of 3% require to be reviewed annually in-line with risk/identified commitments.

3.2 In April 2019 the Board were provided with an update on the Medium-Term Financial Plan 2019/20 to 2022/23. This report highlighted the financial challenges faced by the Board, most notably inescapable employee growth (pay awards, increments etc) which is anticipated to cause a cumulative budget pressure of approximately £0.2m per annum.

3.3 The Board is also facing competing service pressures over the short and medium term due to the requirement to introduce major legislative changes to key functions. This is set against the backdrop of reductions to the Scottish Block grant provided to local authorities and uncertainty over future year funding levels / the considerable risk of further reductions. Unavoidable budget pressures like those highlighted above are unlikely to be met through sustainable additional funding from local authorities as a result of reductions to funding.

3.4 A further update on the Medium-Term Financial Plan will therefore be presented to the November Board.

4 Conclusions

4.1 The Board's expenditure for 2018/19 was under requisition income by £0.099m.

4.2 The general reserve balance available to the Board at 31st March 2019 is £0.897m.

4.3 A recommendation on the reserve will be presented to the November Board.

5 Recommendations

5.1 That the Board note the Audited Annual Accounts for the year ended 31st March, 2019.

5.2 That the Board authorise the Annual Accounts 2018/19 for signature.

Hugh Dunn,
Treasurer.

Appendices:	Audited Annual Accounts for the Year Ended 31st March 2019
Contact/Tel:	Mr. T.MacDonald: 0131 469 3078
Background Papers:	Held at the Office of Treasurer

Annual Accounts for the year to 31st March 2019

Audited

Lothian Valuation Joint Board
17A South Gyle Crescent
EDINBURGH
EH12 9FL

Visit our website at : www.lothian-vjb.gov.uk

LOTHIAN VALUATION JOINT BOARD

C O N T E N T S

LOTHIAN VALUATION JOINT BOARD

MEMBERS AND OFFICIALS

Convener:	**Councillor David Key, City of Edinburgh Council**
Vice-Convener:	**Councillor Andrew McGuire, West Lothian**
All Board Members:	**City of Edinburgh Council (9), East Lothian Council (2), Midlothian Council (2) and West Lothian Council (3)**

Edinburgh Council

Councillor Gavin Corbett
Councillor Phil Doggart
Councillor Karen Doran
Councillor David Key
Councillor George Gordon
Councillor Gillian Gloyer
Councillor Ricky Henderson
Councillor Jason Rust
Councillor Norman Work

East Lothian Council

Councillor Jim Goodfellow
Councillor Jane Henderson

Midlothian Council

Councillor Margot Russell
Councillor Kieran Munro

West Lothian Council

Councillor Dave King
Councillor Andrew McGuire
Councillor Damian Timson

Officials

Assessor and Electoral Registration Officer :	Graeme Strachan
Chief Executive and Clerk :	Andrew Kerr
Treasurer :	Hugh Dunn, CPFA
Solicitor :	Nick Smith

Strategic Report

1. Basis of the Accounts

The Annual Accounts present the financial position and performance of the Board, for the year to 31st March 2019. The Annual Accounts have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice on Local Authority Accounting in the United Kingdom (the Code). This is to ensure that the Annual Accounts "present a true and fair view" of the financial position and transactions of the Board. The Annual Accounts have been prepared in accordance with the following fundamental accounting principles: relevance, reliability, comparability, understandability and materiality.

The accounting concepts of accruals, going-concern, and primacy of legislation requirements also apply. All figures in the Annual Accounts are rounded to thousand pounds (£'000) unless stated otherwise.

To show the net position of the Board, adjustments are made to the Comprehensive Income and Expenditure Statement (CIES) to reflect differences in the accounting basis and funding basis under regulations. These adjustments ensure that the actual resources available to the Board are correctly accounted for in the Movement in Reserves Statement. These adjustments are shown in Note 7.

2. Statutory Background

The Lothian Valuation Joint Board was established under the Valuation Joint Boards (Scotland) Order 1995 and provides Valuation Appeals, Lands Valuation, Electoral Registration and Council Tax Valuation services. The Board comprises 16 members appointed from the constituency authorities of whom nine are elected from the City of Edinburgh Council, three from West Lothian and two each from East and Midlothian Councils.

Costs incurred by the Lothian Valuation Joint Board are apportioned in accordance with the non-domestic rateable subjects and dwellings valued for council tax within the area of each constituent authority. Expenditure is allocated 61.14% to The City of Edinburgh Council, 9.23% to Midlothian Council, 10.88% to East Lothian Council, and 18.75% to West Lothian Council.

3. The Lothian Valuation Joint Board's strategy and business model

The Lothian Valuation Joint Board is a local authority organisation providing a range of services to and on behalf of City of Edinburgh, West Lothian, Midlothian, and East Lothian Councils. The services provided represent duties embedded in statute and associated case law. Specifically they relate to the creation and maintenance of the Valuation Roll, Council Tax List and Electoral Register. The Board's strategy is to ensure best value while providing equitable, customer focused, high quality, professional valuation and electoral registration services for all its stakeholders. To support this aim annual Corporate and Service Plans, embedded within a Governance Framework, are created that indicate a detailed range of activities and objectives necessary to deliver services. These plans are supported where required with detailed project governance and management, specific service delivery timetables, and associated risk analysis.

4. Principal risks and uncertainties facing the Board.

The principal risks and uncertainties faced by the Board fall into two categories. Firstly, in common with the wider local authority community, there are uncertainties created by the ongoing environment of fiscal constraint within which services must be delivered. Set against this the Board has a range of statutory duties to enact and services to deliver. Failure to secure adequate funding places the delivery of these statutory services at considerable risk. A medium term budget strategy is under construction which aims to provide clarity on the projected financial forecast facing the Board in association with options for mitigation.

The second category relates to changes in legislation that impact on the services to be delivered. This can create pressures from both a financial and organisational perspective. The Barclay Review of NDR has in the main been adopted by Scottish Government in the form of a national NDR Reform strategy. This shall introduce the biggest changes to NDR services that have been enacted for many years. There are significant changes directly associated with the Valuation Roll function. This shall involve shortening the current 5 year revaluation cycle to a 3 year cycle and introduce significant alterations to the legislation which supports the Valuation Roll appeal process. Primary legislation shall be enacted during 2020 with the principle elements coming into force in 2022. The successful delivery of these changes represent a significant organisational challenge. Within the function of Electoral Registration the cost legacy created by the introduction of Individual Electoral Registration remains an ongoing risk. Cabinet Office shall continue to provide annual funding to cover this additional expenditure until 2020 at which time major changes shall be introduced to the annual household canvass aimed at reducing costs. Until it is established that these changes have been successful in removing additional costs, there remains budgetary risks to the Board in respect of delivery of the Electoral Service. In terms of Council Tax the system faces continual criticism and it is likely that further consultative processes shall emerge in the coming years concerning changes to the system. This uncertainty moving forward is a risk to the Board.

5. Review of the Lothian Valuation Joint Board performance 2018/19

5.1 Financial Performance

The Board's expenditure was under requisition income by £0.099m for 2018/19, primarily resulting from the implementation of a new staffing structure from 1st April 2018 which resulted in savings arising from posts being filled partway through the financial year. Detailed variance explanations are provided below.

This review of financial performance is based on management accounting information, rather than the Annual Accounts, which are stated after adjustments to reflect IFRS based Code of Practice.

The outturn position, split between core Board duties and IER duties is summarised below:

	Core Revenue Budget			Individual Electoral Registration (IER)			Total		
	Budget 2018/19 £'000	Actual 2018/19 £'000	Variance 2018/19 £'000	Budget 2018/19 £'000	Actual 2018/19 £'000	Variance 2018/19 £'000	Budget 2018/19 £'000	Actual 2018/19 £'000	Variance 2018/19 £'000
• Employees	4,378	4,234	(144)	59	33	(26)	4,437	4,267	(170)
• Property	520	539	19	0	0	0	520	539	19
• Transport and Plant	96	69	(27)	0	0	0	96	69	(27)
• Supplies and Services	750	786	36	216	186	(30)	966	972	6
• Third Party Payments	82	100	18	0	0	0	82	100	18
• Support services	67	67	0	0	0	0	67	67	0
Total gross expenditure	5,893	5,795	(98)	275	219	(56)	6,168	6,014	(154)
• Sales, fees & charges	(43)	(39)	4	0	0	0	(43)	(39)	4
• IER Grant	0	0	0	(275)	(219)	56	(275)	(219)	56
• IORB	(3)	(8)	(5)	0	0	0	(3)	(8)	(5)
Total income	(46)	(47)	(1)	(275)	(219)	56	(321)	(266)	55
Total net expenditure	5,847	5,748	(99)	0	0	0	5,847	5,748	(99)

For the year ended 31st March 2019, the Board had an under spend against budget on its Comprehensive Income and Expenditure account of £0.099m. Actual is 98.3% of budget.

The Board recorded income totalling £0.591m for 2018/19 in relation to IER grant provided by the Cabinet Office. Expenditure against this grant was £0.219m and therefore £0.372m was carried forward in to financial year 2019/20 to leave a balanced IER position for 2018/19. The carry-forward in to 19/20 mitigates the removal of Cabinet Office funding and legacy ongoing costs arising from IER.

The principal reasons for the surplus against the core budget are variances in the following budgets:

	£'000
• Employees At its meeting of 6th February 2017 the Board was advised of the intention to undertake an organisational review exercise. This review was named the Transformation and Cultural Change Programme which resulted in a new staffing structure being implemented on the 1st April 2018. The saving in staffing costs during 2018/19 relates mainly to posts being filled partway through the financial year.	(144)
• Property Mainly due to utility charges, specifically a back-dated charge from the Board's energy provider.	19
• Transport costs Continuing process review on external survey work allowing a targeted approach which reduces travel expenses.	(27)
• Supplies and Services Primarily resulting from the requirement to replace handsets and telephony software incurring a one-off payment 18/19. There was also minor additional expenditure on ICT equipment.	36
• Third Party Payments Mainly additional costs relating to the costs associated with the Valuation Appeal Committee. These costs fluctuate in accordance with the workloads in respect of Revaluation 2017 appeal disposal.	18
• Income Additional general income.	(1)
Total under spend	**(99)**

5. Review of the Lothian Valuation Joint Board performance 2017/18 (Contd.)

In accordance with paragraph 8 of the Valuation Joint Boards (Scotland) Order 1995, all under spending pertaining to the Board is retained in the form of a usable reserve. The audited usable reserve balance at 31st March 2018 was £0.798m. The £0.099m under spend for financial year 2018/19 has been transferred to the usable reserve. The reserve balance therefore stands at £0.897m.

5.2 Overview of performance targets in 2018/19

During 2018/19 the Board reached a good level of performance as defined by it's Key Performance Indicators. The principal of these show that 93.75% (95.93% 2017/18; 93.86% 2016/17) of all new houses were entered onto the Council Tax List within three months following occupation and that 57.86% (63.10% 2017/18; 47.15% 2016/17) of all Valuation Roll amendments were made within three months following completion. During 2018/19 5,194 new houses were added to the Council Tax list while 1,867 value amendments were made to the Valuation Roll.

Following the 2017 Revaluation 13,000 appeals were lodged against rateable values appearing in the new Roll. As at 31st March 2019 50% of these appeals had been dealt with. The statutory deadline for disposal of all appeals is 31/12/2020.

The Electoral Register during 2018/19 was maintained throughout the year with 39,293 electors added, 38,448 deleted, and 1,309 subject to amendment. The 2018 household canvass continued the current trend of improving returns with a 75% return rate achieved, (74% 2017; 70% 2016).

The new process of registration under IER means that following the annual canvass many applications to register are still awaiting return and are not reflected in the electorate figures provided. The following electorate statistics therefore should be viewed as a snap shot, as at April 2019 662,308, April 2018 659,519; March 2017 657,858; April 2016 650,531; February 2015 660,030; March 2014 639,401.

6. The main trends and factors likely to affect the future development and performance

The main trends and factors likely to affect the development and performance of the Board are those that influence the future direction of service provision. This direction is driven by legislative changes enacted, new case law and following formal reviews. This creates uncertainty and is amplified when placed within the current environment of fiscal constraint that all local authority bodies are facing. Further changes to the Electoral Registration process, the Barclay Review of NDR, and the possibility of further review of Council Tax alternatives are all examples of organisational and service delivery challenges. During 2017/18 a Transformation and Cultural Change Programme was initiated aimed at positioning the Board within a positive forward looking environment where these challenges of change set against fiscal constraint could be properly met. An immediate fiscal gain was secured for 2018/19 creating a reduction in funding requisition of 4.4%. This Programme is ongoing and throughout 2019/20 projects seeking modernisation, process efficiencies, and cultural change shall continue. However, any fiscal saving and drive for modernisation must be set against the requirement for the Board to deliver its statutory duties and services to a high standard and to be properly positioned to undertake any legislative changes that shape and form future service. In general the picture is one of competing priorities; fiscal constraint and the need for savings; a change and modernisation strategy, and changing legislative requirement within which services are delivered.

6. The main trends and factors likely to affect the future development and performance (Contd.)

The Board faces a number of challenges looking ahead. Potential financial pressures include:

- The Scottish Government has adopted the main recommendations contained within the Barclay Review of NDR and is progressing its own NDR Reform strategy. These have far reaching consequences for the Board. In particular the long standing five yearly process of revaluation shall be condensed into a three yearly cycle. This and other proposals shall require the NDR business model currently in operation within the Board to be reviewed and overhauled in order to meet this new statutory requirement. While the first revaluation under this three yearly cycle shall take place in 2022 planning, timetabling and investigations have already commenced. In respect of the Council Tax function, considerable uncertainty remains surrounding its ongoing viability as a taxation system without major overhaul. Until further consultation on possible changes or alternative approaches takes place, the future of Council Tax and the implications that arise remain a risk to the Board.

- Volatility within Government means that the risk of snap elections and referendums cannot be discounted. Many major national and international issues could give rise to electoral events. This places considerable pressure on all resources, in particular staffing and finances. The ability of the Board to cope with these demands, while other pressures to create savings and modernise are present, represents a risk.

- IER (Individual Electoral Registration) was introduced during 2014. While aimed at improving completeness and accuracy within the Register, and tackling perceived opportunities for fraud, it has left a legacy of increased costs associated with the registration process. Additional funding provided direct to the Board by the Cabinet Office reflects these ongoing costs. However the target date for this funding to cease is 2020 at which time either the costs must have been reduced to negligible levels or the Board shall face the requirement to seek additional funding from the constituent councils. Mitigating action is being taken both at a national level, where changes to registration process are due to be introduced during 2020, and at Board level opportunities to consume IER costs within core budget allocation are being assessed and adopted. However this financial risk arising from the introduction of IER remains significant to the Board moving forward until clarity on the financial impact of changes can be properly assessed.

