

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING
AUTHORITY**



**ANNUAL ACCOUNTS
FOR PERIOD ENDED 31 MARCH 2017**

UNAUDITED

JUNE 2017

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

ANNUAL ACCOUNTS 2016/2017

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**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

MANAGEMENT COMMENTARY-SDPA ACTING MANAGER'S REPORT

Strategic Development Planning Authorities (SDPA's) have Joint Committees created by the Planning etc. (Scotland) Act 2006 and the Strategic Development Planning Authorities (SDPAs) Designation (No 3) (Scotland) order 2008 (SSI no 197). The Act's provisions came into force on 25 June 2008.

The Dundee, Perth, Angus and North Fife SDPA was established under the above Act consisting and operating on behalf of 4 Councils: Dundee City; Perth & Kinross; Angus; and Fife. The key role of the SDPA is to prepare and maintain an up to date Strategic Development Plan for the area. This process involves engagement and consultation with a number of key stakeholder organisations and the wider community.

The first Strategic Development Plan was approved by Scottish Ministers following examination on 8th June 2012 and published by the SDPA on 18th June 2012. The Plan was published ahead of the project plan, which was agreed in August 2009. The Authority is required to review and submit a new Plan to Ministers within 4 years of date of approval i.e. by 8th June 2016. The review is ongoing with engagement commencing on the proposed plan on 11th May 2015.

Alongside the Plan an Action Programme has been prepared in collaboration with TAYplan's 13 Key Stakeholders. All these public organisations have agreed to the Programmes content (actions to deliver the Plan).

The SDPA has an establishment of three full-time staff, the SDPA Manager, Senior Planner and Planning Officer. To help ensure the project plan is delivered, temporary staff are recruited at peak times. Professional, legal, financial and I.T. services are provided by Dundee City Council in its role as host authority. The Finance Officer has regular scheduled meetings with the SDPA Manager to review the on-going position in relation to both the local authority contributions and the SDPA administration budget, in accordance with the financial regulations agreed by the Joint Committee.

The Authority comprises 12 elected members: 3 each from Angus Council, Dundee City Council, Fife Council and Perth & Kinross Council. The Joint Committee will elect new members in September 2017. The Authority is supported by an officers group. Joint Committee Meetings are chaired by the Convener, on the following rotational basis:

Year	Convener	Vice Convener
2012	Perth & Kinross Council, Councillor John Kellas	Angus Council, Councillor Mari Evans (after May)
2013	Angus Council, Councillor Mari Evans	Dundee City Council, Councillor Will Dawson
2014	Dundee City Council, Councillor Will Dawson	Fife Council (Councillor Lesley Laird)
2015	Fife Council, Councillor Lesley Laird	Perth & Kinross Council, Councillor John Kellas
2016	Perth & Kinross Council, Councillor Tom Gray	Angus Council, Councillor Rob Murray
2017	Perth & Kinross Council, Councillor Tom Gray	Angus Council, Councillor Rob Murray

ACKNOWLEDGEMENTS

I would take the opportunity to thank the Convener and the members of The Dundee, Perth, Angus and North Fife SDPA Joint Committee for their support, assistance and co-operation.

David Littlejohn
Acting SDPA Manager (At 31st March 2017)
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
September 2017

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

MEMBERS AND OFFICIALS

The Authority comprises 12 elected members: 3 each from Angus Council, Dundee City Council, Fife Council and Perth & Kinross Council. The under-noted Councillors have been nominated by their constituent Authorities to serve on the Joint Authority and the under-noted officers serve as officials of the Authority.

At the end of the financial year 2016/17, the Members and Officials of the Committee were:

Representing Dundee City Council

Councillor Will Dawson
Councillor Bill Campbell
Councillor Tom Ferguson



Representing Perth & Kinross Council

Councillor John Kellas
Councillor Tom Gray (Convener)
Councillor Alan Livingstone



Representing Fife Council

Councillor Donald Lothian
Councillor Bob Young
Councillor Lesley Laird



Representing Angus Council

Councillor Lynne Devine
Councillor Rob Murray (Vice convener)
Councillor Bob Myles



Acting

SDPA MANAGER Mr David Littlejohn

CLERK Mr Roger W H Mennie LL.B (Hons) ,Dip L.P., Dundee City Council

TREASURER Mr Gregory Colgan, BAcc(Hons), ACMA, CGMA , Dundee City Council

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**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
MANAGEMENT COMMENTARY-TREASURER'S REPORT**

Introduction

This report is intended as a commentary on the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority's financial position, as presented within the Annual Accounts for the financial year 2016/2017.

