

REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 1st OCTOBER 2013

REPORT ON: RESPONSE TO EXTERNAL AUDITOR'S ANNUAL AUDIT
REPORT ON THE 2012/13 AUDIT

REPORT BY: MARJORY M STEWART, TREASURER TO TAYplan SDPA

REPORT NO: SDPA08-2013

1 PURPOSE OF REPORT

- 1.1 This report sets out a response to the report prepared by the Committee's External Auditor on the audit of TAYplan Strategic Development Planning Authority for the year ended 31 March 2013.

2 SUMMARY

- 2.1 The 2012/13 TAYplan accounts have been audited. This report sets out the Auditors report to Members together with the audited accounts. The Auditors overall findings are satisfactory. A copy of the report to Members by external Auditors (Appendix One) and the Committee's Audited Statement of Accounts (Appendix Two). Within the report to members (page 14) two material observations are made by the auditors relating to pension accounting policy and annual governance statement. The committee report seeks delegated authority from the Joint Committee to the Chair and Vice Chair to approve the unaudited financial statements.

3 RECOMMENDATION

- 3.1 It is recommended that the Committee:-
- a. endorse this report as the formal response to the External Auditor's report;
 - b. note that the External Auditor's findings and conclusions are favourable; and,
 - c. delegate authority to the Chair and Vice Chair of the Joint Committee to approve the unaudited financial statements annually.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising within this budget year.

5 TAYPLAN ANNUAL AUDIT

Introduction

- 5.1 The external audit of the Committee for the financial year 2012/2013 was carried out by Mr Stephen Reid, Director, KPMG LLP. The Joint Committee's External Auditors are appointed for a five year period and the financial year 2012/2013 marked the second year of KPMG's appointment.

Annual audit Report to the Members of TAYplan and the Controller of Audit

- 5.2 A copy of the report was received on 19th September 2013. It is not the intention of this report to provide a detailed response or commentary on all of the External Auditor's findings. The action plan identifies two material observations which require some action (page 14). These relate to pension accounting period and annual governance statement and are matters of operational process. This committee report seeks delegated authority to the Chair and Vice Chair of the Joint Committee to approve the unaudited financial statements annually. This will avoid the need for a special Joint Committee meeting to approve the unaudited financial statements.

External Auditor's Report and Statement of Accounts

- 5.3 The External Auditor's report is the report to members and outlines the main responsibilities as auditor and describes the scope of audit work undertaken during 2012/2013 and the issues arising from that work.
- 5.4 In addition to the Members of the Committee, the External Auditor's Report is also addressed to the Controller of Audit at the Accounts Commission for Scotland. Given this wider audience and the extent of the External Auditor's responsibilities and scope of work, his report is by necessity both fulsome and extensive. This report is set out in Appendix One.

Conclusions

- 5.5 During 2012/2013, the External Auditor examined a number of areas covering a wide range of the Committee's activities. It is pleasing to note that the auditor's overall findings and conclusions are satisfactory. In particular, the Committee can take encouragement from the following:
- an unqualified audit opinion was issued on the truth and fairness of the Joint Committee's affairs as at 31st March 2013.
 - the unaudited financial statements were submitted for audit in advance of the statutory requirements and the agreed audit timetable.
 - good quality supporting documentation was made available in electronic format to support the unaudited financial statements.
 - there were no audit adjustments required to the unaudited financial statements which impacted on the net assets or the surplus or deficit for the year.
 - over-arching and supporting corporate governance arrangements provide a sound framework for organisational decision-making.

- arrangements in place in respect of maintaining standards of conduct and the prevention and detection of fraud and corruption are appropriate for the Joint Committee's circumstances.