- The 2017 Revaluation gave rise to receipt of 13,000 appeals, the highest ever following a revaluation exercise. Considerable pressure is being placed upon existing levels of resource required to dispose of these appeals within the statutory timetable while at the same time undertake the annual maintenance activities that support the Valuation Roll (NDR) function .

The Board acknowledges the financial pressures, service delivery challenges and uncertainties it faces. There exists a need to meet these challenges and provide the required services within a framework of financial sustainability while also ensuring sufficient flexibility to react to changes brought about by legislative intervention. Through the Transformation Programme, and in association with developing the medium term Budget Strategy, the Board shall continue to balance these competing priorities, pressures and risks against a backdrop of statutory service delivery.

Assessor and Electoral Registration Officer: ____________________ **Date:** 2nd September 2019
Graeme Strachan

Treasurer: ____________________ **Date:** 2nd September 2019
Hugh Dunn, CPFA

Convener: ____________________ **Date:** 2nd September 2019
David Key

LOTHIAN VALUATION JOINT BOARD

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Board's Responsibilities

The Board is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Board has the responsibility for the administration of those affairs. In this Board, that officer is the Treasurer;
- to manage its affairs to secure economic, efficient and effective use of those resources and safeguard its assets;
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003).
- Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Lothian Valuation Joint Board at its meeting on the 2nd September 2019.

Convener: ______________________ **Date:** 2nd September 2019
David Key

The Treasurer's Responsibilities

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

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation;
- complied with the Code of Practice, except where stated in the Policies and Notes to the Financial Statements.

The Treasurer has also:

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

The Annual Accounts

The Annual Accounts present a true and fair view of the financial position of the Board as at 31st March 2019, and its income and expenditure for the year ended 31st March 2019.

Treasurer: ______________________ **Date:** 2nd September 2019
Hugh Dunn, CPFA

LOTHIAN VALUATION JOINT BOARD

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on different reserves held by the Board, analysed into Usable Reserves (that is, those that can be applied to fund expenditure) and Unusable Reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Board's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance before any discretionary transfers to or from other statutory reserves undertaken by the Board.

2017/18 - Previous Year Comparative	Usable Reserves General Fund Balance £'000	Unusable Reserves £'000	Total Board Reserves £'000
Opening Balances at 1 April 2017	**(1,011)**	**11,951**	**10,940**
Total Comprehensive Income and Expenditure	**1,121**	**(7,292)**	**(6,171)**
Adjustments between accounting basis & funding basis under regulations (Note 7.1)	(908)	908	**0**
Net (increase)/decrease before transfers to Other Statutory Reserves	**213**	**(6,384)**	**(6,171)**
(Increase)/Decrease in 2017/18	**213**	**(6,384)**	**(6,171)**
Balance at 31 March 2018 carried forward	**(798)**	**5,567**	**4,769**

2018/19 - Current Financial Year	Usable Reserves General Fund Balance £'000	Unusable Reserves £'000	Total Board Reserves £'000
Opening Balances at 1 April 2018	**(798)**	**5,567**	**4,769**
Movement in reserves during 2018/19			
(Surplus) or deficit on provision of services	1,520	0	**1,520**
Other Comprehensive Expenditure and Income	0	1,420	**1,420**
Total Comprehensive Income and Expenditure	**1,520**	**1,420**	**2,940**
Adjustments between accounting basis & funding basis under regulations (Note 7.1)	(1,619)	1,619	**0**
Net (increase)/decrease before transfers to Other Statutory Reserves	**(99)**	**3,039**	**2,940**
(Increase)/Decrease in 2018/19	**(99)**	**3,039**	**2,940**
Balance at 31 March 2019 carried forward	**(897)**	**8,606**	**7,709**

General Fund analysed over:	**£'000**
Amounts earmarked	0
Amounts uncommitted	(897)
Total General Fund Balance at 31 March 2019	**(897)**

LOTHIAN VALUATION JOINT BOARD

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with the generally accepted accounting practices, rather than the amount to be funded from requisitions. The Board receives requisitions to cover expenditure in accordance with regulations; this may be different from the accounting cost.

2017/18				2018/19		
Gross Expenditure £'000	**Gross Income £'000**	**Net Expenditure £'000**		**Gross Expenditure £'000**	**Gross Income £'000**	**Net Expenditure £'000**
6,924	(38)	6,886	Core budget	7,222	(39)	7,183
296	(269)	27	Individual electoral registration	233	(219)	14
7,220	**(307)**	**6,913**	**Cost Of Services**	**7,455**	**(258)**	**7,197**
			Financing and Investment Income:			
0	(3)	(3)	Interest & Investment income (Note 10.5)	0	(8)	(8)
1,699	0	1,699	Interest Cost on Defined Benefit Obligation (Note 21.5)	1,601	0	1,601
0	(1,370)	(1,370)	Interest Income on Plan Assets (Note 21.4)	0	(1,423)	(1,423)
1,699	**(1,373)**	**326**	**Total Financing and Investment Income**	**1,601**	**(1,431)**	**170**
			Non-Specific Grant Income:			
0	(6,118)	(6,118)	Constituent council requisitions (Note 25)	0	(5,847)	(5,847)
0	**(6,118)**	**(6,118)**	**Total Non-Specific Grant Income**	**0**	**(5,847)**	**(5,847)**
8,919	**(7,798)**	**1,121**	**(Surplus) or Deficit on Provision of Services (Note 2)**	**9,056**	**(7,536)**	**1,520**
			Other Comprehensive Income and Expenditure:			
0	(1,935)	(1,935)	Change in Financial Assumptions (Note 21.5)	4,915	0	4,915
53	0	53	Change in Demographic Assumptions (Note 21.5)	0	0	0
0	(6,690)	(6,690)	Other Experience (Note 21.5)	63	0	63
1,280	0	1,280	Return on pension assets excl. amounts included in net int. (Note 21.4)	0	(3,558)	(3,558)
		0	Actuarial gains / losses on pension assets / liabilities			0
10,252	**(16,423)**	**(6,171)**	**Total Comprehensive Income and Expenditure**	**14,034**	**(11,094)**	**2,940**

LOTHIAN VALUATION JOINT BOARD

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board. Reserves are reported in two categories. The first category of reserves are usable reserves, that is, those reserves that the Board may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. The second category of reserves are those that the Board is not able to use to provide services. This category of reserves include reserves that hold unrealised gains and losses, where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

31 March 2018 £'000		Notes	**31 March 2019 £'000**
363	Property, plant and equipment	8.1	304
67	Intangible assets	9	58
79	Long-term debtors	23	73
509	**Long term assets**		435
135	Short-term debtors	11	125
1,748	Cash and cash equivalents	12	1,715
1,883	**Current assets**		1,840
(738)	Short-term creditors	13	(645)
(738)	**Current liabilities**		(645)
(490)	Other long-term liabilities	24	(455)
(5,933)	Other long-term liabilities (Pensions)	21.3	(8,884)
(6,423)	**Long-term liabilities**		(9,339)
(4,769)	**Net liabilities**		**(7,709)**
(798)	Usable reserves	14	(897)
5,567	Unusable reserves	14	8,606
4,769	**Total reserves**		**7,709**

The unaudited Annual Accounts were authorised for issue by the Treasurer on the 10th June 2019. The audited Annual Accounts were authorised for issue by the Treasurer on the 2nd September 2019.

Treasurer: ________________ **Date:** 2nd September 2019

Hugh Dunn, CPFA

LOTHIAN VALUATION JOINT BOARD

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Board during the reporting period. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flow arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of requisitions and recipients of services provided by the Board. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows.

31 March 2018 £'000	31 March 2018 £'000		31 March 2019 £'000	31 March 2019 £'000
		OPERATING ACTIVITIES		
(441)		Cash received for goods and services	(260)	
(5)		Other local authorities	(3)	
(3)		Interest received	(8)	
(6,118)		Other operating cash receipts	(5,847)	
	(6,567)	**Cash inflows generated from operating activities**		**(6,118)**
4,579		Cash paid to and on behalf of employees	4,416	
1,749		Cash paid to suppliers of goods and services	1,703	
	6,328	**Cash outflows generated from operating activities**		**6,119**
	(239)	**Net cash flows from operating activities (Note 15.1)**		**1**
		INVESTING ACTIVITIES		
4		Purchase of property, plant and equipment and intangible assets.	32	
	4	**Net cash flows from investing activities**		**32**
	(235)	**Net (increase)/decrease in cash and cash equivalents (Note 15.2)**		**33**
1st April £'000	**1st April £'000**		**1st April £'000**	**1st April £'000**
1,513		Cash and cash equivalents	1,748	
	1,513			1,748
31st March			**31st March**	
1,748		Cash and cash equivalents	1,715	
	1,748			1,715
	(235)	**Net (increase)/decrease in cash and cash equivalents (Note 15.2)**		**33**

1. STATEMENT OF ACCOUNTING POLICIES

1.1 General

The Annual Accounts have been prepared in accordance with the International Financial Reporting Standards (IFRS) based Code of Practice in the United Kingdom (the Code). This is to ensure that the Annual Accounts "present a true and fair view" of the financial position and transactions of the Board.

The Annual Accounts have been prepared on an historic cost basis, modified by the valuation of pension assets and liabilities where appropriate.

1.2 Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place and not simply when cash payment is made or received. This means that expenses are recorded when goods or services have been received and income is recorded when goods or services have been provided. This recording is irrespective of whether cash has actually been paid or received in the year.

1.3 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 investments maturing in three months or less from the date of acquisition and are readily convertible to known amounts of cash with insignificant risk of change in value.

1.4 Changes in Accounting Policies, 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, or other events or conditions on the Board'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, that is, 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.

1.5 Revenue Expenditure

Revenue expenditure is that which does not yield benefit beyond the year of account. In broad terms the revenue expenditure of the Board can be divided into two categories:

- employees;
- day-to-day operating expenses, includes costs incurred in respect of Transport, Premises, ICT, postage and general administration.

All revenue expenditure is accounted for on an accruals basis.

Each year net revenue expenditure is met by way of requisitions on the City of Edinburgh, Midlothian, East Lothian and West Lothian Councils.

1.6 Capital Expenditure

Capital expenditure is presented as a fixed asset in the Balance Sheet. Capital expenditure is the expenditure on the acquisition of tangible or intangible assets which adds to and not merely maintains the value of an existing asset provided that it yields benefits to the Board and the services it provides for a period of more than one year. Capital expenditure is subject to a de-minimis level of £6,000.

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.7 Short Term Debtors and Short Term Creditors

The revenue and capital transactions of the Board are recorded on an accruals basis which means that amounts due to or from the Board, but still outstanding at the year end, are included in the accounts. Where there was insufficient information to provide actual figures, estimates have been included.

1.8 Value Added Tax

Value Added Tax is excluded from the Annual Accounts unless it is not recoverable from HM Revenues and Customs.

1.9 Non-Current Assets

a) Intangible Assets

Recognition:

- Intangible assets are non-current assets that have no physical substance but are identifiable and controlled by the Board and it can be established that there is an economic benefit or service potential associated with the item which will flow to the Board. This expenditure is mainly in relation to software licenses purchased by the Board. Expenditure on the acquisition, creation or enhancement of intangible assets has been capitalised on an accruals basis.

Amortisation:

- Software licences classified as intangible assets. In most cases intangible assets are depreciated over the period of the licence, however, where the period of the licence is deemed 'infinite' the software has been depreciated based on an assessment of expected useful life.
- The amortisation policy at 31st March 2017 was not to provide for amortisation in the year of an asset's purchase. This has been amended from 1st April 2017 when amortisation has been provided for in the year of acquisition.
- Amortisation is calculated using the straight-line basis on the opening book value over the remaining useful life of the asset;

Measurement:

- Intangible assets are initially measured at cost and included in the Balance Sheet at net historical cost.

b) Property, Plant and Equipment

Property, plant and equipment are tangible items held for use by the Board in its provision of service and are expected to be used for more than one financial year. Property, plant and equipment are included in the Balance sheet in the following classes:

- Leasehold improvements;
- Vehicles, plant, furniture and equipment

Recognition:

- Expenditure on the acquisition, creation or enhancement of these non-current assets has been capitalised on an accruals basis, provided that future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably. This expenditure is subject to the application of a de-minimis level of £6,000.

Amortisation:

Amortisation is provided on all property, plant and equipment with a finite useful life (which can be determined at the time of acquisition or revaluation) according to the following policy:

- No amortisation is charged on freehold land;
- The amortisation policy at 31st March 2017 was not to provide for amortisation in the year of an asset's purchase. This has been amended from 1st April 2017 when amortisation has been provided for in the year of acquisition.
- Amortisation is calculated using the straight-line basis on the opening book value over the remaining useful life of the asset;

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.9 Non-Current Assets (Contd.)

b) Property, Plant and Equipment (Contd.)

Depreciation (Contd.):

- Non-current assets are depreciated as follows:

Asset		**Years**
Property	(Leasehold improvements) - 25 years (currently 13 years remaining) Depreciated over remaining life of asset	13
Vehicles, plant and equipment		5

Measurement:
Property, plant and equipment, and leasehold improvements are measured at depreciated historic cost, this been a proxy for fair value in line with the Code.

De-recognition:
An asset is de-recognised either on its disposal or where no future economic benefits or service potential are expected from its use or disposal. The gain or loss arising from de-recognition of an asset is included in "Surplus or Deficit on the Provision of Service" within the Comprehensive Income and Expenditure Statement when the asset is de-recognised. The gain or loss on de-recognition of property, plant and equipment assets is a reconciling item in the "Movement in Reserves Statement for the General Fund".

Impairment:
Assets are assessed at each year end as to whether there is any indication that an asset may be impaired, that is, that the carrying value of an asset on the Balance sheet exceeds its recoverable amount. Where indications exist and any possible differences are material, the recoverable amount is estimated and an impairment loss is recognised for the shortfall.

1.10 Overheads and Support Services

The costs of support services are allocated on a basis appropriate to the service provided in order to match costs to service usage. Certain support service costs are provided under a Service Level Agreement between the Board and service provider.

1.11 Charges to Comprehensive Income and Expenditure Statement for use of non-current assets

The Comprehensive Income and Expenditure Statement is charged with the following amounts to record the real cost of holding non-current assets during the year:

- Depreciation attributable to the assets used by the Board;
- Impairment losses, if any, attributable to the clear consumption of economic benefits on property, plant and equipment used by the Board.

The Board is not required to raise requisitions on the constituent councils to cover depreciation or impairment losses. Depreciation and impairment losses are not proper charges under statutory accounting requirements and are therefore a reconciling item in the Movement in Reserves Statement for the General Fund by way of an adjusting transaction with the Capital Adjustment Account.