Annual Governance Statement (see page 5)

This statement sets out the Board's Corporate Governance arrangements, explaining how the Board conducts its business, both internally and in its dealings with others.

Annual Remuneration Report (see pages 6-8)

This report sets out the remuneration and accrued pension benefits of the Senior Councillors and Senior Employees of the Authority, together with policy and contextual information relating to these areas.

Statement of Responsibilities for the Statement of Accounts (see page 9)

This statement sets out the main financial responsibilities of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority, and the Treasurer.

The Accounting Statements (see pages 10 to 20)

Comprehensive Income and Expenditure Statement:

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Movement in Reserve Statement:

This statement shows the movement in the year on the reserves held by the Authority.

Balance Sheet:

Shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority.

Cash Flow Statement:

Shows the changes in cash and cash equivalents of the Authority during the reporting period.

Notes to the Financial Statements:

Are intended to give the reader further information which is not separately detailed in the financial statements.

Revenue Expenditure

The following table compares the budget and requisitions approved by the Authority to actual expenditure and income of the Authority.

	Approved Budget	Actual Expenditure/ (Income)	Variance
	£000	£000	£000
Staff Costs	157	104	(53)
Property Costs	14	14	-
Supplies and Services	63	32	(31)
Transport Costs	4	1	(3)
Third Party Payments	15	61	46
Corporate and Democratic Core	8	8	-
Cost Of Services	261	220	(41)
Other Operating Income & Expenditure	-	(4)	(4)
Financing & Investment Income & Expenditure	(1)	(1)	-
(Surplus)/Deficit on Provision of Services before Requisition Income	260	215	(45)
Requisition Income	(204)	(204)	-
Total Comprehensive (Income) and Expenditure	56	11	(45)

The reasons for the main under/overspends are explained in the variance analysis below:

Staff Costs (Underspend £53k)

Following the resignation of the previous Manager, the post was covered by a two day secondment from Local Authorities for six months and has produced a saving of £43k along with temporary staff saving of £9K and training costs by £1k. Since September 2016 there have been no costs associated with the Manager's post as the Head of Tay Cities Deal has absorbed the function into his role.

Supplies and Services (Underspend £31k)

There were savings on computer cost of £4k, cost associated with printing and advertising of Strategic Development Plan didn't take place by the year end resulted in saving of £15k also lower spend on Hospitality & Venue hire £4k and general office expenses by £8k.

Transportation Cost (Underspend £3k)

The savings in travel is based on the reporting cycle and requirement to attend meetings out with office base.

Third Party Payments (Overspend £41k)

This is due to rebate to the four local authorities (£15k each) agreed by the Joint Committee Which is partly offset by underspend in external consultancy fees.

Income (Over recovery £4k)

Rent recovered from outside bodies for shared accommodation.

Control of Revenue Expenditure

The control of the revenue expenditure of the Authority is an ongoing exercise which requires a positive contribution from the staff and members of the Authority and the Constituent Local Authorities to ensure that the Authority's financial objectives are achieved and those financial resources are fully utilised.

Capital Expenditure

During 2016/2017 the Authority did not incur any capital expenditure.

General Fund

This represents the balances available to the Joint Committee which are not earmarked for specific purposes.

Acknowledgements

During the 2016/2017 financial period, the Authority's financial position has required strict budgetary control. I would like to thank the Authority's Chief Officer and the staff within the Constituent Local Authorities for their active support and co-operation in the effective management of the Authority's finances since the inception of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority. Finally, I would conclude the report by thanking all staff who contributed to the preparation of the Authority's Annual Accounts.