6 CONSULTATIONS

- 6.1 The Treasurer and Clerk to TAYplan, the Director of Communities Directorate, Angus Council, The Director of City Development, Dundee City Council, Executive Director of Environment, Enterprise and Communities, Fife Council and the Executive Director (Environment), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

MARJORY M STEWART
TREASURER

18 SEPTEMBER 2013



cutting through complexity

Dundee, Perth, Angus and North Fife Strategic Development Joint Committee Planning Authority (TAYplan)

Annual audit report to the members of TAYplan and the
Controller of Audit

Audit: year ended 31 March 2013

19 September 2013



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About this report

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

This report is for the benefit of Dundee, Perth, Angus and North Fife Strategic Development Joint Committee Planning Authority ("TAYplan") and is made available to Audit Scotland and the Accounts Commission (together "the beneficiaries"), and has been released to the beneficiaries on the basis that wider disclosure is permitted for information purposes, but that we have not taken account of the wider requirements or circumstances of anyone other than the beneficiaries.

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

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

This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than the beneficiaries) for any purpose or in any context. Any party other than the beneficiaries that obtains access to this report or a copy and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the beneficiaries.



Executive summary Headlines

This annual audit report summarises our findings in relation to the audit for the year ended 31 March 2013. Our audit work is undertaken in accordance with Audit Scotland's *Code of Audit Practice* ("the Code").

This report also sets out those matters specified by ISA (UK and Ireland) 260: *Communication with those charged with governance* in relation to the financial statements for the year ended 31 March 2013.

We wish to record our appreciation of the continued co-operation and assistance extended to us by staff during the course of our work.

Area	Summary observations	Analysis
Use of resources		
Financial position	For the year ended 31 March 2013 TAYplan reported a net cost of services of £248,000. This represented a £48,000 underspend on the approved 2012-13 budget. TAYplan holds usable reserves of £224,000 which are available to be applied against future expenditure.	Page 5
Financial statements and accounting		
Accounting policies	The Code of Practice on Local Authority Accounting in the United Kingdom 2012-13 ("the Code of Practice") did not include any major amendments which impacted on the preparation of TAYplan's financial statements. There have been no changes to accounting policies in 2012-13, which have been applied consistently.	Page 7
Key judgement areas	There are no key accounting judgements in relation to the preparation of the financial statements.	Page 7
Audit conclusions	We have issued an unqualified audit opinion on the 2012-13 financial statements.	Page 8
Year-end process	The unaudited financial were made available on a timely basis and were accompanied by working papers of an appropriate standard. There were no uncorrected audit misstatements arising from our work.	Page 8
Governance and narrative reporting		
Corporate governance arrangements	Over-arching and supporting corporate governance arrangements remain primarily unchanged and provide a sound framework for organisational decision-making. We are satisfied that the content of the statement on the system of internal financial control meets the requirements of the Code of Practice, and is consistent with our understanding of TAYplan's activities. The remuneration report has been prepared in accordance with relevant guidance.	Page 10
Other matters	We are satisfied that arrangements in respect of maintaining standards of conduct and the prevention and detection of fraud and corruption are appropriate for TAYplan's circumstances.	Page 10

Purpose of this report

Our annual audit report is designed to summarise our opinion and conclusions on significant issues arising from our audit of TAYplan's financial statements for 2012-13. It is addressed to both those charged with governance at TAYplan and the Controller of Audit. The scope and nature of our audit were set out in our audit strategy document which was presented to TAYplan at the outset of our audit.

Responsibilities

It is the responsibility of TAYplan and the Treasurer to prepare the financial statements in accordance with the proper practices set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2012-13. An audit of the financial statements is not designed to identify all matters that may be relevant to those charged with governance. Weaknesses or risks identified are only those which have come to our attention during our normal audit work in accordance with the Code, and may not be all that exist. Communication by auditors of matters arising from the audit of the financial statements or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

Under the requirements of International Standard on Auditing (UK and Ireland) ('ISA') 260 *Communication with those charged with governance*, we are required to communicate audit matters arising from the audit of financial statements to those charged with governance of an entity. Together with our previous report, this annual audit report to TAYplan discharges the requirements of ISA 260.

Use of resources

Our perspective on TAYplan's use of resources

For the year ended 31 March 2013 TAYplan reported a net cost of services of £248,000. This represented a £48,000 underspend on the budget approved for 2012-13 .