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.12 Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

a) Finance Leases

Leased-in assets
The Board has not identified any leased-in assets that fall under the definition of finance leases.

Leased-out assets
The Board has not identified any leased-out assets that fall under the definition of finance leases.

b) Operating Leases

Leased-in assets
Rental payments, net of benefits received, under operating leases are charged to the Comprehensive Income and Expenditure statement on a straight line basis over the life of the lease.

Leased-out assets
The Board has not identified any leased-out assets that fall under the definition of operating leases.

1.13 Provisions

Provision is made within the Annual Accounts when the board has a present legal or constructive obligation as a result of a past event, there is a probability of a transfer of economic benefit and a reliable estimate can be made of the obligation. Provisions are charged to the Comprehensive Income and Expenditure Statement in the year in which the Board becomes aware of the obligation.

1.14 Contingent Liability

A contingent liability is defined as either a possible obligation that arises from past events and whose existence will be confirmed by the occurrence or non-occurrence of one of more uncertain future events, which are not wholly within the control of the Board or a present obligation that arises from past events, but it is not possible that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. If such obligation exist, they are not recognised in the Balance Sheet but are disclosed as a note to the Annual Accounts.

1.15 Contingent Assets

A contingent asset arises where an event has taken place that gives the Board a possible asset whose existence will only be confirmed by the occurrence or non-occurrence of one or more uncertain future events, which are not wholly within the control of the Board. If such assets exist, they are disclosed as a note to the Annual Accounts.

1.16 Employee Benefits

Cost of service includes a charge for annual leave to which employees are entitled, but have not taken as at the Balance Sheet date. The Board is not required to raise requisitions on constituent councils to cover the cost of accrued annual leave. These costs are therefore replaced by revenue provision in the Movement in Reserves Statement for the General Fund balance by way of an adjusting transaction with the Accumulated Absences Account.

1.17 Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Board to terminate employees' employment before the normal retirement date or an employee's decision to accept voluntary redundancy. These amounts are charged on an accruals basis to the Comprehensive Income and Expenditure Statement when the Board is demonstrably committed to either terminating the employment of an employee or making an offer to encourage voluntary redundancy.

1.18 Pensions

The Joint Board is an admitted body to the Local Government Pension Scheme (LGPS) which is administered by the Lothian Pension Fund. The LGPS is a defined benefit statutory scheme, administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Annual Accounts have been prepared including pension costs, as determined under International Accounting standard 19 - Employee Benefits (IAS 19). The cost of service in the Comprehensive Income and Expenditure Statement includes expenditure equivalent to the amounts of retirement benefits the Board has committed to pay during the year. Interest Cost on Defined Pension Obligation and Interest Income on Plan Assets have been included in the “Surplus or Deficit on the Provision of Services” within the Comprehensive Income and Expenditure Statement. Other comprehensive income and expenditure within the Comprehensive Income and Expenditure Statement also now shows the financial effect of changes in financial assumptions, other experience and return on pension assets excluding amounts included in net interest.

The pension costs charged to the Comprehensive Income and Expenditure Statement in respect of employees are not equal to contributions paid to the funded scheme for employees. The amount by which pension costs under IAS19 are different from the contributions due under the pension scheme regulations are disclosed in the Movement in Reserves Statement for the General Fund Balance.

Pension assets have been valued at bid value (purchase price), as required under IAS19.

Further costs arise in respect of certain pensions paid to retired employees on an unfunded basis. Under pension regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

1.19 Revenue Contributions

Revenue contributions from constituent councils have been included in the Annual Accounts on an accruals basis.

1.20 Reserves

Reserves held on the Balance Sheet are classified as either usable or unusable. Usable reserves hold monies that can be applied to fund expenditure. Unusable reserves cannot be applied to fund expenditure.

The Board operates the following usable reserves:

a) General Fund
This represents the balance of the surpluses or deficits arising from the Comprehensive Income and Expenditure Statement. The Board changed its accounting policy in relation to unspent requisitions during 2015/16. In February 2018 the Board approved a formal reserves policy based on holding a general reserve with a minimum value of 3% of annual requisition. Balances held in excess of 3% require to be reviewed annually in-line with risk/identified commitments.

The Board operates the following unusable reserves:

b) Capital Adjustment Account
This provides a balancing mechanism between the different rates at which assets are depreciated and financed.

c) Pension Reserve
This represents the difference between the monies which the Board requires to meet its pension liability as calculated under International Accounting Standards 19, Employee Benefits (IAS 19) and the amount required to be charged to the General Fund in accordance with statutory requirement governing Local Government Pension Scheme.

d) Accumulated Absences Account
This represents the net monies which the Board requires to meet its short-term compensated absences for employees under IAS19.

1. STATEMENT OF ACCOUNTING POLICIES (Contd.)

1.21 Financial Instruments

a) Financial Liabilities

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to 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. As at 31st March, 2019, the Board had no borrowings.

b) Financial Assets

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to 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. The Board holds its surplus funds with the City of Edinburgh Council in a pooled investment arrangement and does not place external deposits in its own name. These sums are presented in the Balance Sheet as the balance due from the City of Edinburgh Council and interest receivable from this investment is credited to the Comprehensive Income and Expenditure Statement.

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 Comprehensive Income and Expenditure Statement.

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

1.22 Events After the Balance Sheet Date

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 Annual Accounts is authorised for issue. Two types of event can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period - the Annual Accounts is adjusted to reflect such items;

- those that are indicative of conditions that arose after the reporting period - the Annual Accounts is 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 Annual Accounts.

1.23 Exceptional Items

When items of income and expenditure are material, their nature and amount are disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Board's financial performance.

1.24 Going Concern

It is appropriate to adopt a going concern basis for the preparation of the Annual Accounts as the constituent authorities have a legal obligation under the 1995 Combined Area Amalgamation Scheme Order to provide the Joint Board with funding to meet all liabilities as they fall due.

2. EXPENDITURE AND FUNDING ANALYSIS

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (requisitions from local authorities) by the Lothian Valuation Joint Board in comparison with those resources consumed or earned by the Lothian Valuation Joint Board in accordance with general accounting practice. It also shows how this expenditure is allocated for decision making purposes between service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement (CIES) (see page 8).

EXPENDITURE AND FUNDING ANALYSIS

2017/18 Net Expend. Chargeable to the General Fund £000	2017/18 Adjustments £000	2017/18 Net Expenditure in the CIES £000		2018/19 Net Expend. Chargeable to the General Fund £000	2018/19 Adjustments £000	2018/19 Net Expenditure in the CIES £000
6,331	555	6,886	Core Budget	5,748	1,434	7,182
0	27	27	Individual Electoral Registration	0	15	15
6,331	**582**	**6,913**	**Net Cost of Services**	**5,748**	**1,449**	**7,197**
			Other Income and Expenditure			
(6,118)	0	(6,118)	Constituent council requisitions	(5,847)	0	(5,847)
0	(3)	(3)	Interest and investment income	0	(8)	(8)
0	329	329	Net pension interest cost	0	178	178
213	**908**	**1,121**	**(Surplus) or deficit on the provision of services**	**(99)**	**1,619**	**1,520**
(1,011)			Opening General Fund Balance	(798)		
213			(Surplus) / Deficit on the provision of services	(99)		
(798)			**Closing General Fund Balance at 31 March**	**(897)**		

Notes to the Expenditure and Funding Analysis:

2.1 Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts 2018/19:

	Adjusts. For Capital Purposes £000	Net Change for Pensions Adjusts. £000	Other Differences £000	Total Statutory Adjusts. £000	Presentation Adjusts. £000	Total Adjusts. £000
Core budget	68	1,338	20	1,426	8	1,434
Individual electoral registration	0	15	0	15	0	15
Net Cost of Services	**68**	**1,353**	**20**	**1,441**	**8**	**1,449**
Other Income and Expenditure						
Constituent council requisitions	0	0	0	0	0	0
Interest and investment income	0	0	0	0	(8)	(8)
Net pension interest cost	0	178	0	178	0	178
(Surplus) or deficit on the provision of services	**68**	**1,531**	**20**	**1,619**	**0**	**1,619**

2. EXPENDITURE AND FUNDING ANALYSIS (Contd.)

Notes to the Expenditure and Funding Analysis:

2.1 Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts

- Adjustments for capital purposes include the removal of depreciation and impairment costs, and the inclusion of capital funded from current revenue.
- Net changes for pensions adjustment relates to the adjustment made for the removal of IAS19 Employee Benefits pension related expenditure and income with the pension contributions.
- Other differences relate to the reversal of the value of entitlement to accrued leave.
- Presentational adjustments relate primarily to the presentation of interest on revenue balances.

2.2 Segmental Analysis of Expenditure and Income included in Expenditure and Funding Analysis
Expenditure and Income received on a segmental basis is analysed below:

	Core Budget	Individual Electoral Registration	Total
Expenditure	**£000**	**£000**	**£000**
Employee expenses	4,235	33	4,268
Other service expenses	1,493	186	1,679
Support service recharges	67	0	67
Total Expenditure	**5,795**	**219**	**6,014**
Income			
Revenues from external customers	(39)	(219)	(258)
Interest and investment income	(8)	0	(8)
Total Income	**(47)**	**(219)**	**(266)**
Net Cost of Services per EFA	**5,748**	**0**	**5,748**

2.3 Expenditure and Income Analysed by Nature
The Board's expenditure and income, as set out within the Comprehensive Income and Expenditure Statement is analysed as follows:

	2017/18	2018/19
Expenditure	**£000**	**£000**
Employee expenses	5,321	5,640
Other service expenses	1,720	1,647
Support service recharges	66	67
Depreciation and impairment	113	101
Interest payments	1,699	1,601
Total Expenditure	**8,919**	**9,056**
Income		
Fees, charges and other service income	(307)	(258)
Interest and investment income	(1,373)	(1,431)
Income from constituent Councils	(6,118)	(5,847)
Government grants and other contributions	0	0
Total Income	**(7,798)**	**(7,536)**
(Surplus) or Deficit on the Provision of Services	**1,121**	**1,520**

3. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2019/20 Code. For 2019/20 the following accounting policy changes that need to be reported relate to:

- Amendments to IAS 40 Investment Property: Transfers of Investment Property,
- Annual Improvements to IFRS Standards 2014-2016 Cycle,
- IFRIC 22 Foreign Currency Transactions and Advance Consideration,
- IFRIC 23 Uncertainty over Income Tax Treatments, and
- Amendments to IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation.

The Code does not anticipate that the above amendments will have a material impact on the information provided in the Board's Annual Accounts.

4. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

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

- Local Government Pension Scheme - Guaranteed minimum pension (GMP). The interim solution to avoid inequalities between men and women's benefits following the introduction of the Single State Pension in 2016 has resulted in a recalculation of pension liabilities relating to the estimated impact of GMP indexation changes. The estimate for the Board is that total liabilities could be 0.35% higher as at 31 March 2019 (approx. £0.187m). The increased liability has been reflected in the pension liability as a past service cost (refer to Note 21 Defined Benefit Pension Schemes). This is an estimate which will be revised at the upcoming valuation.

- Local Government Pension Scheme (LGPS) - McCloud judgement. Legislation requires the LGPS to undertake periodic valuations to monitor the cost of the LGPS to ensure it remains sustainable and affordable. The cost management process has been paused following the Court of Appeal ruling that the transitional arrangements in both the Judges' Pension Scheme (McCloud) and Firefighters' Pension Scheme (Sargeant) were age discriminatory. These cases could have knock on implications for the LGPS (potentially increasing the liabilities). The Board's actuary has included an estimate within the pension liability as a past service cost (refer to Note 21 Defined Benefit Pension Schemes) which will be subject to future revision as the outcome of the the judgement becomes clearer in line with the upcoming valuation.

5. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Annual Accounts contains estimated figures that are based on assumptions made by the Board about the future or events that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors.

5.1 Property, Plant and Equipment

Uncertainties
Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relations to individual assets. The current economic climate may mean that the Board restricts spending on repairs and maintenance which, in turn, may have an effect on the useful lives of the assets.

Effect if Actual Result Differs from Assumptions
If the useful life of assets is reduced, depreciation increases and the carrying amount of the asset falls. It is estimated that the annual depreciation charge would increase by £0.001m for every year that useful lives had to be reduced.

5. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY (Contd.)

5.2 Pension Liabilities

Uncertainties

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Board with expert advice about the assumptions to be applied.

Effect if Actual Result Differs from Assumptions

Formal actuarial valuations are carried out every three years, where each employer's assets and liabilities are calculated on a detailed basis, using individual member data, for cash contribution setting purposes. The formal valuations for Scottish LGPS Funds were concluded by 31 March 2018 and the figures included in the 2018/19 Annual Accounts reflect the roll-forward position to 31st March 2019. The roll-forward allows for changes in financial assumptions, additional benefit accrual and estimated cash flows over the period. The balance sheet position has worsened over 2018/19. Corporate bond yields are lower at 31 March 2019 than 31 March 2018 which serves to increase the value placed on the obligations. The effect of this will have been partially offset by investment returns being greater than the 31 March 2018 discount rate.

Under accounting guidance, employers are expected to disclose the sensitivity of the valuation to key assumptions.

The costs of a pension arrangement require estimates regarding future experience. The financial assumptions used for reporting under the Accounting Standard are the responsibility of the Employer. These assumptions are largely prescribed at any point and reflect market conditions at the reporting date. Changes in market conditions that result in changes in the net discount rate (essentially the difference between the discount rate and the assumed rates of increase of salaries, deferred pension revaluation or pensions in payment), can have a significant effect on the value of the liabilities reported.

A reduction in the net discount rate will increase the assessed value of liabilities as a higher value is placed on benefits paid in the future. A rise in the net discount rate will have an opposite effect of similar magnitude.

There is also uncertainty around life expectancy of the UK population. The value of current and future pension benefits will depend on how long they are assumed to be in payment.

The following table shows the sensitivity of the results to the changes in the assumptions used to measure the scheme liabilities. Approximate percentage changes and monetary values are shown:

	Approximate % increase to Employer Obligations %	Approximate monetary value £000
0.5% decrease in Real Discount Rate	10%	6,827
0.5% increase in the Salary Increase Rate	2%	1,446
0.5% increase in the Pension Increase Rate	8%	5,208

6. EVENTS AFTER THE REPORTING PERIOD

There are no events after the reporting period.

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

7.1 This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Board in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Board to meet future capital and revenue expenditure.