Gregory Colgan, BAcc(Hons), ACMA, CGMA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
September 2017

STRATEGIC DEVELOPMENT PLANNING AUTHORITY

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

Tayplan is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards. This is to ensure that public funds and assets at its disposal are safeguarded, properly accounted for and used economically, efficiently and effectively. The Joint Committee also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these responsibilities elected members and senior officers are responsible for implementing effective arrangements for governing the Joint Committee's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

To this end the Joint Committee, through its constituent Authorities, has approved and adopted a local Code of Corporate Governance that is consistent with the principles of the CIPFA/SOLACE framework Delivering Good Governance in Local Government. This statement explains how the Joint Committee through utilisation of Dundee City Council's systems and procedures delivers good governance and reviews the effectiveness of these arrangements.

The Committee's Governance Framework

The governance framework comprises the systems, processes, cultures and values by which the Joint Committee is directed and controlled. It also describes the way it engages with, accounts to and leads the local community. It enables the Joint Committee to monitor the achievement of its objectives and consider whether those objectives have led to the delivery of appropriate, cost-effective services.

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.

The overall control arrangements include:

- Identifying the Joint Committee's objectives.
- Monitoring of objectives by the Treasurer and Tayplan Manager.
- A systematic approach to monitoring service performance at elected member, senior officer and project level.
- Reporting performance regularly to Joint Committee
- Clearly defined Standing Orders and Schemes of Administration covering Financial Regulations, Tender Procedures and Delegation of Powers.
- Formal project appraisal techniques and project management disciplines.
- Setting targets to measure financial and service performance.
- Formal revenue budgetary control systems and procedures.

Review of Effectiveness

Members and officers of the Joint Committee are committed to the concept of sound governance and the effective delivery of the Joint Committee services and take into account comments made by external auditors and other review agencies and inspectorates and prepare actions plans as appropriate.

In addition the utilisation of the systems and procedures of Dundee City Council means that reliance can be placed on the effectiveness of their governance framework. This is reviewed annually by a working group of senior council officers and Chief Officers from each council service complete a self-assessment of their own arrangements.

The Executive Director of Corporate Services, Dundee City Council is Treasurer to the Joint Committee and has complied fully with the five principles of the role of the Chief Financial Officer, as set out in CIPFA guidance.

The annual review demonstrates sufficient evidence that the code's principles of delivering good governance in local government operated effectively and the Joint committee complies with the Local Code of Corporate Governance in all significant respects.

David Littlejohn
Acting Tayplan Manager (At 31 March 2017)
September 2017

Councillor
Convener Joint Committee
September 2017

ANNUAL REMUNERATION REPORT

INTRODUCTION

The Authority is required to prepare and publish within its Statement of Accounts an Annual Remuneration Report under the Local Authority Accounts (Scotland) Regulations 2014. The report sets out the remuneration of the Convener and Senior Employees of the Authority and accrued pension benefits of the Senior Employees. The report also provides information on the number of Authority employees (including Senior Employees) whose total actual remuneration was £50,000 or more, this information being disclosed in salary bandings of £5,000 above £50,000. The following report has been prepared in accordance with the aforementioned Regulations. The Authority's External Auditor is required to audit certain parts of the Remuneration Report and give a separate opinion in his report on the Statement of Accounts as to whether the Remuneration Report has been properly prepared in accordance with the Regulations.

REMUNERATION ARRANGEMENTS

Convener

The remuneration of Councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (Scottish Statutory Instrument No. 2007/183). The Regulations set out the remuneration payable to Councillors with the responsibility of a Convener or Vice Convener of a Joint Authority. The Regulations require the remuneration to be paid by the Council of which the Convener or Vice Convener is a member. The Council is also required to pay pension contributions arising from the Convener or Vice Convener being a member of the Local Government Pension Scheme.

There is no remuneration paid to the Convener of the Authority.

Senior Employees

The salaries of Senior Employees take account of the duties and responsibilities of their posts

For the purposes of the Remuneration Report, the Regulations set out the following criteria for designation as a Senior Employee of the Authority:

- (i) has responsibility for management of the Authority to the extent that the person has power to direct or control the major activities of the authority (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons;
- (ii) holds a post that is politically restricted by reason of section 2(1)(a), (b) or (c) of the Local Government and Housing Act 1989; or
- (iii) annual remuneration, including any remuneration from a local authority subsidiary body, is £150,000 or more.