Financial position

For the year ended 31 March 2013 TAYplan reported a net cost of services of £248,000. While a slight increase over the prior year, this represented an underspend against budget of £48,000, principally due to significant savings made against the supplies and services budget.

TAYplan received requisition income totalling £240,000 from its four constituent authorities. In addition, other operating income of £19,000 was earned through charging for fees for survey commissioning.

The 2012-13 budget had assumed a draw on the general fund, held within usable reserves, of £52,000. The result for the year increased usable reserves by £15,000.

Reserves

TAYplan has total net assets as at 31 March 2013 of £219,000 (2011-12: £207,000), held principally in cash. TAYplan does not hold any property, plant or equipment assets. The usable reserves of £224,000 are available to be applied against future expenditure.

Comprehensive income and expenditure statement	2012-13	2011-12
	£000	£000
Net cost of service	248	211
Other operating income	(19)	(2)
Finance and investment income and expenditure	(1)	(1)
Deficit on provision of services	228	208
Requisition income	(240)	(240)
Total comprehensive income and expenditure	(12)	(32)

Movement in reserves statement 2012-13	Usable reserves	Unusable reserves	Total reserves
	£000	£000	£000
Opening balance at 1 April	209	(2)	207
Total comprehensive income and expenditure	12	-	12
Adjustments between accounting and funding basis under regulations	3	(3)	-
Increase / (decrease) in reserves	15	(3)	12
Balance at 31 March carried forward	224	(5)	219

Financial statements and accounting

Our perspective on the preparation of the
financial statements and key accounting
judgements made by management

There have been no substantive changes to the financial reporting framework as set out in the *Code of practice on Local Authority Accounting in the United Kingdom 2012-13*.

There have been no changes to accounting policies in 2012-13. All accounting policies have been applied consistently.

There are no key accounting judgements made in the preparation of the financial statements.

Accounting framework and application of accounting policies	
Area	KPMG comment
Code of practice on Local Authority Accounting in the United Kingdom 2012-13	<p>The 2012-13 financial statements have been prepared in accordance with the Code of Practice which is based upon International Financial Reporting Standards ("IFRS"). The 2012-13 Code of Practice had a number of amendments from the 2011-12 version which included:</p> <ul style="list-style-type: none"> ■ changes in relation to the objective of the financial statements and the qualitative characteristics of financial information; and ■ encouragement for local authorities to prepare the Explanatory Forward taking into consideration the requirements of the Government's Financial Reporting Manual (FRM). <p>Management has considered that the information provided within the Treasurer's Report meets the requirements of the 2012-13 Code of Practice.</p>
Accounting policies	<ul style="list-style-type: none"> ■ There have been no significant changes in accounting policies in 2012-13. ■ We are satisfied that all accounting policies have been applied consistently and are appropriate for TAYplan's activities. ■ We do, however, note that management continue to apply their judgement in respect of the application of IAS 19. Due to the fact that TAYplan only has three employees, management do not believe that it is practical or represents value for money to seek to obtain an actuarial valuation of potential pension liabilities which could be directly attributable to TAYplan in respect of the Tayside Superannuation Fund. As part of the preparation of the 2013-14 financial statements, we would recommend that management consider any evidence available to support their continued judgement in this area, as there is a risk that pension liabilities could become more material over time. <p style="text-align: right;">Recommendation one</p>
Key accounting judgements	<ul style="list-style-type: none"> ■ There are no key accounting judgements made in the preparation of TAYplan's financial statements.



Financial statements and accounting

Audit conclusions

We have issued an unqualified audit opinion on the financial statements.

The unaudited financial statements were made available on a timely basis and were accompanied by working papers of an appropriate standard.

Audit conclusions

We have issued an unqualified opinion on the truth and fairness of the state of TAYplan's affairs as at 31 March 2013, and of its expenditure and income for the year then ended. The financial statements have been properly prepared in accordance with the 2012-13 Code of Practice, and prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government Scotland Act 2003. There are no matters identified on which we are required to report by exception.