	Usable Reserves	Unusable Reserves			
2018/19 - Current Financial Year	**General Fund Balance**	**Capital Adjustment Account**	**Pension Reserve**	**Accumulated Absence Account**	**Movement in Unusable Reserves**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	(75)	75	0	0	75
Depreciation of intangible assets	(25)	25	0	0	25
Insertion of items not debited or credited to the CIES					
Capital expenditure charged against General Fund Balance	32	(32)	0	0	(32)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	(2,374)	0	2,374	0	2,374
Employer's pension contributions and direct payments to pensioners payable in the year	843	0	(843)	0	(843)
Adjustments primarily involving the Employee Statutory Adjustment Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(20)	0	0	20	20
Total Adjustments	**(1,619)**	**68**	**1,531**	**20**	**1,619**

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS (Contd.)

7.2 This note details the adjustments that are made to the total Comprehensive Income and Expenditure Statement recognised by the Board in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Board to meet future capital and revenue expenditure.

	Usable Reserves	Unusable Reserves			
2017/18 - Previous Year Comparative	**General Fund Balance**	**Capital Adjustment Account**	**Pension Reserve**	**Accumulated Absence Account**	**Movement in Unusable Reserves**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**
Adjustments primarily involving the Capital Adjustment Account					
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement (CIES)					
Charges for depreciation and impairment of non-current assets	(94)	94	0	0	94
Depreciation of intangible assets	(20)	20	0	0	20
Insertion of items not debited or credited to the CIES					
Capital expenditure charged against General Fund Balance	4	(4)	0	0	(4)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the CIES	(1,589)	0	1,589	0	1,589
Employer's pension contributions and direct payments to pensioners payable in the year	759	0	(759)	0	(759)
Adjustments primarily involving the Employee Statutory Adjustment Account					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	32	0	0	(32)	(32)
Total Adjustments	**(908)**	**110**	**830**	**(32)**	**908**

8. PROPERTY PLANT AND EQUIPMENT

Movements on balances:

8.1 **Current Year Movements in 2018/19**	Leasehold Improvements £000's	Vehicles Plant and Equipment £000's	Total Property Plant and Equipment £000's
Cost or Valuation			
At 1st April 2018	432	340	772
Derecognised assets GBV reversal	0	(68)	(68)
Additions	0	16	16
At 31st March 2019	432	288	720
Accumulated Depreciation			
At 1st April 2018	(185)	(224)	(409)
Derecognised assets depreciation reversal	0	68	68
Depreciation charge	(17)	(58)	(75)
At 31st March 2019	(202)	(214)	(416)
Net Book Value at 31st March 2019	**230**	**74**	**304**

8.2 **Previous Year Movements in 2017/18**	Leasehold Improvements £000's	Vehicles Plant and Equipment £000's	Total Property Plant and Equipment £000's
Cost or Valuation			
At 1st April 2017	432	446	878
Derecognised assets GBV reversal	0	(110)	(110)
Additions	0	4	4
At 31st March 2018	432	340	772
Accumulated Depreciation			
At 1st April 2017	(167)	(258)	(425)
Derecognised assets depreciation reversal	0	110	110
Depreciation charge	(18)	(76)	(94)
At 31st March 2018	(185)	(224)	(409)
Net Book Value at 31st March 2018	**247**	**116**	**363**

8.3 Depreciation

The following useful lives have been used in the calculation of depreciation:

- Leasehold improvements (buildings) - 25 years (currently 13 years remaining)
- Vehicles, plant and equipment - 5 years

8. PROPERTY PLANT AND EQUIPMENT (Contd.)

8.4 Capital Commitments

At 31st March 2019, there were no capital commitments entered into by the Board.

8.5 Revaluations

Property, plant and equipment are shown in the balance sheet at depreciated historic cost. This does not comply with the Code, however, the difference is not considered material.

The significant assumptions applied in estimating the fair values are:

- the property was not inspected - this was neither practical nor considered by the valuer to be necessary for the purpose of the valuation;
- unless stated otherwise, all properties with greater than de-minimus value were assumed to be in reasonable state of repair and have a life expectancy of more than 50 years;
- the valuations were prepared using information from the City of Edinburgh Council's internal records as well as the Valuation Roll produced by the Lothian Valuation Joint Board.

9. INTANGIBLE ASSETS

The Board accounts for its software as intangible assets, to the extent that software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include both purchased licences and internally generated software.

All software is given a useful life, based on assessments of the period that the software is expected to be of use to the Board. The useful lives assigned to the major software suites used by the Board are:

3 years:
- Dacoll Limited - Back-up software
- Phoenix Software - GFI langard software
- Trustmarque Solutions Ltd - Anti-virus software

5 years:
- Civica UK Ltd - Software to increase robustness
- Trustmarque Solutions Ltd - Sharepoint software
- Zerion - Canvass operation software
- Trustmarque Solutions Ltd - Visual Studio and SQL server licences

10 years :
- Dacoll virtual environment - software/licences
- Microsoft Office licences
- Document & Data Disposal Module software

The carrying amount of intangible assets is depreciated on a straight-line basis. Amortisation of £0.025m was charged to the Comprehensive Income and Expenditure during 2018/19.

The movement on Intangible Assets during the year is as follows:

	2017/18	2018/19
	£'000	£'000
Balance at start of year:		
• Gross carrying amounts	136	136
• Accumulated amortisation	(50)	(69)
Net carrying amount at start of year	**86**	**67**
Additions	0	16
Amortisation for the period	(19)	(25)
Net carrying amount at end of year	67	58
Comprising:		
• Gross carrying amounts	136	152
• Accumulated amortisation	(69)	(94)
	67	58

10. FINANCIAL INSTRUMENTS

10.1 In accordance with IFRS 9 Financial Instruments, IFRS 7 Financial Instruments: Disclosures and IAS 32 Financial Instruments: Presentation; this note details the make up of financial instruments, both assets and liabilities, the key risks the Board is exposed to in its management of its financial instruments, and how these are managed. From 1st April 2012, the Board changed its Accounting Policy in respect of the transfer of assets to comply with amendments to IFRS 7 issued in October 2010. The standard does not have a material impact on the Annual Accounts of the Board.

10.2 **Financial Instruments - Classifications**
A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to government grants, do not give rise to financial instruments.

Financial Liabilities
A financial liability is an obligation to transfer economic benefits controlled by the Board and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Board.

The Board's financial liabilities held during the year are measured at amortised cost and comprised:

- Trade payables for goods and services received.

Financial Assets
A financial asset is a right to future economic benefits controlled by the Board that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Board. The financial assets held by the Board during the year are accounted for under the following classifications:

Amortised cost comprising:

- Cash in hand,
- Cash and cash equivalents (Loans and receivables). The Board maintains its funds as part of the City of Edinburgh Council's group of bank accounts. Any cash balance is effectively lent to the Council, but is offset by expenditure undertaken by the City of Edinburgh Council on behalf of the Board. Interest is given on month end net indebtedness balances between the Council.
- Trade receivables for goods and services provided.

10.3 **Financial Instruments - Balances**

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories

	Non-Current		Current	
	31st March 2018	31st March 2019	31st March 2018	31st March 2019
Financial Liabilities	£'000	£'000	£'000	£'000
Trade creditors	0	0	(2)	(13)

The creditors lines on the Balance Sheet include £0.013m (2017/18: £0.002m) short-term creditors that do not meet the definition of a financial liability as they relate to non-exchange transactions.

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

	Non-Current		Current	
	31st March 2018	31st March 2019	31st March 2018	31st March 2019
Cash and Cash Equivalents	£'000	£'000	£'000	£'000
Loans and receivables	0	0	1,748	1,715
Debtors				
Trade debtors	0	0	0	0

The debtors lines on the Balance Sheet includes no short-term or long-term debtors.

10.4 **Financial Instruments - Fair Values**
Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets the fair value is taken from the market price.

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31st March 2019, using the following methods and assumptions:

10. FINANCIAL INSTRUMENTS (Contd.)

10.4 **Financial Instruments - Fair Values (Contd.)**

Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets the fair value is taken from the market price.

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31st March 2019, using the following methods and assumptions:

- Cash and cash equivalents – actual indebtedness balance. The Board maintains its funds as part of the City of Edinburgh Council's group of bank accounts. Loans to and from the City of Edinburgh Council are variable rate and repayable on demand. The fair value of these loans has therefore been taken to be their carry value.
- The fair value of short-term instruments, including trade payables and receivables, is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2018		31 March 2019	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Trade creditors	(2)	(2)	(13)	(13)
Trade debtors	0	0	0	0
Loans and receivables	1,748	1,748	1,715	1,715

10.5 **Income, Expenses, Gains and Losses**

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

Total expense and income in Surplus or Deficit on the Provision of services :	Financial Assets measured at amortised cost 31st March 2018	Financial Assets measured at amortised cost 31st March 2019
	£'000	£'000
Interest income	3	8

11. SHORT TERM DEBTORS

	2017/18	2018/19
Debtors:	£'000	£'000
• Trade Receivables	14	12
• Prepayments	121	113
	135	125

12. CASH AND CASH EQUIVALENTS

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

	2017/18	2018/19
	£'000	£'000
• Cash held by the Board	1	1
• Other local authorities	1,747	1,714
	1,748	1,715

13. SHORT TERM CREDITORS

	2017/18	2018/19
Creditors:	£'000	£'000
• Trade payables	(42)	(56)
• Other payables	(696)	(589)
	(738)	(645)

14. USABLE AND UNUSABLE RESERVES

	USABLE	2017/18	2018/19
		£'000	£'000
14.1	General Fund Balance	(798)	(897)
		(798)	(897)

	UNUSABLE	2017/18	2018/19
		£'000	£'000
14.2	Capital Adjustment Account	(429)	(361)
14.3	Pension Reserve	5,933	8,884
14.4	Accumulated Absence Account	63	83
		5,567	8,606

14.1 General Fund Balance

Movements in the Authority's usable reserve are detailed in the Movement in Reserves Statement. The General Fund balance represents the balance of the surpluses or deficits arising from the Comprehensive Income and Expenditure Statement.

The table below details the surplus or deficits arising annually since 2010/11. Prior to 2010/11 all surplus balances were refunded to constituent councils.

In February 2018 the Board approved a formal reserves policy based on holding a general reserve with a minimum value of 3% of annual requisition. Balances held in excess of 3% require to be reviewed annually in-line with risk/identified commitments.

	2017/18	2018/19
Year	£'000	£'000
2010/11	(228)	(228)
2011/12	(42)	(42)
2012/13	(127)	(127)
2013/14	(24)	(24)
2014/15	(175)	(175)
2015/16	(153)	(153)
2016/17	(262)	(262)
2017/18	213	213
2018/19	-	(99)
	(798)	(897)

14.2 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 Depreciations 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 Board as finance for the costs of acquisition, construction and enhancement.

14. USABLE AND UNUSABLE RESERVES (Contd.)

14.2 Capital Adjustment Account (Contd.)

	2017/18 £'000	2018/19 £'000
Balance at 1st April	(538)	(429)
Reversal of items related to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
• Charges for depreciation and impairment of non-current assets	94	75
• Depreciation of intangible assets	19	25
Net written out amount of the cost of non-current assets consumed in year	(425)	(329)
Capital financing for the year:		
• Statutory provision for the financing of capital expenditure	(4)	(32)
Balance at 31st March	(429)	(361)

14.3 Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board 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.

	2017/18 £'000	2018/19 £'000
Balance at 1st April	12,395	5,933
Remeasurements of the net defined benefit liability / (asset)	(7,292)	1,420
Reversals 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.	1,589	2,374
Employer's pension contributions and direct payments to pensioners payable in the year.	(759)	(843)
Balance at 31st March	5,933	8,884

14. USABLE AND UNUSABLE RESERVES (Contd.)

14.4 Accumulated Absences Account

The Accumulated Absences 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, for example, annual leave entitlement carried forward at 31st March. Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to or from the Account.

	2017/18 £'000	2017/18 £'000	2018/19 £'000	2018/19 £'000
Balance at 1st April		94		63
Settlement or cancellation of accrual made at the end of the preceding year	(94)		(63)	
Amounts accrued at the end of the current year	63		83	
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		(31)		20
Balance at 31st March		63		83

15 CASH FLOW STATEMENT

15.1 Reconciliation between the General Fund Balance and the revenue activities net cash flow.

	2017/18 £'000	2018/19 £'000
Net (increase)/decrease in the General Fund Balance	213	(99)
Exclude accumulated absences	(31)	20
Exclude revenue contribution to capital	(4)	(32)
	178	(111)
(Decrease)/increase in revenue debtors	(137)	(10)
(Decrease)/increase in long term debtors	(6)	(6)
Decrease/(increase) in deferred credit	35	35
Decrease/(increase) in revenue creditors	(309)	93
Revenue activities net cash flow	(239)	1

15.2 Reconciliation of the movement in cash with the related items in the opening and closing balance sheets for the period.

	2017/18 £'000	2018/19 £'000
Due by/(to) the City of Edinburgh Council at 31st March	1,513	1,748
Due by/(to) the City of Edinburgh Council at 1st April	1,748	1,715
(Increase)/decrease in cash	(235)	33

16. MEMBERS ALLOWANCES

The Board paid the following amounts to members during the year. These figures include NI and Pensions.

	2017/18	2018/19
	£000's	£000's
Salaries (incl. NI and Pensions)	7	9
Expenses	0	0
Total	7	9

17. EXTERNAL AUDIT COSTS

The Board has incurred the following costs in relation to the audit of the Annual Accounts:

	2017/18	2018/19
	£000's	£000's
External audit services carried out for the year	7	7

18. RELATED PARTIES

The Board is required to disclose material transactions with related parties - bodies or individuals that have the potential to control or influence the Board or to be controlled or influenced by the Board. Disclosure of these transactions allows readers to assess the extent to which the Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board.

18.1 Scottish Government

The Scottish Government is responsible for providing the statutory framework within which the Board operates. It provides the majority of the Board's funding in the form of grants to the constituent councils, and prescribes the terms of many of the transactions that the Board has with other parties. Constituent councils provide funding to the Board at the start of each financial year.

18.2 Members

Members of the Board have direct control over the Board's financial and operating policies. The total of members' allowances paid in 2018/19 shown in Note 16 and the Remuneration Report.

18.3 Other Parties

During the year, the Board entered into the following transactions with related parties:

	2017/18	2018/19
• **The City of Edinburgh Council:**	£000's	£000's
Rates	111	115
Rent	305	305
Central support costs	66	67
Interest on revenue balances	(3)	(8)
Constituent council contribution	(3,741)	(3,575)
Constituent council requisition refund	112	0
Council Tax hearings	2	2
Vehicle hires	2	2
Printing	0	1
Trade Waste/maintenance	17	7
Refund of EU Referendum costs	0	0
Due from City of Edinburgh Council	1,747	1,714
Long term debtor - lease of office	79	73
Convener remuneration	5	6

18. RELATED PARTIES (Contd.)

18.3 Other Parties (Contd.)

	2017/18 £000's	2018/19 £000's
• **The Cabinet Office**		
IER grant received	(619)	(591)
• **Midlothian Council**		
Constituent council contribution	(562)	(540)
Constituent council requisition refund	17	0
• **East Lothian Council**		
Constituent council contribution	(667)	(636)
Constituent council requisition refund	20	0
• **West Lothian Council**		
Constituent council contribution	(1,148)	(1,096)
Constituent council requisition refund	34	0
Vice Convener remuneration	2	4
• Clackmannanshire Council	16	23
• Fife Council	2	0
• Glasgow City Council	3	7
• Renfrewshire Council	1	1
• HM Revenue and Customs	5	4
• Convention of Scottish Local Authorities	1	1
• Lothian Buses PLC	2	1
• Registers of Scotland	2	2
• Scottish Court Service	(3)	(3)

19. TERMINATION BENEFITS

No employees left during the 2018/19 incurring termination benefits. Two employees left during the year where exit packages were agreed and accounted for within the 2017/18 Annual Accounts. The Exit Packages note is shown on page 44.

20. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown below, 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 Board, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Board that has yet to be financed.

	2017/18 £000's	2018/19 £000's
Opening Capital Financing Requirement	**0**	**0**
Capital investment		
• Property, Plant and Equipment	4	16
• Intangible assets	0	16
Sources of finance		
• Direct revenue contributions	(4)	(32)
Closing Capital Financing Requirement	**0**	**0**

21. DEFINED BENEFIT PENSION SCHEMES

21.1 Participation in Pension Schemes

As part of the terms and conditions of employment of its staff, the Board makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until the employees retire, the Board has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Board participates in the following post employment scheme:

- Local Government Pension Scheme (LGPS) - a funded defined benefit statutory scheme as administered by the City of Edinburgh Council's Lothian Pension Fund. The LGPS is administered in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998, as amended.

The Local Government Pension Scheme (LGPS) changed from a final salary scheme to a career average scheme on the 1 April 2015. All benefits built up in the LGPS for membership after 31 March 2015 are worked out under the rules of the new career average scheme. Before 1 April 2015 benefits were built up based on a final salary scheme. A funded defined benefit scheme, requires the Board and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

21.2 Transactions Relating to Post-employment Benefits

The Board recognises the cost of retirement benefits in the reported cost of service when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make 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:

Comprehensive Income and Expenditure Statement	2017/18 £000	2017/18 £000	2018/19 £000	2018/19 £000
Cost of services, comprising:				
Current service costs	1,247		1,189	
Past service costs	13		1,007	
		1,260		2,196
Financing and investment income:				
Net interest expense		329		178
Total post employee benefit charged to the surplus on the provision of services		1,589		2,374
Other post-employment benefits charges to the Comprehensive Income / Expenditure Statement				
Remeasurement of the net defined liability, comprising:				
Return on plan assets, excluding the amount incl. in the net interest expense above.	1,280		(3,558)	
Actuarial gains and (losses) arising on changes in financial and demographic assumptions	(1,882)		4,915	
Other experience	(6,690)		63	
		(7,292)		1,420
Total post-employment benefits charged to the Comprehensive Income / Expenditure Statement		(5,703)		3,794
Movement in Reserves Statement				
Reversal of net charges made to the surplus on the provision of services for post-employment benefits in accordance with the Code.		6,462		(2,951)
Actual amount charged against the General Fund Balance for pensions in the year:				
Employer's contributions payable to the scheme		679		760
Contributions in respect of unfunded benefits		80		83
		759		843

21. DEFINED BENEFIT PENSION SCHEMES (Contd.)

21.3 Pension Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Board's obligations in respect of its defined benefit plan is as follows:

	2017/18	2018/19
	£000	£000
Fair value of employer assets	52,764	57,672
Present value of funded liabilities	(56,872)	(64,635)
Present value of unfunded liabilities	(1,825)	(1,921)
Net liability arising from defined benefit obligation	(5,933)	(8,884)

21.4 Reconciliation of the Movements in the Fair Value of Scheme Assets

	2017/18	2018/19
	£000	£000
Opening fair value of scheme assets	52,793	52,764
Interest income	1,370	1,423
Remeasurement gain / (loss):		
Return on plan assets, excluding the amount included in the net interest expense	(1,280)	3,558
Contributions from employer	679	760
Contributions from employees into the scheme	207	198
Contributions in respect of unfunded benefits	80	83
Benefits paid	(1,005)	(1,031)
Unfunded benefits paid	(80)	(83)
Closing fair value of scheme assets	52,764	57,672

21.5 Reconciliation of Present Value of the Scheme Liabilities

	2017/18	2018/19
	£000	£000
Present value of funded liabilities	(63,253)	(56,872)
Present value of unfunded liabilities	(1,935)	(1,825)
Opening balance at 1 April	(65,188)	(58,697)
Current service cost	(1,247)	(1,189)
Interest cost	(1,699)	(1,601)
Contributions from employees into the scheme	(207)	(198)
Remeasurement gain / (loss):		
Change in financial assumptions	1,935	(4,915)
Change in demographic assumptions	(53)	0
Other experience	6,690	(63)
Past service cost	(13)	(1,007)
Benefits paid	1,005	1,031
Unfunded benefits paid	80	83
Closing balance at 31 March	(58,697)	(66,556)

LOTHIAN VALUATION JOINT BOARD

21. DEFINED BENEFIT PENSION SCHEMES (Contd.)

21.6 Fair Value of Employer Assets

The following asset values are at bid value as required under IAS19.

The IAS19 asset split is based on the Plan's benchmark investment split.

	2017/18 £000	2017/18 %	2018/19 £000	2018/19 %
Equity Securities				
Consumer *	7,229.4	14	6,450.8	11
Manufacturing *	7,855.3	15	5,385.8	10
Energy and Utilities *	3,300.8	6	4,179.2	7
Financial Institutions *	4,687.6	9	4,775.7	8
Health and Care *	2,586.8	5	3,231.9	6
Information Technology *	3,216.8	6	1,965.6	3
Other *	3,311.1	6	7,203.6	12
Sub-total Equity Securities	**32,187.8**		**33,192.6**	
Debt Securities:				
Corporate Bonds (non-investment grade)	1,028.0	2	0.0	0
UK Government *	5,115.4	10	6,334.1	11
Sub-total Debt Securities	**6,143.4**		**6,334.1**	
Private Equity				
All *	168.2	0	27.2	0
All	795.2	2	580.5	1
Sub-total Private Equity	**963.4**		**607.7**	
Real Estate:				
UK Property	3,391.3	6	3,713.1	6
Overseas Property	55.2	0	0.0	0
Sub-total Real Estate	**3,446.5**		**3,713.1**	
Investment Funds and Unit Trusts:				
Equities *	507.1	1	579.4	1
Bonds	0.0	0	1,752.2	3
Infrastructure *	0.0	0	877.0	2
Infrastructure	6,253.4	12	6,175.8	11
Other	120.5	0	0.0	0
Other *	0.0	0	91.5	0
Sub-total Investment Funds and Unit Trusts	**6,881.0**		**9,475.9**	
Derivatives:				
Foreign Exchange *	24.3	0	14.3	0
Sub-total Derivatives	**24.3**		**14.3**	
Cash and Cash Equivalents				
All *	3,117.6	6	4,334.3	8
Sub-total Cash and Cash Equivalents	**3,117.6**		**4,334.3**	
Total Fair Value of Employer Assets	**52,764.0**	**100**	**57,672.0**	**100**

Scheme assets marked with an asterisk (*) have quoted prices in current active markets or were in active markets 2018/19.

21. DEFINED BENEFIT PENSION SCHEMES (Contd.)

21.7 Basis for Estimating Assets and Liabilities

Hymans Robertson, the independent actuaries to Lothian Pension Fund, have advised that the financial assumptions used to calculate the components of the pension expense for the year ended 31 March 2019 were those from the beginning of the year (i.e. 31 March 2018) and have not been changed during the year. The main assumptions in the calculations are:

Average future life expectancies at age 65:		2017/18	2018/19
Current pensioners	male	21.7 years	21.7 years
Current pensioners	female	24.3 years	24.3 years
Future pensioners	male	24.7 years	24.7 years
Future pensioners	female	27.5 years	27.5 years

Financial assumptions:	2017/18	2018/19
Pension increase rate	2.4%	2.5%
Salary increase rate	4.1%	4.2%
Discount rate	2.7%	2.4%

Estimation of defined benefit obligations is sensitive to the actuarial assumptions set out above. In order to quantify the impact of a change in the financial assumptions used, the Actuary has calculated and compared the value of the scheme liabilities as at 31 March 2019 on varying bases. The approach taken by the Actuary is consistent with that adopted to derive the IAS19 figures.

To quantify the uncertainty around life expectancy, the Actuary have calculated the difference in cost to the Employer of a one year increase in life expectancy. For sensitivity purposes, this is assumed to be an increase in the cost of benefits of broadly 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominately apply at younger or older ages).

Change in assumptions at 31 March 2019:	Approximate % increase to Employer	Approximate Monetary Amount
0.5% decrease in Real Discount Rate	10.0%	6,827
0.5% increase in the Salary Increase Rate	2.0%	1,446
0.5% increase in the Pension Increase Rate	8.0%	5,208

21.8 Analysis of projected amount to be charged to profit or loss for the period to 31 March 2020

	Assets	Obligations	Net (liability) / asset	
	£000	£000	£000	% of pay
Current service cost	0	(1,354)	(1,354)	-44.50%
Total Service Cost	0	(1,354)	(1,354)	-44.50%
Interest income on plan assets	1,381	0	1,381	45.40%
Interest cost on defined benefit obligation	0	(1,602)	(1,602)	-52.70%
Total Net Interest Cost	1,381	(1,602)	(221)	-7.30%
Total included in Profit or Loss	1,381	(2,956)	(1,575)	-51.80%

The Board's estimated contribution to Lothian Pension Fund for 2019/20 is £0.665m.

21.9 Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Board has agreed a contribution stability mechanism with the schemes actuary until 31st March 2021.

22. LEASES

Operating Leases

The Board currently occupies land and buildings listed below by entering into the following operating lease:

17a South Gyle Crescent - offices	2017/18	2018/19
The future minimum lease payments due in future years are:	£000's	£000's
• Not later than 1 year	305	305
• Later than 1 year not later than 5 years	1,526	1,526
• Later than 5 years	2,442	2,137
	4,273	3,968

Car Leases

The Board operates an employee car leasing scheme. There were nine active leases in operation at 31st March 2019 and employees contributed £0.018m during 2018/19 towards the cost of car leasing. The Board is committed to paying the following sums in future years:

	2017/18	2018/19
The future minimum lease payments due in future years are:	£000's	£000's
• Not later than 1 year	30	23
• Later than 1 year not later than 5 years	25	27
	55	50

The Board has two operational leases. These relate to mobile phones/tablet devices and a Xerox photocopying agreement. The costs incurred under both for financial year 2018/19 were £5,720 and £7,902 respectively.

The Board has no finance lease obligations.

23. LONG TERM DEBTORS

The long term debtor is in respect of a cash incentive received by the Board on its relocation of offices to its new premises at 17a South Gyle Crescent. The cash incentive is amortised on a straight line basis over the term of the lease. A 25 year lease was entered into in December 2006, the remaining life amounts to 15 years, consequently £5,642 will be written to the Comprehensive Income and Expenditure Statement each year.

	2017/18	2018/19
	£000's	£000's
• Cash incentive:		
Balance at 1st April	85	79
Amortised to Comprehensive Income and Expenditure Statement	(6)	(6)
Balance at 31st March	79	73

24. OTHER LONG TERM LIABILITIES

The Board relocated to its new offices in December 2006. As part of the agreement, the landlord agreed to pay a cash incentive of £0.400m on date of entry and £0.475m in 2011. This will be amortised on a straight line basis totalling £0.035m per annum over 25 years, the term of the lease.

	2017/18	2018/19
	£000's	£000's
Balance at 1st April	(525)	(490)
Amortised to Comprehensive Income and Expenditure Statement	35	35
Balance at 31st March	(490)	(455)

25. CONSTITUENT COUNCIL REQUISITIONS

The net expenditure of the Board is a charge upon the City of Edinburgh Council, West, East and Midlothian Councils. The division of net expenditure borne by the constituent councils is made in accordance with the Valuations Joint Boards (Scotland) Order 1995.

	Amount due for 2018/19 £000's	Amount received 2018/19 £000's	Amount due (to)/from Constituent Councils 2018/19 £000's
City of Edinburgh Council	3,575	3,575	0
Midlothian Council	540	540	0
East Lothian Council	636	636	0
West Lothian Council	1,096	1,096	0
	5,847	5,847	0

26. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

All Treasury Management is carried out on the Board's behalf by the City of Edinburgh Council. The Council complies with the CIPFA Prudential Code, and has adopted the CIPFA Treasury Management in the Public Services Code of Practice. The City of Edinburgh Council, on behalf of the Board, has overall risk management procedures that focus on the unpredictability of financial markets, and implementing restrictions to minimise these risks.

The Board's activities expose it to a variety of financial risks which have been assessed in order to determine whether or not such risks have, in order to comply with financial instrument accounting requirements, an impact on these Annual Accounts. For all of the financial risks, the impact on Annual Accounts was found to be immaterial. Each risk is detailed below along with an explanation as to why there is no financial effect arising:

- Re-financing risk - the possibility that the Board might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms is considered immaterial because although the Board has powers to obtain loan finance, no such loans were held during the year;
- Market risk - the possibility that financial loss might arise for the Board as a result of changes in such measures as interest rate movements is considered immaterial because the finances of the Board are such that during the year there was no interest payable and interest receivable was immaterial;
- Credit risk - the possibility that other parties might fail to pay amounts due to the Board is considered immaterial on the basis of past experience and the fact that most debt payable to the Board is due from other public bodies;
- Liquidity risk - the possibility that the Board might not have funds available to meet it's commitments to make payments is considered immaterial given the statutory responsibility that the Board has to have a balanced budget and that constituent authorities have to fund the activities of the Board;
- Price risk - the possibility that fluctuations in equity prices has a significant impact on the value of financial instruments held by the Board is considered immaterial because the Board does not generally invest in equity shares; and
- Foreign exchange risk - the possibility that fluctuations in exchange rates could result in loss to the Board is considered immaterial because there are no financial assets or liabilities held at the year end denominated in foreign currencies.

The Board holds its surplus funds with the City of Edinburgh Council and does not place external deposits in its own name. The balance held by and due from the City of Edinburgh Council at 31st March 2019 amounted to £1.715m (2017/18 £1.748m). No breaches of the Board's counterparty criteria occurred during the reporting period and the Board does not expect any losses from non-performance by any of its counterparties in relation to deposits. During the reporting period, the Board held no collateral as security.

Page 32

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility
Lothian Valuation Joint Board aims to ensure best value and provide equitable, customer focussed, high quality, professional valuation and electoral services for all its stakeholders.