The Authority has determined that no employee meets the criteria for designation as a Senior Employee in 2016/2017. The remuneration details for the Senior Employees of the Authority are set out in Table 1

The Regulations also require information to be published on the total number of Authority employees (including Senior Employees) whose total actual remuneration was £50,000 or more. This information is to be disclosed in salary bandings of £5,000 above £50,000. There is no disclosure required in 2016/17(or 2015/2016).

Remuneration Bands	No of Employees	
	2015/2016	2016/2017
£55,000 - £59,999	-	-
Total	-	-

ACCRUED PENSION BENEFITS

Pension benefits for Authority Employees are provided through the Local Government Pension Scheme (LGPS) which is a career average related earnings (CARE) pension scheme. This means that pension benefits are based on the career average revalued pay and the number years that the person has been a member of the scheme

The scheme's normal retirement age for Authority 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 into 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 member's contribution rates for 2016/2017 remain at the 2009/2010 rates, but the tiers have changed and are as follows:

Whole Time Pay	Contribution Rate 2015/2016	Whole Time Pay	Contribution Rate 2016/2017
On earnings up to and including £20,500	5.5%	On earnings up to and including £20,500	5.5%
On earnings above £20,500 and up to £25,000	7.25%	On earnings above £20,500 and up to £25,000	7.25%
On earnings above £25,000 and up to £34,400	8.5%	On earnings above £25,000 and up to £34,400	8.5%
On earnings above £34,400 and up to £45,800	9.5%	On earnings above £34,400 and up to £45,800	9.5%
On earnings above £45,800	12%	On earnings above £45,800	12%

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. Since April 2015 the LGPS changed to a defined benefit pension scheme worked out on a career average basis, on rate of 1/49th of the amount of pensionable pay you received in that scheme year. Pension benefits to 31 March 2015 are protected and paid on final leaving salary. Between April 2009 and March 2015 the accrual rate guarantees a pension based on 1/60th of final pensionable salary and years of pensionable service. Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service.

Convener

There were no pension contributions made by the Authority in respect of the Convener the Authority.

Senior Employees

No pension disclosures are required as there were no Senior Employees as at 31 March 2017.

Exit Packages

There were no exit packages in 2016/2017 (2015/2016 Nil).

Gregory Colgan, BAcc(Hons),ACMA,CGMA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
September 2017

David Littlejohn
Acting SDPA Manager
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
September 2017

TABLE 1 – REMUNERATION OF SENIOR EMPLOYEES

Employee Name	Post Title	Salary, Fees & Allowances		Bonuses		Taxable Expenses		Compensation for Loss of Employment		Other Payments		Total Remuneration	
		£	£	£	£	£	£	£	£	£	£	£	£
Pamela Ewen (until 27/9/2015)	Manager	-	-	-	-	-	-	-	-	-	-	-	29,677
Total		-	-	-	-	-	-	-	-	-	-	-	29,677
Full Year Equivalent													
Pamela Ewen (until 27/9/2015)	Manager	-	-	-	-	-	-	-	-	-	-	-	60,734
Total		-	-	-	-	-	-	-	-	-	-	-	60,734

In 2016,2017, Dundee City Council have recharged £14,438 being six months' salary and on cost for Gordon Reid pro rata 2 days per week for covering Manager's post, it was £13,242 for last year from Fife Council. This is in line with the agreed report SDPA09-2015 Section 5.5 which is detail below:

Given the project plan adjustments, and as a result lighter workload for the core team, the Board have agreed that the Manager role will be filled over the next 12 months on a temporary and part time basis. The post will be covered by existing Development Plan Managers from within the constituent Councils; Fife Council over the period October 2015 – March 2016 and Dundee City Council over the period April – September 2016. The Board are confident that operationally this will meet the requirements to deliver the project plan.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

STATEMENT OF RESPONSIBILITIES FOR THE ANNUAL ACCOUNTS

The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In this Authority, that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003); and
- approve the Audited Annual Accounts.