In gathering the evidence for our opinion we have:

- performed a mixture of substantive and controls testing to ensure an efficient approach that covers all the key risks;
- reviewed assumptions and judgements made by management and considered these for appropriateness;
- considered if the financial statements may be affected by fraud through discussions with senior management and internal audit to gain a better understanding of their work in relation to prevention and detection of fraud with the potential to impact on the financial statements; and
- submitted our audit strategy and this annual audit report to communicate our findings to those charged with governance.

Financial statements preparation

- The unaudited financial statements were authorised for issue by the Treasurer of TAYplan on 26 June 2013, and passed to us for audit on 27 June 2013 along with a completed disclosure checklist. This was in advance of statutory requirements and in line with the agreed audit timetable.
- In accordance with regulations, the unaudited financial statements were made available for public inspection from 22 July to 9 August 2013. No objections were received.
- Good quality supporting documentation was made available in electronic format to support the unaudited financial statements.
- There are no significant matters in respect of (i) audit differences; (ii) auditor independence and non-audit fees; and (iii) management representation letter content, as reported in appendix one.
- We have made two recommendations in respect of management action, which are included in the action plan in appendix three.

Governance and narrative reporting

Update on your governance arrangements

Our overall perspective on your narrative reporting, including the remuneration report and annual governance statement



Governance and narrative reporting

Corporate governance arrangements

Over-arching and supporting corporate governance arrangements remain primarily unchanged and provide a sound framework for organisational decision-making.

We are satisfied that the content of the statement on the system of internal financial control meets the requirements of the Code of Practice, and is consistent with our understanding of TAYplan's activities.

The remuneration report has been prepared in accordance with relevant guidance.

Corporate governance and internal control arrangements	<p>Corporate governance is concerned with structures and processes for decision-making, accountability, control and behaviour. The three fundamental principles of corporate governance – openness, integrity and accountability – apply to all bodies.</p> <p>The responsibilities of TAYplan and its Treasurer for establishing arrangements for ensuring the proper conduct of its affairs, including compliance with relevant guidance, the legality of activities and transactions, and for monitoring the adequacy and effectiveness of these arrangements are outlined in the statement of responsibilities in the financial statements. TAYplan's joint committee met three times during 2012-13 to discharge these responsibilities.</p> <p>TAYplan utilises the key financial systems of Dundee City Council under service level agreement. We undertook appropriate systems audit work as part of our 2012-13 audit of Dundee City Council, with any findings reported to Council management. No audit findings relating uniquely to TAYplan were identified.</p>
Statement on the system of internal financial control	<p>TAYplan has prepared a statement on the system of internal financial control which outlines the framework of arrangements within which financial control is managed. No significant weaknesses in financial control have been identified, and disclosed within the statement. We are satisfied that the content of the statement on the system of internal financial control meets the requirements of the Code of Practice, and is consistent with our understanding of TAYplan's activities.</p> <p>The Scottish Government has issued a consultation in respect of The Local Government Accounts (Scotland) Regulations 2013, which would replace the existing regulations. One of the requirements of these regulations will be the preparation of an annual governance statement. Management will require to make early consideration of the arrangements in place at TAYplan and what steps should be taken to ensure that this requirement can be met in the 2013-14 financial statements.</p> <p>We note that a scheduled meeting of the TAYplan joint committee was not held until after 30 September 2013, the date on which the financial statements were required to be certified by. It was not, therefore, possible for the unaudited financial statements to be considered by the members of the joint committee prior to their approval.</p> <p style="text-align: right;">Recommendation two</p>
Remuneration report	<p>In accordance with regulations, TAYplan's remuneration report sets out the remuneration arrangements for members and senior management. We are satisfied that this has been prepared in accordance with the requirements of the regulations and other relevant guidance issued by the Scottish Government.</p>
Maintaining standards of conduct and the prevention and detection of fraud and corruption	<p>The members of TAYplan are drawn from the constituent councils, and as such are bound by the respective codes of conduct of those councils. Administration of the financial records of TAYplan is undertaken by Dundee City Council staff who are subject to Council policies on standards of conduct, fraud and corruption.</p> <p>We are satisfied that these arrangements are appropriate for TAYplan's circumstances.</p>

A large blue parallelogram graphic on the left side of the slide, tilted to the right. It has a dark blue gradient on the left and a lighter blue gradient on the right.