The Board is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards, that public money is safeguarded and properly accounted for, and used economically, efficiently, effectively and ethically. The Board also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these overall responsibilities Elected Members and Senior Officers are responsible for implementing proper arrangements for the governance of the Board's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

The Board has approved and adopted a Local Code of Corporate Governance that is consistent with the principles, and reflects the requirements of the CIPFA/SOLACE framework Delivering Good Governance in Local Government and is supported by detailed evidence of compliance, which is regularly reviewed. A copy of the Schedule of Assurance for the Annual Governance Statement is on our website www.lothian-vjb.gov.uk or can be obtained from the Assessor.

This statement explains how Lothian Valuation Joint Board delivers good governance and reviews the effectiveness of those arrangements. It also includes a statement on internal financial control in accordance with proper practice.

The Board's Governance Framework
The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled, and its activities through which it accounts to, engages with, and influences the community. It enables the Board to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the core principles of good governance.

- Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law;
- Ensuring openness and comprehensive stakeholder engagement;
- Defining outcomes in terms of sustainable economic, social and environmental benefits;
- Determining the interventions necessary to optimise the achievement of the intended outcomes;
- Developing the entity's capacity, including the capability of its leadership and the individuals within it;
- Managing risks and performance through robust internal control and strong public financial management.

A significant part of the governance framework is the system of internal control which is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Board's policies, aims and objectives. These are outlined in the Board's annual Corporate and Service Plan. This enables the Board to manage its key risks efficiently, effectively, economically and ethically.

Within the overall control arrangements, the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

While the system of internal control is deigned to manage risk at a reasonable level it cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness.

In May 2018, the Board introduced a Governance, Risk and Best Value Group. The first meeting with external stakeholders was held on 24th October 2018. Further meetings are scheduled during 2019/20. The Governance Group provides formal, transparent arrangements for monitoring corporate reporting, risk management and internal financial and core system controls within Lothian Valuation Joint Board. These arrangements support an appropriate relationship with the Board's external auditors and satisfy internal quality assurance and Joint Board requirements. An annual report by the Board's Head of Governance shall be presented to the Board on 17th June 2019 and will provide information on Governance activity undertaken during 2018/19.

Determining the Board's purpose, its vision for the local area and intended outcomes for the Community

The Board has communicated its vision in the Corporate and Service Plan. Delivery of the vision is the responsibility of the Board, the Assessor and Heads of Service. The Board has developed a partnership approach when working with other Authorities.

Review of Effectiveness

The Board has put in place arrangements for monitoring each element of the framework and to provide evidence of compliance. A Principal Officer within Lothian Valuation Joint Board has been nominated to review the effectiveness of the arrangements and to report annually to the Board.

The review of the effectiveness of its governance framework including the system of internal financial control is informed by:

- the work of Internal Auditors, based on the delivery of one internal audit review each year, follow-up to confirm effective implementation of previous internal audit findings raised and the status of any open internal audit findings;
- the Assessor's Certificate of Assurance on internal control;
- the operation and monitoring of controls by Board Managers; and
- the External Auditors in their Annual Audit Letter and other reports.

Throughout the year Elected Members and Officers have responsibility for the development and maintenance of the risk management framework and control and governance environment. These review mechanisms include:

- **The Lothian Valuation Joint Board** provides strategic leadership, determines policy aims and objectives and takes executive decisions not delegated to officers. It provides political accountability for the Board's performance.
- **Internal Audit** provides an independent and objective assurance service to the Board by delivering one audit each year and providing an opinion on the design and operating effectiveness of the key internal controls established to manage the Board's most significant risks.
- the **External Audit** undertaken by Scott-Moncrieff and reported in the Annual Audit Report to the Board.
- **The Strategic, Operational and Project Risk Registers** are reviewed as part of the Board's Corporate and Service Plan. The Corporate and Service Plan is approved by the Board. Key risks are reported quarterly to the Board, financial risks through budget reports and service risks through the Assessors Progress report. This ensures that actions can be considered to effectively manage the Board's highest risks.
- **The Monitoring Officer** is responsible to the Board for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.

Certification

In compliance with accounting practice, the Treasurer has provided the Assessor and Electoral Registration Officer with a statement on the adequacy and effectiveness of the Board's internal financial control system for the year ended 31st March 2019. It is the Treasurer's opinion that reasonable assurance can be placed upon the adequacy and effectiveness of the Board's internal control system.

A review was undertaken of the Schedule of Assurance prepared by management. The review did not identify any instances of non-compliance. One instance of partial compliance was identified; this in respect of arrangements in place to encourage 'customer' feedback and engagement. An Improvement Plan is proposed. Work is ongoing on this with some engagement measures already implemented in 2018/19. During 2018/19 no significant Internal Audit findings were raised in relation to the governance and scrutiny performed by the Board.

From this year's review there is evidence that the Code is operating effectively with overall compliance by the Board in all significant areas of its corporate governance arrangements.

Assessor and Electoral Registration Officer: **Date:** 2nd September 2019

Graeme Strachan

Convener of Lothian Valuation Joint Board: **Date:** 2nd September 2019

David Key

REMUNERATION REPORT

The Remuneration Report provides details of the Board's remuneration policy for its senior employees and states how remuneration arrangements are managed. Senior employees within the Board are defined as those having the responsibility for the management of the Board to the extent that they can direct or control the major activities of the Board. This includes activities involving the expenditure of money, during the year to which the report relates, whether solely or collectively with other persons.

As well as providing details of the Board's remuneration policy, the Remuneration Report will also show:

- Details of the number of employees whose remuneration was £50,000 or more, which will be disclosed in pay bands of £5,000;
- Details of remuneration paid to senior employees of the Board for 2018/19;
- Details of the Board's senior employees who participate in the Local Government Pension Scheme, administered by the Lothian Pension Fund, and the benefits provided under the scheme.

1. Audit of Remuneration Report
Auditors are required by ISA 720A to read the remuneration report to identify any;

- material inconsistencies with the financial statements;
- information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by auditors in the course of performing the audit, or that is otherwise misleading.

Scott-Moncrieff have reported in their annual report that the auditable part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

2. Remuneration policy
The Lothian Valuation Joint Board is responsible for approving the remuneration level of the Assessor and Electoral Registration Office. The post of Depute Assessor was removed from 1st April 2018 following the approval of a new staffing structure as part of the Transformation and Cultural Change Programme. The Scottish Joint Negotiating Committee (SJNC) for Local authority Services sets the salaries for the Chief Officials of Scottish local authorities and is responsible for agreeing annual inflationary increases. The post of Assessor and Electoral Registration Officer was reviewed at the creation of the Joint Board in 1996. Advice on such matters is received from the Human Resources division of the City of Edinburgh Council and from the Executive Director of Resources, City of Edinburgh Council.

The salaries of all other employees is set by reference to the Scottish Joint Council for Local Government Employees for all other categories of staff. The Board's Scheme of Delegation provides the Assessor and Electoral Registration Officer with delegated authority to appoint employees within agreed staffing and expenditure levels. The City of Edinburgh Council provides remuneration advice and assistance to the Board on request.

The Convener and Vice-Convener of the Board are remunerated by the Council of which they are a council member. The remuneration of councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183) as amended by the Local Governance (Scotland) Act 2004 (Remuneration and Severance Payments) Amendment Regulations 2015.

The Board has an arrangement with each council that remunerates the Convener and Vice-Convener to reimburse the Council for the additional costs of that councillor arising from them being a Convener or Vice-Convener of the Board. The disclosures made in this report are limited to the amounts paid to the council by the Board for remuneration and does not reflect the full value of the remuneration that may be paid to the councillor.

All other members of the Board are remunerated by the Council of which they are a council member.

The position of Chief Executive is provided and remunerated by the City of Edinburgh Council.

3. Pension Entitlement of Senior Employees
The Board's senior employees participate in the Local Government Pension Scheme administered by the Lothian Pension Fund. This is a final salary pension scheme which means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme. The scheme's normal retirement age for employees is 65.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls in to each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contribution rates were set at 6% for all non manual employees.

The tiers and members contributions rates for 2018/19 are as follows:

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%) and on earnings above £47,600 (12%).

LOTHIAN VALUATION JOINT BOARD

3. Pension Entitlement of Senior Employees (Contd.)

From April 2015, when allocating contribution rates to members, pensionable pay means the actual pensionable pay, regardless of hours worked.

There is no automatic entitlement to a lump sum for members who joined the scheme post April 2009. Members may opt to give up (commute) pension for lump sum or bigger lump sum up to the limit set by the Finance Act 2004.

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation - assuming that the person left the related employment or service as at 31st march in the year to which the value relates.

The pension figures shown relate to the benefits that the person has accrued as consequence of their total local government service, and not just their current appointment.

4. Remuneration by Pay Band

Details of the Board's employees receiving more than £50,000 remuneration for the year, excluding employer's NI and pension contributions are:

	Number of Employees	
Remuneration Band	2017/18	2018/19
£50,000 - £54,999	3	3
£55,000 - £59,999	1	-
£60,000 - £64,999	2	1
£65,000 - £69,999	1	2
£70,000 - £74,999	-	-
£75,000 - £79,999	1	-
£80,000 - £84,999	1	1
£85,000 - £89,999	1	-
£90,000 - £94,999	-	-
£95,000 - £99,999	2	-
£100,000 - £104,999	-	-
£105,000 - £109,999	-	-
£110,000 - £114,999	-	-
£115,000 - £119,999	-	-
£120,000 - £124,999	1	1
£125,000 - £129,999	-	-
£130,000 - £134,999	1	-
Totals	**14**	**8**

5. Remuneration paid to Senior Employees

The table below details remuneration paid to senior employees within the Board. Senior Employees are defined as having the responsibility for management of the Board to the extent that they can direct or control the major activities of the Board. This includes activities involving the expenditure of money, during the year to which the report relates, whether solely or collectively with other persons.

Name and Post Title	Salary, Fees and Allowances 31 March 2018 £	Salary, Fees and Allowances 31 March 2019 £
G. Strachan - Assessor and Electoral Reg Officer	120,747	121,145
N. Chapman - Depute Assessor (Interim) *	97,158	0
Total	**217,905**	**121,145**

* appointed interim Depute Assessor from 01.01.17 until 31.03.18. Post removed from 01.04.18 so no remuneration included against this post for 2018/19.

6. Pension Entitlement of Senior Employees

In-year pension contributions	For year to 31 March 2018	For year to 31 March 2019
Name and Post Title	£	£
G. Strachan - Assessor and Electoral Reg Officer	25,120	25,718
N. Chapman - Depute Assessor (Interim) *	20,166	0

Accrued Pension Benefits		As at 31 March 2019	Difference from 31 March 2018
Name and Post Title		£'000	£'000
G. Strachan - Assessor and Electoral Reg Officer	Pension	64	3
	Lump sum	128	0

* appointed interim Depute Assessor from 01.01.17 until 31.03.18. Post removed from 01.04.18 so no pension included against this post for 2018/19.

All senior employees shown in the tables above are members of the Local Government Pension Scheme.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government service, not solely their current appointment.

7. Remuneration of Convener and Vice Conveners

The following table provides details of the remuneration paid to the Board's Convener and Vice-Convener by the Board, excluding NI and Pensions.

Name and Post Title	Salary, fees and allowances £	Taxable Expenses £	Total Remun. 2018/19 £	Total Remun. 2017/18 £
N.Work - Convener *	0	0	0	965
D.Key - Convener *	4,251	0	4,251	2,595
M. Russell - Vice Convener **	0	0	0	286
A. McGuire - Vice Convener **	3,189	0	3,189	1,956
	7,440	0	7,440	5,802

* N. Work Convener until 21.08.17. Thereafter D.Key appointed Convener

** M.Russell Vice Convener until 21.08.17. Thereafter A.McGuire appointed Vice Convener.

8. Pension Entitlement of Convener and Vice Convener

In-year pension contributions		For year to 31 March 2018	For year to 31 March 2019	
Name and Post Title		£	£	
N.Work - Convener (former)		5,503	0	*
D.Key - Convener		4,304	4,631	*
A.McGuire - Vice Convener (not in LPF)		0	0	*

Accrued Pension Benefits		As at 31 March 2019	Difference from 31 March 2018
Name and Post Title			
D.Key - Convener	Pension	3	1
	Lump sum	0	0

* includes full pension entitlement as a Councillor, not just that in respect of Convener/Vice Convener of the Lothian Valuation Joint Board. No pension shown for N. Work 2018/19 as he was no longer the Board's Convener.

9. Exit Packages

The following information details the number, and total cost, of exit packages agreed and approved by 31st March 2019, grouped in rising bands of £20,000 up to £100,000.

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

	Number of Employees		**Total Cost**	
	2017/18	**2018/19**	**2017/18**	**2018/19**
Exit Packages Band			£	£
£0 - £20,000	4	0	57,059	0
£20,001 - £40,000	4	0	120,236	0
£40,001 - £60,000	3	0	144,386	0
£60,001 - £80,000	1	0	63,422	0
£80,001 - £100,000	1	0	85,404	0
Totals	**13**	**0**	**470,507**	**0**

Costs are in respect of voluntary retirals which were approved on the basis of Regulation 30 (Rule of 85) of the Pension Fund Regulations.

10. Trade Union (Facility Time Publication Requirements) Regulations 2017

The Lothian Valuation Joint Board is required to report from 1st April 2017 a range of information on facility time made available to its employees who are trade union representatives. For the reporting year 2018/19, the equivalent of 0.05 FTE (1 individual) of paid facility time was made available, with an associated cost of £2,813. This sum equates to 0.07% of Lothian Valuation Joint Board's overall paybill. Of the total time made available, no individual spent 100% of time during the year on trade union-related activities, only between 0% and 50%.

Assessor and Electoral Registration Officer: ____________________ **Date:** 2nd September 2019
Graeme Strachan

Convener: ____________________ **Date:** 2nd September 2019
David Key

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of Lothian Valuation Joint Board and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements
We certify that we have audited the financial statements in the annual accounts of Lothian Valuation Joint Board for the year ended 31 March 2019 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the [specify precisely the titles of the financial statements used by the council/body such as the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the 2018/19 Code).

In our opinion the accompanying financial statements:

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

Basis for opinion
We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is 3 years. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting
We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

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

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

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

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

The board is responsible for overseeing the financial reporting process.

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

INDEPENDENT AUDITOR'S REPORT (Contd.)

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

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

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

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

Report on other requirements

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

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

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

Matters on which we are required to report by exception
We are required by the Accounts Commission to report to you if, in our opinion:

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

We have nothing to report in respect of these matters.