I confirm that these Annual Accounts were approved for signature by the Authority at its meeting in September 2017

Signed on behalf of SDPA Joint Committee

**Councillor
Chairperson**

The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Authority's Annual Accounts in accordance with proper practices as required by legislation and 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; and
- complied with the Code of Practice (in so far as it is compatible with legislation).

The Treasurer has also:

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

I certify that the Annual Accounts give a true and fair view of the financial position of the Authority at the reporting date and the transactions of the Authority for the year ended 31 March 2017.



**Gregory Colgan, BAcc(Hons), ACMA,CGMA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2017**

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

2015/16			2016/17				
Gross Expenditure	Gross Income	Net Expenditure / (Income)	Unaudited Budgeted Net Expenditure / (Income)	Gross Expenditure	Gross Income	Net Expenditure / (Income)	
£000	£000	£000	£000	£000	£000	£000	£000
							Expenditure
149	-	149	157	104	-	104	Staff Costs
14	-	14	14	14	-	14	Property Costs
23	-	23	63	32	-	32	Supplies and Services
2	-	2	4	1	-	1	Transport Costs
1	-	1	15	61	-	61	Third Party Payments
8	-	8	8	8	-	8	Corporate and Democratic Core
197	-	197	261	220	-	220	Cost Of Services
-	-	-	-	-	(4)	(4)	Other Operating Income & Expenditure
-	(1)	(1)	(1)	-	(1)	(1)	Financing and Investment Income and Expenditure (note 4)
197	(1)	196	260	220	(5)	215	(Surplus)/Deficit on Provision of Services before Requisitions
-	(240)	(240)	(204)	-	(204)	(204)	Requisition Income
197	(241)	(44)	56	220	(209)	11	Total Comprehensive Income and Expenditure

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. 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 Authority'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 Reserve Balance. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Reserve Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

	General Reserve Balance £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2015	165	165	(3)	162
<u>Movement in Reserves during 2015/2016</u>				
Total Comprehensive Expenditure and Income	44	44	-	44
Adjustments between accounting basis & funding basis under regulations (note 4)	(2)	(2)	2	-
Net Increase / (Decrease) before Transfers to Earmarked Reserves	42	42	2	44
Transfers to/from Earmarked Reserves	-	-	-	-
Increase / (Decrease) in 2015/2015	42	42	2	44
Balance at 31 March 2016 carried forward	207	207	(1)	206
<u>Movement in Reserves during 2016/2017</u>				
Total Comprehensive Expenditure and Income	(11)	(11)	-	(11)
Adjustments between accounting basis & funding basis under regulations (note 3)	-	-	-	-
Net Increase/Decrease before Transfers to Earmarked Reserves	(11)	(11)	-	(11)
Transfers to/from Earmarked Reserves	-	-	-	-
Increase / (Decrease) in Year 2016/2017	(11)	(11)	-	(11)
Balance at 31 March 2017 carried forward	196	196	(1)	195

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
BALANCE SHEET**

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net liabilities of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category is usable reserves, i.e. those that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves. The second category is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

As at 31 March 2016 £000		As at 31 March 2017 £000
	Current Assets	
210	Cash Held By Dundee City Council	208
5	Short Term Debtors	-
<u>215</u>		<u>208</u>
	Less Current Liabilities	
(9)	Short Term Creditors	(13)
<u>206</u>	Total Net Assets	<u>195</u>
	Represented By:	
207	Useable Reserves	196
(1)	Unusable Reserves	(1)
<u>206</u>		<u>195</u>



**Gregory Colgan, BAcc(Hons), ACMA, CGMA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2017**

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

CASH FLOW STATEMENT

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

2015/16		2016/17
£000		£000
(44)	Net (surplus) or deficit on the provision of services	11
<u>3</u>	Adjust net surplus or deficit on the provision of services for non cash movements	<u>(9)</u>
(41)	Net cash flows from Operating Activities (note 7)	2
-	Investing Activities	-
<u>-</u>	Financing Activities	<u>-</u>
(41)	Net (increase) or decrease in cash and cash equivalents	2
<u>(169)</u>	Cash and cash equivalents at the beginning of the reporting period	<u>(210)</u>
<u>(210)</u>	Cash and cash equivalents at the end of the reporting period (note 8)	<u>(208)</u>

The cash balance is managed by Dundee City Council.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

A General Principles

The Annual Accounts summarise the Authority's transactions for the 2016/17 financial year and its position at the year-end of 31 March 2017. The Authority is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 1985. Section 12 of the Local Government in Scotland Act 2003 requires that they be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and the Service Reporting Code of Practice 2016/17, supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Annual Accounts is principally historical cost.

B Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Expenses in relation to services received (including those rendered by the Authority's employees) are recorded as expenditure when the services are received, rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

C 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 comprise short term lending that is repayable on demand or within 3 months of the Balance Sheet date and that is readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement (page 13), cash and cash equivalents are repayable on demand and form an integral part of the Authority's cash management.

D Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or when the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

E Employee Benefits

Benefits Payable During Employment

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy and are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Account at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Reserve balance to be charged with the amount payable by the Board to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for termination benefits related to pensions enhancements and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Dundee City Council is, for the purpose of employment law, the "employing authority" of the Joint Committee employees. Therefore, employees of the Authority are members of the Local Government Superannuation Scheme (Tayside Superannuation Fund), a defined benefits scheme which is administered by Dundee City Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority. On the grounds of materiality, the pension costs included in the accounts have not been determined in accordance with International Accounting Standard 19 (Employee Benefits). Instead, the accounts include the employer's contribution to the scheme as an expense in the Comprehensive Income and Expenditure Statement.

F Events After the Reporting Period

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

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

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

G Leases

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg if there is a rent-free period at the commencement of the lease).

H Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For example, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation. Provisions are charged as an expense to the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation, and measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the Comprehensive Income and Expenditure Statement. Where some or all of the payment required to settle a provision is expected to be recovered from another party (eg from an insurance claim), this is only recognised as income for the Authority if it is virtually certain that reimbursement will be received if the Authority settles the obligation.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but are disclosed in a note to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent assets are not recognised in the Balance Sheet but are disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

I Reserves

Reserves are created by appropriating amounts out of the General Reserve Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Reserve Balance in the Movement in Reserves Statement so that there is no net charge against requisition income for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets and retirement benefits and these reserves do not represent usable resources for the Authority. Further information on the Authority's reserves is contained in notes 5 and 6.

J VAT

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

2 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Authority has had to make certain judgements about future events. The key judgement made in the Statement of Accounts relates to the high degree of uncertainty about future levels of funding for public bodies. The Authority has determined that this uncertainty is not sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to reduce levels of service provision.

3 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2015/16 £000		2016/17 £000
(1)	Interest receivable and similar income	(1)
(1)	Total	(1)

4 MOVEMENT IN RESERVES STATEMENT - ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

	General Reserve Balance £000	Movement in Unusable Reserves £000	Total 2016/17 £000
Movements in 2016/2017			
Adjustment involving the Accumulating Compensated Absences Adjustment Account:			
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	-	-	-
Total Adjustments	-	-	-

	General Reserve Balance £000	Movement in Unusable Reserves £000	Total 2015/16 £000
Comparative Movements in 2015/2016			
Adjustment involving the Accumulating Compensated Absences Adjustment Account:			
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	(2)	2	-
Total Adjustments	(2)	2	-

5 BALANCE SHEET - USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement on page 11.

6 BALANCE SHEET - UNUSABLE RESERVES

2015/16 £000		2016/17 £000
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(1)	Accumulating Compensated Absences Adjustment Account	(1)
(1)	Total Unusable Reserves	(1)

Accumulating Compensated Absences Adjustment Account

The Accumulating Compensated Absences Adjustment Account absorbs the differences that would otherwise arise on the General Reserve Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Reserve Balance is neutralised by transfers to or from the Account.