Appendices



Appendix one

Mandatory communications

There were no changes to the core financial statement and there are no unadjusted audit differences

Area	Key content	Reference
Adjusted audit differences Adjustments made as a result of our audit	There were no audit adjustments required to the unaudited financial statements which impacted on the net assets or the surplus and deficit for the year.	-
Unadjusted audit differences	We are required by ISA (UK and Ireland) 260 to communicate all uncorrected misstatements, other than those which are trivial, to you. There are no unadjusted audit differences.	-
Confirmation of Independence Letter issued by KPMG to TAYplan	We have considered and confirmed our independence as auditors and our quality procedures, together with the objectivity of our Audit Director and audit staff. There were no fees payable to us other than in respect of our audit.	Appendix two
Draft management representation letter Proposed draft of letter to be issued by TAYplan to KPMG prior to audit sign-off	In accordance with International Standards on Auditing (UK & Ireland), management is required to provide us with representations on specific matters such as your financial standing, application of accounting policies, and whether the transactions in the financial statements are legal and unaffected by fraud. We have management to confirm that they are satisfied that it remains appropriate not to seek to obtain additional information on potential pension liabilities arising in respect of the three members of staff employed by TAYplan. With the exception of this confirmation, all other representations sought are in line with those required specifically under auditing standards.	-



Appendix two

Auditor independence and non-audit fees

Auditing standards require us to consider and confirm formally our independence and related matters in our dealings with TAYplan.

We have appropriate procedures and safeguards in place to enable us to make the formal confirmation in our letter included opposite.

Auditor independence

Professional ethical standards require us to provide to you at the conclusion of an audit a written disclosure of relationships (including the provision of non-audit services) that bear on KPMG LLP's objectivity and independence, the threats to KPMG LLP's independence that these create, any safeguards that have been put in place and why they address such threats, together with any other information necessary to enable KPMG LLP's objectivity and independence to be assessed. This letter is intended to comply with this requirement and facilitate a subsequent discussion with you on audit independence.

We have considered the fees paid to us by TAYplan and its related entities for professional services provided by us during the reporting period. There were no fees payable other than in respect of our audit.

We are satisfied that our general procedures support our independence and objectivity.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP Audit Directors and staff annually confirm their compliance with our ethics and independence policies and procedures including in particular that they have no prohibited shareholdings. Our ethics and independence policies and procedures are fully consistent with the requirements of the APB Ethical Standards. As a result we have underlying safeguards in place to maintain independence through:

- Instilling professional values
- Regular communications
- Internal accountability

- Risk management
- Independent reviews

Please inform us if you would like to discuss any of these aspects of our procedures in more detail.

There are no other matters that, in our professional judgement, bear on our independence which need to be disclosed to the members of TAYplan.

Confirmation of audit independence

We confirm that as of 29 August 2013, in our professional judgement, KPMG LLP is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Director and audit staff is not impaired.

This report is intended solely for the information of TAYplan and should not be used for any other purpose.

Yours faithfully

KPMG LLP

The action plan summarises specific recommendations, together with related risks and management's responses.

Priority rating for recommendations

Grade one (significant) observations are those relating to business issues, high level or other important internal controls. These are significant matters relating to factors critical to the success of the entity or systems under consideration. The weaknesses may therefore give rise to loss or error.

Grade two (material) observations are those on less important control systems, one-off items subsequently corrected, improvements to the efficiency and effectiveness of controls and items which may be significant in the future. The weakness is not necessarily great, but the risk of error would be significantly reduced if it were rectified.

Grade three (minor) observations are those recommendations to improve the efficiency and effectiveness of controls and recommendations which would assist us as auditors. The weakness does not appear to affect the availability of the control to meet their objectives in any significant way. These are less significant observations than grades one or two, but we still consider they merit attention.