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

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

Karen Jones (for and on behalf of Scott-Moncrieff Audit Services)
Exchange Place 3
Semple Street
Edinburgh
EH3 8BL

Date: ____________________

Period 4 Financial Statement 2019/20

2nd September 2019

1 Purpose of report

This report summarises the projected revenue budget outturn position to 31st March 2020, based on the position at period ending 31st July 2019. The report has been prepared in consultation with the Assessor.

2 Main Report

Projected Revenue Outturn 2019/20 – Core Budget

2.1 The table below compares projected revenue outturn 2019/20 with the budget. The forecast variance, based on the position at 31st July, is an over spend of £0.089m.

	Core Budget			**IER Budget**			**Total**		
	Budget £'000	**Forecast £'000**	**Variance £'000**	**Budget £'000**	**Forecast £'000**	**Variance £'000**	**Budget £'000**	**Forecast £'000**	**Variance £'000**
Expenditure									
Employee costs	4,532	4,621	89	44	49	5	4,576	4,670	94
Premises costs	540	540	0	0	0	0	540	540	0
Transport costs	76	76	0	0	0	0	76	76	0
Supplies & Services	750	750	0	216	216	0	966	966	0
Third Party Payments	82	82	0	0	335	335	82	417	335
Support Services	67	67	0	0	0	0	67	67	0
Gross Expenditure	**6,047**	**6,136**	**89**	**260**	**600**	**340**	**6,307**	**6,736**	**429**
Income									
Sales, Fees & Charges	(43)	(43)	0	0	0	0	(43)	(43)	0
IER Grant	0	0	0	(260)	(600)	(340)	(260)	(600)	(340)
Interest	(3)	(3)	0	0	0	0	(3)	(3)	0
Total income	**(46)**	**(46)**	**0**	**(260)**	**(600)**	**(340)**	**(306)**	**(646)**	**(340)**
Net Expenditure	**6,001**	**6,090**	**89**	**0**	**0**	**0**	**6,001**	**6,090**	**89**

Forecasts to 31st March 2020 – Core Budget

2.2 At this stage, the projected outturn indicates a forecast over spend of £0.089m. With the exception of employee costs all other budget headings have been forecast on budget as it is relatively early in the year to predict otherwise and there are no known material budget variances at this stage. A further 2019/20 budget update will be provided to the Board in November.

2.3 The principal reason for the budget over spend reported is as follows:

- Employee costs - £0.089m over spend – The Board were advised in February 2019 that the general reserve would be required to mitigate the cost of inescapable growth (pay awards, general increments and employer pension contribution rate increase) built in to the 2019/20 budget. This was estimated at £0.163m and balanced by a commensurate employee turnover factor within the 2019/20 budget. The current forecast assumes that £0.074m (45%) will be achieved through vacancy management. The over spend also includes the cost of 2019/20 career progression increments which in Sept 2018 the Board approved to be funded by the general reserve. These were budgeted at £0.017m.

Risk of changes to 2019/20 budget forecast.

2.4 The Board should note that the key areas where 2019/20 forecasts could change in future reports relate mainly to employee costs, specifically in relation to Barclay resourcing requirements. The Assessor and ERO is currently considering options and an update will be provided in November.

Individual Electoral Registration (IER)

2.5 The 2019/20 budget assumes that all costs will be met by grant from the Cabinet Office. Grant of £0.228m has been received for 2019/20 from the Cabinet Office and unspent grant of £0.372m was carried over from 2018/19. Total grant of £0.600m is therefore currently available to fund IER costs 2019/20. It is currently forecast that £0.335m of unspent grant will be carried forward to 2020/21.

2.6 As reported to the Board previously, the introduction of the IER process has resulted in additional costs to the Board of approx. £0.260m per annum. These costs have so far been fully funded by Cabinet Office grant. The IER process remains under review and grant funding is due to cease from April 2020. The funding of IER costs beyond this period and options to reduce it through procedural change remain ongoing. The Assessor will provide updates to the Board when they become available. The carry-forward of unspent grant 2019/20 will be used to fund unfunded IER costs from April 2020.

General Reserve

2.7 The Board’s unaudited general reserve balance currently stands at £0.897m. This includes the £0.099m under spend from 2018/19 reported previously on this agenda. This does not include the forecast overspend for 2019/20 of £0.089m reported above. The general reserve would reduce to £0.808m at 31st March 2020 on the basis of the forecast included in this report. An update on financial risks will be presented to the Board in November as part of a further update on the Medium-Term Financial Plan (noted by the Board in April 2019).

2.8 In February 2018 the Board approved a formal reserves policy based on holding a general reserve with a minimum value of 3% of annual requisition (£0.180m based on 2019/20 requisition). Balances held in excess of 3% require to be reviewed annually in-line with risk/identified commitments.

3 Conclusions

3.1 At this stage, there is a projected net over spend of £0.089m relating to Financial Year 2019/20.

4 Recommendations

The Board is recommended to:

4.1 note the projected outturn position for 2019/20;

4.2 note that a further 2019/20 budget update will be presented in November.

Hugh Dunn,
Treasurer.

Appendices:	None
Contact/Tel:	Mr. T.MacDonald: 0131 469 3078
Background Papers:	Held at the Office of Treasurer

This page is intentionally left blank

ASSESSOR'S PROGRESS REPORT
TO THE LOTHIAN VALUATION JOINT BOARD

2nd September 2019

1.0 PURPOSE OF THE REPORT

To advise and update members on service overview, priorities, current risks and issues, and future direction.

2.0 ELECTORAL REGISTRATION

2.1 General Maintenance 1st April to 31st August 2019

The Electoral Register is maintained throughout the year by way of insert, deletion, amendment and update of elector information. Noted below for the relevant period is information by Council area reflecting the principal maintenance activities.

Council Area	No. of Additions	No. of Deletions	No. of Modifications
City of Edinburgh	20305	11145	6055
East Lothian	2537	1369	478
Midlothian	2390	1470	491
West Lothian	4380	2580	1013
Totals	29612	16564	8037

2.2 2019 Household Canvass

The 2019 annual household canvass commenced in early July with first reminders issued during August and final reminders scheduled for early September. To date 417,518 initial and 201,756 first reminder household enquiry forms have been issued in addition to 22,630 initial and 12,732 reminder Invitation to Register forms. Door to door canvass is scheduled to cease in November prior to register publication by which time we anticipate having called at circa 80,000 households.

At this stage in the canvass the return rate of Household enquiry forms is 57.6%, compared to 59.45% in 2018 and 52.63% in 2017.

Electronic engagement continues to be a popular method of return and we continue to use email contact as appropriate throughout the canvass. To date some 118,773 electronic responses have been received during the canvass with online continuing to be the most used. (78%)

As part of the ongoing engagement process emails are being issued to electors between reminder issues to encourage returns preferably via electronic means.

2.3 Engagement

Elector engagement activities for the April to September period, as well as specific election events, have continued to draw attention to the importance and accessibility of the registration process with a particular focus on reaching under-represented groups, such as school pupils, university students and the BME community.

Schools

Working with schools to promote voter registration is one of the main focal points of the engagement strategy. A final reminder letter was issued on 1st June to all pupils not yet registered, encouraging them to register through the online system. Final analysis of the engagement process showed that registration rates were slightly higher than at the same point in 2018 – the table below shows details of registration rates across the four constituent council areas as at 30 June 2019.

Constituent Council	Eligible Students	Total Registered	% Registered	% Increase
City of Edinburgh	8132	6770	83.25	23.70
East Lothian	2432	2122	87.25	22.83
Midlothian	2031	1621	79.81	23.17
West Lothian	4678	4091	87.45	24.53
Total	**17273**	**14604**	**84.55**	**23.56**

Universities

The transient nature of the student population provides a unique challenge for electoral administrators in promoting voter registration. On the back of successful events held during Freshers' week in 2018 the Electoral Registration Office will have a presence at each of the four Universities respective Freshers' Fairs, assisting new students with the registration process at their term-time addresses. Additionally, advertising will be placed in various Students Association information publications for new students and through the Associations' social media channels.

Other Engagement Activities

A range of other engagement activities have been carried out throughout this reporting period, an example of which are noted below:-

- Registration events held in each of four council areas to encourage the return of the annual Household Enquiry forms.
- Approximately 15,000 potential electors identified using new council tax payer data with a more targeted approach to the data mining process being developed to prevent superfluous Invitation to Register forms being issued.
- Attendance at British Citizenship Ceremonies to register newly qualified electors.
- Registration stall at the MELA festival at the end of August to promote voter registration in the BME community.
- Working with care homes to ensure residents have the opportunity to register to vote.
- Online and print advertising campaigns across a variety of websites and publications – i.e. ESPC website and weekly newspaper.

2.4 Individual Electoral Registration – Update

Preparations continue at both a national and local level in respect of the anticipated changes to the annual household canvass scheduled to be introduced in 2020. The necessary actions have been taken in order to test the accuracy of local data sets as set against changes made to the register arising from the 2019 canvass. This exercise is aimed at providing Electoral Registration Officers with an indication of the accuracy and currency of local data sets should they wish to augment the national matching exercise that shall take place ahead of the 2020 canvass.

The Representation of the People (Annual Canvass) (Amendment) Regulations 2019 have been drafted and are expected to come into force at the end of the year. These regulations shall allow a test of the national data matching exercise to commence in early 2020. This shall inform and allow more accurate planning and cost modelling ahead of the canvass due to commence in July 2020.

The different canvass routes that shall be in operation from 2020, which have not altered following consultation, continue to be given consideration. These offer the ERO greater discretion and flexibility with the means of contact and include the capacity for innovation and improvement, dependant on the canvass route that is being followed for a household. While the removal of the £225k additional annual cost of IER is a principal target of these changes it is important that this is not achieved at the expense of completeness and accuracy in the register. The Board shall be kept advised of the alternative canvass options most likely to be adopted and the outcome of the local and national matching test exercises.

2.5 The Scottish Elections (Franchise and Representation) Bill

The Scottish Government laid the above Bill before Parliament on the 20th June 2019. This contains two elements of significance to electoral registration.

Firstly to extend the franchise to vote in Scottish Local Government and Parliamentary elections to foreign nationals who are legally resident in Scotland. This therefore extends the franchise beyond existing provisions that allow Commonwealth, Republic of Ireland and relevant citizens of the European Union to register, to include citizens of all countries, aged 16 and upwards, with a legal right to reside in Scotland. There is no qualifying period attached to the residency requirement. To assist with the registration process for foreign nationals the necessary amendments shall require to be made within communication material being developed for the 2020 canvass including the online registration system.

The second element, is the franchise extension to prisoners in penal and young offenders institutions who are convicted persons sentenced to terms of 12 months or less. These electors shall be able to vote either by post or by appointing a proxy. It is anticipated that the necessary information to assist this registration process will be provided by the Scottish Prison Service.

2.6 Elections and Referendums

During the current phase of Brexit considerable media coverage is given to the possibility of a snap general election, a further Scottish independence referendum and/or another EU referendum.

A major election/referendum during the annual canvass period introduces a number of additional complexities. These include timing issues in relation to student registration drives, messaging relating to actual registration alongside the return of Householder enquiry forms, and the likely considerable increase in duplicate registration.

An exercise in preparing the necessary timetable that would support such events including the identification of key workload and operational issues has been carried out over past months.

It can be envisaged that recourse to the registration service by way of phone calls and emails would be considerable, and that applications to register and for postal and proxy votes would reach very high levels. In such circumstances where the organisation has to be responsive to the expectations of the electorate there should be no doubt that additional expense shall be incurred. This would in the main come in the form of short term temporary staff, overtime and additional printing and postage. The Board is advised that the current budget allocation does not account for such major electoral events and while every effort shall be taken to minimise the financial impact, the use of reserve funds during such periods would be inevitable.

3.0 COUNCIL TAX

The maintenance of the Council Tax List is a constant activity and the table below indicates the number of new inserts, by Council area, made to the List during the period 1st April to 31st July 2019.

Band	Edinburgh	Midlothian	West Lothian	East Lothian	Total
A	24	3	10	0	**37**
B	154	9	79	11	**253**
C	210	58	97	41	**406**
D	352	23	72	88	**535**
E	256	28	90	51	**425**
F	94	63	73	79	**309**
G	125	62	17	114	**318**
H	40	1	2	5	**48**
Total	**1,255**	**247**	**440**	**389**	**2331**

The level of performance in relation to the associated key performance indicators are shown below.

KPI	Less than 3 months	3 to 6 months	Greater than 6 months
Actual	**93.04%**	**5.10%**	**1.89%**

At the current time we have 112 outstanding council tax appeals. It is anticipated that the majority of these shall be disposed of without recourse to formal citation however a timetable is in place for the remaining part of the year with 27 appeals cited for hearing during September.

The use of external field devices for the collection of house data has now been successfully deployed and this approach is in use for all new house estates. The second phase that shall allow the remote update to core systems is under development with an initial release date towards the end of the year.

4.0 NON-DOMESTIC RATING

4.1 2017 Revaluation Appeals

The continuing disposal of NDR appeals lodged following the 2017 revaluation remains a major focus. To date 7,729 revaluation appeals have been disposed of along with 688 running roll appeals, with a further 2,342 under citation by the end of the year. As a result, of the 13,007 revaluation appeals lodged, 10,071 (77%) shall have been dealt with leaving 2,936 for disposal during 2020.

A 2020 timetable for disposal is under discussion with an anticipated finish date of October 2020, allowing some time for continuations before the statutory end date of 31st December 2020. The concentration so far has been on bulk class subjects such as shops, offices, industrials and licensed subjects. While a small number of appeals relating to bulk class properties remain, the emphasis shall move more towards such subjects as schools, health centres, halls, clubrooms etc. and more specialised subjects.

4.2 2019 Running Roll

The maintenance of the Valuation Roll is an essential annual activity. This ensures the Roll remains current by the insertion and deletion of entries, and amended to reflect property splits and mergers and the impact of physical alterations of material consequence.

The table below provides an indication of the number and types of changes made to the Roll since 1st April.

	Shops	Offices / Car Spaces	Industrial	Licensed	Self-Cat.	Premises Under Reconstruction	Other Subjects
Edinburgh	76	311	59	15	157	57	194
Midlothian	3	8	7	2	6	3	40
West Lothian	12	45	30	0	8	15	72
East Lothian	10	21	8	1	22	3	73

In addition 2,370 Valuation Roll name changes processed and 2,341 commercial rental evidence forms issued.

In addition the performance associated with the principal maintenance activities is shown.

	< 3 months	**3 – 6 months**	**> 6 months**	**Total**
01/04/19 – 31/07/19	88.49%	5.60%	5.91%	1,268
01/04/18 – 31/07/18	82.45%	13.35%	4.20%	1,071

The maintenance of the Roll is a resource hungry activity and competes with appeal disposal in terms of workforce allocation. During 2019/20 new initiatives have been introduced where the emphasis has changed from being reactive to proactive with regard to certain amendments to the valuation roll that occur on a regular basis. This should lead to improved performance while also allowing better deployment of available resource.