2015/16		2016/17
£000		£000
(3)	Balance at 1 April	(1)
3	Settlement or cancellation of accrual made at the end of the preceding year	1
(1)	Amounts accrued at the end of the current year	(1)
2	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	-
(1)	Balance at 31 March	(1)

7 CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

2015/16		2016/17
£000		£000
(1)	Interest received	(1)

8 CASH FLOW STATEMENT - CASH AND CASH EQUIVALENTS

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

31 March 2016		31 March 2017
£000		£000
210	Cash managed by Dundee City Council	208
210	Total cash and cash equivalents	208

9 MEMBERS ALLOWANCES

In 2016/2017 the Authority there were no payments made for Members Allowances (2015/2016 None)

10 EXTERNAL AUDIT COSTS

Under the terms of the Public Finance and Accountability (Scotland) Act 2000, the Authority is required to submit statutory accounts for audit. The Accounts Commission has advised that the auditor of the Authority will be Audit Scotland. The total fee payable to Audit Scotland for 2016/2017 for external audit services is £2,771 (2015/2016 £2,818).

11 EVENTS AFTER THE BALANCE SHEET DATE

There were no events that occurred between 1 April 2017 and 30 June 2017 that would have an impact on the 2016/2017 financial statements (2015/2016 none). The latter date is the date on which the accounts were authorised for issue by the Treasurer.

12 RELATED PARTIES

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

Angus, Dundee City, Perth & Kinross and Fife Councils are considered to be related parties of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority, in terms of the Accounting Code of Practice. During the 2016/2017 financial year, the Authority entered into the following transactions with these four Councils as detailed below:

2015/2016			2016/2017	
Income From £000	Charges From £000		Income From £000	Charges From £000
		Angus Council		
60	-	Local Authority Contribution	51	-
-	-	Contribution Rebate	-	15
<u>60</u>	-		<u>51</u>	<u>15</u>
		Dundee City Council		
60	-	Local Authority Contribution	51	-
1	-	Interest On Revenue Balances	1	-
-	-	Management Recharge	-	14
-	8	Corporate Services	-	8
-	-	Contribution Rebate	-	15
<u>61</u>	<u>8</u>		<u>52</u>	<u>37</u>
		Perth & Kinross Council		
60	-	Local Authority Contribution	51	-
-	-	Contribution Rebate	-	15
<u>60</u>	-		<u>51</u>	<u>15</u>
		Fife Council		
60	-	Local Authority Contribution	51	-
-	13	Management Recharge	-	-
-	-	Contribution Rebate	-	15
<u>60</u>	<u>13</u>		<u>51</u>	<u>15</u>

The undernoted balance existed between the Authority and its related parties as at 31 March 2017.

31 March 2016			31 March 2017	
Amounts Due from £000	Amounts Due To £000		Amounts Due From £000	Amounts Due To £000
-	5	Dundee City Council	-	11

13 Authority as Lessee

Finance Leases

The Authority held no assets on finance lease during 2016/2017 and accordingly, there were no finance lease rentals paid to lessors during 2016/2017 (2015/2016 Nil). The Authority has no commitments to making payments to lessors in respect on finance leases.

Operating Leases

Operating lease rental payments of £13,515 were made during 2016/2017 (2015/2016 £14,190). These relate to property rental.

In respect of operating leases, the Authority is committed to making payments to lessors of £14,190 in 2017/2018 on a lease expiring after 2017/2018.

14 SHORT TERM DEBTORS

	31 March 2016 £000	31 March 2017 £000
Other entities and individuals	5	-
Total	5	-

15 SHORT TERM CREDITORS

	31 March 2016 £000	31 March 2017 £000
Local authorities	5	11
Other entities and individuals	4	2
Total	9	13

16 CONTINGENT LIABILITIES

No contingent liabilities existed at 31 March 2017 (31 March 2016 None).

17 CONTINGENT ASSETS

No contingent assets existed at 31 March 2017 (31 March 2016 None).

INDEPENDENT AUDITOR'S REPORT

The Statement of Accounts set out in pages 5 to 20 are subject to audit in accordance with the requirements of Part vii of the Local Government (Scotland) Act 1973.

The Auditor appointed for this purpose by the Accounts Commission for Scotland is:

Bruce Crosbie
Senior Audit Manager
Audit Service, Audit Scotland