Finding(s) and risk(s)	Recommendation(s)	Agreed management actions
1 Pension accounting policy		Grade two
Management do not believe that it is practical or represents value for money to seek to obtain an actuarial valuation of potential pension liabilities which could be directly attributable to TAYplan in respect of the Tayside Superannuation Fund. There is a risk that pension liabilities could become more material over time.	As part of the preparation of the 2013-14 financial statements, we recommend that management consider the evidence available to support their continued judgement in this area, and the risk that the financial statements could become materially misstated.	The management will review the current position on IAS 19 and will remit to Board their findings and any appropriate action required as to reporting status and changes to accounts if required. Responsible officer(s): SDPA Manager / Treasurer Implementation : 31 March 2014
2 Annual governance statement		Grade two
The Scottish Government has issued a consultation in respect of The Local Government Accounts (Scotland) Regulations 2013, which would replace the existing regulations. One of the requirements of these regulations will be the preparation of an annual governance statement.	Management will require to make early consideration of the arrangements at TAYplan and what steps should be taken to ensure that this requirement can be met in the 2013-14 financial statements. As part of this consideration, management should seek to ensure that the members of the joint committee have the opportunity to approve the unaudited financial statements, prior to their certification.	The management will review the current position on meetings and review timetable to allow the members of the joint committee have the opportunity to approve the unaudited financial statements, prior to their certification. Responsible officer(s): SDPA Manager / Treasurer Implementation : 31 March 2014



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TAYplan
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

AUDITED

SEPTEMBER 2013

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

STATEMENT OF ACCOUNTS 2012/2013

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

FOREWORD

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 Strategic Development Plan was approved by Scottish Ministers following examination on 8th June 2012 and published by the SDPA on 18th June. The Plan was published ahead of the project plan, which was agreed in August 2009. The Proposed Plan achieved the prestigious UK Silver Jubilee Cup awarded by the Royal Town Planning Institute in February 2012. Colin Haylock president of the Institute stated " By approaching the need for a long-term strategy in a new way, they have brought planning alive....The result is a proposed strategy that is simultaneously written to be easily read and understood by a wide audience, professionally robust, and in line with the Scottish Government's desire for a more efficient planning system."

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), which is a first in Scotland.

The approved Plan replaces the Structure Plans for Dundee and Angus (2002), Perth & Kinross (2003) and Fife (2006) (within TAYplan area). Each Council has to prepare a Local Development Plan for their geographic area.

Work has commenced in reviewing the Plan with an initial consultation undertaken in April-June 2013

The SDPA has an establishment of three full-time staff, the SDPA Manager, Senior Planner and Planning Officer. Professional legal and financial services are provided by Dundee City Council in its role as host authority. The Finance Officer has scheduled meetings with the SDPA Manager to review accounts 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 in October 2013 will elect new members. 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
2008/09	Angus Council, Councillor David May	Dundee City Council, Councillor Will Dawson
2010	Dundee City Council, Councillor Will Dawson	Fife Council, Councillor John Beare
2011	Fife Council, Councillor John Beare	Perth & Kinross Council, Councillor John Kellas
2012	Perth & Kinross Council, Councillor John Kellas	Angus Council, Councillor David May (until May)
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

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.



Pamela Ewen,
TAYplan Strategic Development Planning Authority Manager
16 September 2013

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 2012/2013, 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 (Convener)
Councillor Tom Gray
Councillor Alan Jack



Representing Fife Council

Councillor Donald Lothian
Councillor Brian Thomson
Councillor Alex Rowley



Representing Angus Council

Councillor Mari Evans (Vice Convener)
Councillor Rob Murray
Councillor Bob Myles



SDPA MANAGER Mrs Pamela Ewen

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

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DUNDEE, PERTH, ANGUS AND NORTH FIFE STRATEGIC DEVELOPMENT PLANNING AUTHORITY 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 Statement of Accounts for the financial year 2012/2013.

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)

Movement in Reserve Statement:

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

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.