5.0 GOVERNANCE

5.1 Governance Group

In addition to ongoing quality assurance checks the Governance team have carried out an internal exercise assessing our Customer Support team's readiness for a major electoral event. The investigation identified a number of recommendations which are currently being reviewed and an action plan for implementation shall be completed shortly. In addition an audit involving the expansion of first line checking procedures within the Valuation Roll names change process is ongoing. Once complete and any actions carried out, these checks will be supported by second line Governance assurance checks.

A recent internal audit exercise undertaken by CEC (Audit) on LVJB Barclay Readiness, identified 1 medium finding with 7 associated outcomes around our project management framework. Work has commenced on implementing the outcomes to improve the robustness of the framework.

5.2 Risks & Issues

The current risks facing the Board have been well documented in previous reports.

Organisational pressures exist surrounding;

- the introduction of proposed changes initiated by NDR Reform programme creating major changes to the delivery of revaluations and associated appeal disposal,
- the introduction of changes to the annual electoral registration household canvass and it's anticipated impact on current costs,
- the continuing uncertainty over the future of Council Tax,
- the unpredictable outcome of Brexit, planned or unplanned,
- the possibility of unexpected major electoral events creating unbudgeted pressures,
- the continuing need for fiscal constraint and efficiency savings.

5.3 Budget 2019/2020 & Business Strategy 2020/2023

The Board has been previously advised of the projected end of year budget position of an over spend of £163k. This was exclusively due to unavoidable budget growth resulting from pay wards, salary increments and inflationary pressures. Expenditure constraint and an element of vacancy control has reduced this amount to £89k. Every effort shall be made to maintain this position throughout 2019/2020. In the event that the Board agree at financial year end to balance the out turn position by a draw down from reserves, this amount shall have minimal impact on the reserve level and its impact to service other demands.

A Business Strategy covering the period 2020/2023 is currently under construction with a key aim being to provide a 3 year budget forecast that shall allow the Board to consider options to balance the continuing delivery of service and the introduction of legislative changes, within available financial resources.

An external meeting of the Governance Group, comprising Board members, treasurer staff, internal and external audit, and LVJB senior staff has been arranged for 24 September 2019, at which the Business Strategy shall be discussed. A full report on the Business Strategy 2020/2023 shall be provided to the November meeting of the Board.

6.0 RECOMMENDATION

The Board is asked to note the content of this report.

Graeme Strachan
ASSESSOR & ERO

Lothian Valuation Joint Board
Assessor & Electoral Registration Office

UPDATE ON NON DOMESTIC RATES REFORM

2 September 2019

1.0 INTRODUCTION

This report provides an update on the progress being made, at a national and local level, in respect of the implementation of NDR Reform.

2.0 LEGISLATION: THE NON DOMESTIC RATING REFORM (SCOTLAND) BILL

2.1 The Local Government and Communities Committee are continuing to take written and verbal evidence from key stakeholder groups. Information on these evidence gathering sessions is available on the Scottish Parliament website. The draft Bill and the findings of the Committee shall be debated in Parliament during October 2019 as part of the Stage 1 scrutiny process. Stage 2 of the process when amendments shall be considered in addition to further evidence sessions is scheduled to conclude by late December 2019 and Stage 3, the final debate in Parliament should take place in February 2020, with the Bill, enacted by 1st April 2020.

2.2 Legislative regulations continue to be developed by Scottish Government aimed at supporting key elements of the NDR Reform Bill, in particular the proposal/appeal framework. A set of draft regulations are expected by September/October 2019 followed by a consultation period during spring 2020.

3.0 NDR REFORM IMPLEMENTATION

3.1 At an organisational level progress continues in accordance with project timetables reflecting the necessary developments required to ensure delivery of the NDR reform package. In particular prototyping is in place for the major ICT developments supporting the shift towards a 3 year revaluation cycle.

3.2 In addition preparatory project definition work has commenced on two further developments. These shall provide the necessary internal administrative support to the introduction of civil penalties for non-return of information and the proposal/appeal framework.

3.3 Organisational resource impact, both in terms of availability and deployment, is one of the key considerations during preparations for implementation.

3.4 While further clarity is required on certain legislative requirements a number of options both for additional recruitment and organisational restructuring are under investigation. It is anticipated that by November 2019 a phased timetable of recruitment shall have commenced in conjunction with considerations of options in respect of deployment of resources.

3.5 The headline Barclay Roadmap has been subject to revision in order to add more detail and a copy is attached as appendix 1. It should be noted that until confirmation is received on the timing of certain events and activities the Roadmap reflects the current interpretation of the possible time line. Once definitive dates are available the Roadmap shall be subject to amendment and review. The Roadmap however does at this stage show the impact of the shortening revaluation cycle on the process of delivering valuations and the disposal of appeals. In both cases these actions must be completed in a reduced time frame and as a result become overlapping activities. This supports the requirement to consider the use and deployment of resources.

3.6 As the legislation surrounding the reform process is developed and as consideration is given to how best to deal with potential organisational impact communication becomes increasingly important. Staff briefings have been undertaken recently where the reform legislation and issues arising from it have been discussed. In addition all relevant information is available on the staff intranet.

4.0 NDR REFORM RISK REGISTER

4.1 Attached as appendix 2 is the revised NDR Reform Risk Register. This now incorporates outstanding high level risks previously identified, the findings of the recent CEC audit on Barclay preparedness, and includes new entries in respect of organisational implementation projects.

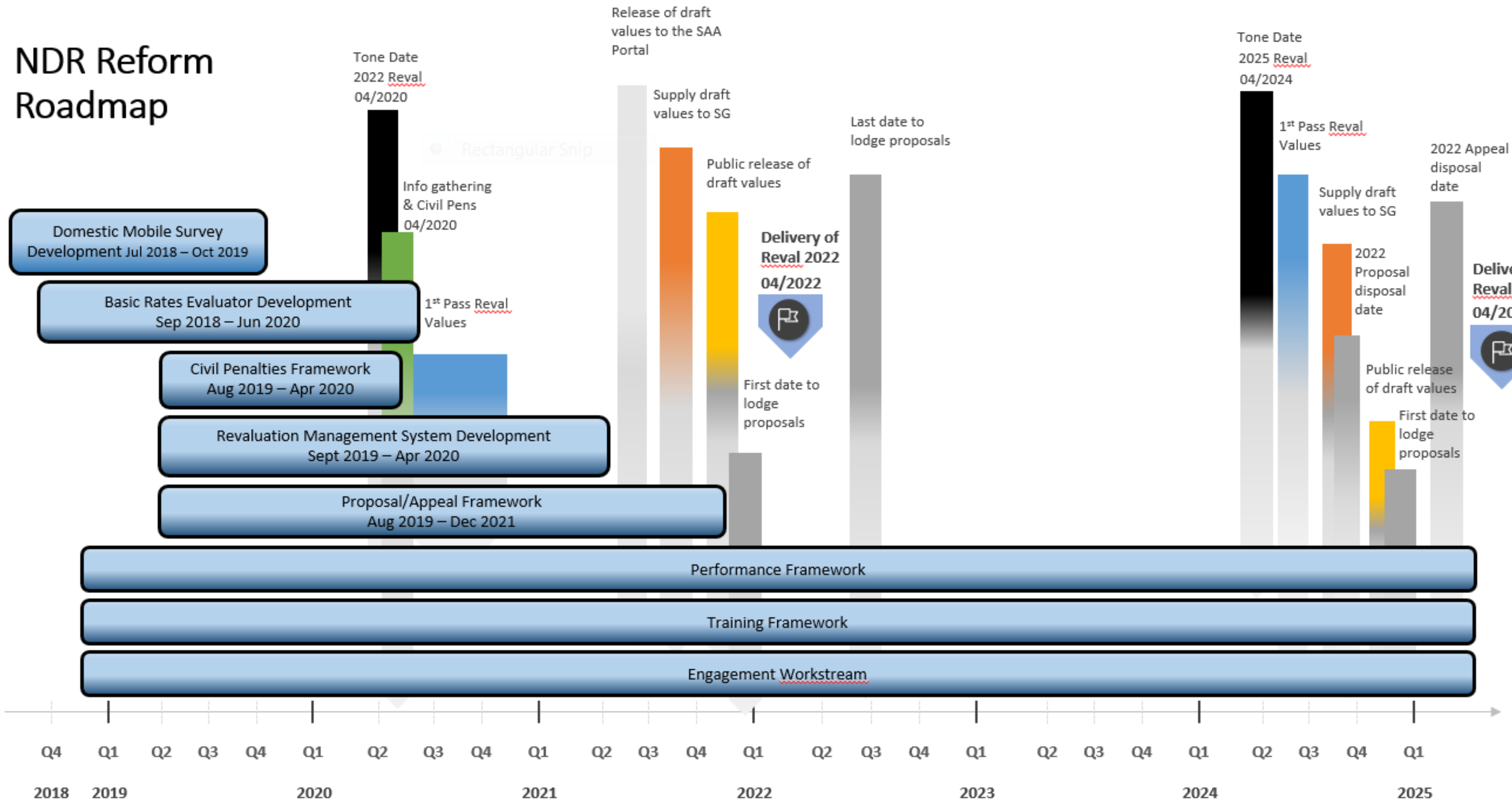
5.0 RECOMMENDATION

5.1 The Board is asked to note the content of this report.

Graeme Strachan
ASSESSOR & ERO

Appendix1 NDR Reform Roadmap & Appendix 2 NDR Reform Risk Register attached

APPENDIX 1



NDR Reform Roadmap
Tone Date 2022 Reval 04/2020
Info gathering & Civil Pens 04/2020
1st Pass Reval Values
Release of draft values to the SAA Portal
Supply draft values to SG
Public release of draft values
Delivery of Reval 2022 04/2022
First date to lodge proposals
Last date to lodge proposals
Tone Date 2025 Reval 04/2024
1st Pass Reval Values
Supply draft values to SG
2022 Proposal disposal date
Public release of draft values
First date to lodge proposals
2022 Appeal disposal date
Delivery of Reval 2025 04/2025
Domestic Mobile Survey Development Jul 2018 – Oct 2019
Basic Rates Evaluator Development Sep 2018 – Jun 2020
Civil Penalties Framework Aug 2019 – Apr 2020
Revaluation Management System Development Sept 2019 – Apr 2020
Proposal/Appeal Framework Aug 2019 – Dec 2021
Performance Framework
Training Framework
Engagement Workstream
Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1
2018 2019 2020 2021 2022 2023 2024 2025

APPENDIX 2

NDR REFORM RISK REGISTER

ID	Description	Category	Pre - Mitigation	Mitigation & Control	Post - Mitigation	Allocation	Further Action	Responsibility	Action Date
1	Annual Reduction in Core Funding	Finances		The creation of a Business Strategy for the period 2020/23 is underway to allow a core budget forecast to be developed in association with budget control options		G Strachan		G Strachan	Nov 2019
2	Failure to identify risks within Barclay Roadmap process	Project Board		Roadmap versioning aims to reflect the emerging picture of the full requirements including associated national timetable. Risks are assessed and mitigated as part of this process		G Strachan	Continue to monitor draft Bill progress and development of supporting regulations	CLT	Nov 2019
3	Lack of Resources to deliver Barclay requirements	Resources		Funding has been established and options for recruitment under consideration		G Strachan	Establish a recruitment timetable which allows flexibility on options adopted	CLT	Nov 2019

ID	Description	Category	Pre - Mitigation	Mitigation & Control	Post - Mitigation	Allocation	Further Action	Responsibility	Action Date
4	Organisational staffing structure fails to support delivery of Barclay requirements	Resources		Headline workload pressures have been identified arising from NDR reform in association with options for resource deployment.		CLT	Undertake projected workload volumes exercise including identification of pinch points	CLT	Dec 2019
5	Unrecognised impact on existing VR maintenance tasks	Resources		Existing Performance Framework project identifies opportunities to support BAU activities.		G Strachan	Introduce process changes and evaluate effectiveness	G Elliot	Mar 2020
6	Administrative processes unable to support delivery of Barclay requirements	Process		Project Initiation Documents have been created in order to identify level of change requirement to support these process.		CLT	Continue to monitor draft Bill development and associated regulations	N Chapman	Mar 2020
7	Lack of project Management Skills	Audit		Project definitions and required progress have been established with Project Managers and a Project Governance regime initiated.		G Strachan	N/A	Project Board	Complete

ID	Description	Category	Pre - Mitigation	Mitigation & Control	Post - Mitigation	Allocation	Further Action	Responsibility	Action Date
8	Lack of Project Board terms of Reference	Audit		Project Terms of Reference established		B Callaghan	N/A	B Callaghan	Complete
9	Lack of Project Change Management Process	Audit		Project Board shall initiate project change process		PMB	Creation of project change templates and associated approval process	B Callaghan	Oct 2019
10	Lack of process identifying project costs and benefits	Audit		The PMB meetings have incorporated this requirement, documenting outcomes and raising emerging issues with CLT		PMB	N/A	B Callaghan	Complete
11	Lack of RIADS logs for projects	Audit		Raids logs allow individual project risks and issues to be identified and mitigated.		PMB	Logs under construction allowing completion by Project Managers	B Callaghan	Aug 2019
12	Lack of system testing plan	Audit		Detailed testing plans allow effective and expected delivery and performance of major ICT developments		PMB	Existing testing plan templates to be enhanced accordingly.	B Callaghan	Nov 2019

ID	Description	Category	Pre - Mitigation	Mitigation & Control	Post - Mitigation	Allocation	Further Action	Responsibility	Action Date
13	Creation of post implementation project reviews	Audit		Project reviews allow reflection on expected deliverables and the implementation of additional remedial action if necessary		PMB	A formal and documented project review process shall be created and initiated when appropriate.	B Callaghan	Dec 2019
14	Failure of ICT developments to meet final Barclay requirements	Project Board		Current projects are being constantly aligned with current/ongoing knowledge of Barclay requirements and projects at this stage allow flexibility for change.		G Strachan	Scheduled re-assessment of project outcomes as set against requirements.	CLT	Oct 2019
15	Failure to support project development with appropriate internal communication	Communication		End user involvement during project creation and implementation creates wide knowledge base. Wider scale internal communication reflecting on the operational changes projects shall have is essential for end user acceptance		PMB	PM's to develop internal communication schedules.	Project Managers	Oct 2019

ID	Description	Category	Pre - Mitigation	Mitigation & Control	Post - Mitigation	Allocation	Further Action	Responsibility	Action Date
16	Failure to identify all required projects to deliver Barclay requirements	Project Board		Continue to monitor draft Bill development and associated regulations, review and consider organisational implications.		G Strachan	Initiate PID's as appropriate.	CLT/PMB	Oct 2019