Statement on the System of Internal Financial Control (see page 5)

This statement sets out the framework within which financial control is managed and reviewed. The main components of the system are listed, together with any significant weaknesses that have been identified and the remedial action taken.

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.

Revenue Expenditure

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

	Approved Budget	Employee Benefit Accrual Adjustment	Revised Budget	Actual Expenditure/ (Income)	Variance
	£000	£000	£000	£000	£000
Staff Costs	153	3	156	157	1
Property Costs	14	-	14	14	-
Supplies and Services	95	-	95	32	(63)
Transport Costs	3	-	3	3	-
Third Party Payments	20	-	20	34	14
Corporate and Democratic Core	8	-	8	8	-
Non distributed costs	-	-	-	-	-
Cost Of Services	293	3	296	248	(48)
Other Operating Income & Expenditure	-	-	-	(19)	(19)
Financing & Investment Income & Expenditure	(1)	-	(1)	(1)	-
(Surplus)/Deficit on Provision of Services before Requisition	292	3	295	228	(67)
Requisition Income	(240)	-	(240)	(240)	-
Total Comprehensive (Income) and Expenditure	52	3	55	(12)	(67)
IAS 19 Adjustments	-	(3)	(3)	(3)	-
Movement in General Fund Balance	52	-	52	(15)	(67)

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

Staff Costs (overspend £1,000)

Other Staff cost of conference fees are higher than anticipated due to attendance at awards ceremonies.

Supplies and Services (Underspend £63,000)

The examination process was achieved at a greatly reduce cost. Savings on actual examination cost £25k, with associated saving of £11k on advertising £22k on printing and general office expenses.

Third Party Payments (Overspend £14,000)

The cost of commissioning surveys done was in partnership with other bodies, which is reflected in the other income received.

Other Income (Additional Income £19,000)

Fees received from outside bodies for the commissioning of survey.

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 2012/2013 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 2012/2013 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.



Marjory Stewart, FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
16 September 2013

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

STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

This statement is given in respect of the 2012/2013 Statement of Accounts for the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority (the Authority). We acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by staff of the Authority and staff and senior officials within the Constituent Local Authorities (the Authorities). In particular, the system includes:

- comprehensive revenue budgeting systems;
- the preparation of regular monitoring reports which indicate actual and projected expenditure against budget;
- annual financial reports which indicate actual financial performance against budget
- clearly defined standing orders

The Authority operates the corporate financial systems of Dundee City Council. These systems are subject to review by both the Council's internal audit service and the Council's external auditor.

In conclusion, we are not aware of any significant weaknesses or failures in the Authority's system of internal financial control that could have a material effect on the operations of the Authority.



Marjory M Stewart, FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning
Authority

16 September 2013



Pamela Ewen
SDPA Manager
Dundee, Perth, Angus and North Fife
Strategic Development Planning
Authority

16 September 2013

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) Amendment Regulations 2011 (Scottish Statutory Instrument No. 2011/64), which came into force on 31 March 2011. 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 and also in accordance with the non-statutory guidance set out in Scottish Government Finance Circular 8/2011, issued on 13 May 2011. 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 one employee meets the criteria for designation as a Senior Employee in 2012/2013, falling into category (i) above. 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 and is shown in the following table:

Remuneration Bands	No of Employees	
	2011/2012	2012/2013
£55,000 - £59,999	1	1
Total	1	1

ACCRUED PENSION BENEFITS

Pension benefits for Authority Employees are provided through the Local Government Pension Scheme (LGPS) which is a final salary pension scheme. This means that pension benefits are based on the final year's 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 members contribution rates for 2012/2013 remain at the 2009/2010 rates, but the tiers have changed and are as follows:

Whole Time Pay	Contribution Rate 2011/2012	Whole Time Pay	Contribution Rate 2012/2013
On earnings up to and including £18,000	5.5%	On earnings up to and including £19,400	5.5%
On earnings above £18,000 and up to £22,000	7.25%	On earnings above £19,400 and up to £23,700	7.25%
On earnings above £22,000 and up to £30,000	8.5%	On earnings above £23,700 and up to £32,500	8.5%
On earnings above £30,000 and up to £40,000	9.5%	On earnings above £32,500 and up to £43,300	9.5%
On earnings above £40,000	12%	On earnings above £43,300	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. 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

The accrued pension benefits for Senior Employees are set out in Table 2, together with the pension contributions made by the Authority.

Assumptions and Contextual Information

The value of the accrued pension 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. The pension figures shown relate to the benefits that the person has accrued as a consequence of their total Local Government service and not just their current appointment.

In considering the accrued pension benefits figures the following contextual information should be taken into account:

- (i) The figures for pension and lump sum are illustrative only in light of the assumptions set out above and do not necessarily reflect the actual benefits that any individual may receive upon retirement.
- (ii) The accrued benefits figures are reflective of the pension contributions that both the employer and the scheme member have made over a period of time. In 2012/2013, the scheme member contribution rate for Senior Employees was in the range of 8.1% to 10.0% of pensionable pay. In 2012/2013, the employer contribution rate was 18.0% of pensionable pay for Senior Employees.



Marjory Stewart FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
16 September 2013

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 2012/2013	Total Remuneration 2011/2012
Pamela Ewen	Manager	57,782	-	-	-	-	57,782	56,895
Total		<u>57,782</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,782</u>	<u>56,895</u>

TABLE 2 – SENIOR EMPLOYEES ACCRUED PENSION BENEFITS

Employee Name	Post Title	Pension as at 31 March 2013	Pension Difference from 31 March 2012	Lump Sum as at 31 March 2013	Lump Sum Difference from March 2012	Pension Contribution 2011/2012
Pamela Ewen	Manager	16.6	1.6	38.3	0.3	10,526
Total		<u>16.6</u>	<u>1.6</u>	<u>38.3</u>	<u>0.3</u>	<u>10,526</u>

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

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's responsibilities

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Treasurer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the audited Statement of Accounts

The Treasurer's responsibilities

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

In preparing this statement of accounts, the Treasurer has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code of Practice;
- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.
- Made arrangements for the propriety and regularity of the public finances (i.e. all funds falling within the stewardship of the Authority) of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority for which she is answerable.
- Signed the accounts and been responsible for ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with the guidance issued by the Scottish Ministers.

The Statement of Accounts present a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2013.



Marjory M Stewart FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
16 September 2013

**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 2011	180	180	(5)	175
<u>Movement in Reserves during 2011/12</u>				
Surplus or (deficit) on provision of services	32	32	-	32
Other Comprehensive Expenditure and Income	-	-	-	-
Total Comprehensive Expenditure and Income	32	32	-	32
Adjustments between accounting basis & funding basis under regulations (note 3)	(3)	(3)	3	-
Net Increase/Decrease before Transfers to Earmarked Reserves	29	29	3	32
Transfers to/from Earmarked Reserves	-	-	-	-
Increase/Decrease in 2011/12	29	29	3	32
Balance at 31 March 2012 carried forward	209	209	(2)	207
<u>Movement in Reserves during 2012/13</u>				
Surplus or (deficit) on provision of services	12	12		12
Other Comprehensive Expenditure and Income	-	-	-	-
Total Comprehensive Expenditure and Income	12	12	-	12
Adjustments between accounting basis & funding basis under regulations (note 3)	3	3	(3)	-
Net Increase/Decrease before Transfers to Earmarked Reserves	15	15	(3)	12
Transfers to/from Earmarked Reserves	-	-	-	-
Increase/Decrease in Year	15	15	(3)	12
Balance at 31 March 2013 carried forward	224	224	(5)	219

**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.

2011/12			2012/13				
Gross Expenditure £000	Gross Income £000	Net Expenditure/(Income) £000		Budgeted Net Expenditure/(Income) £000	Gross Expenditure £000	Gross Income £000	Net Expenditure/(Income) £000
			Expenditure				
147	-	147	Staff Costs	156	157	-	157
14	-	14	Property Costs	14	14	-	14
36	-	36	Supplies and Services	95	32	-	32
3	-	3	Transport Costs	3	3	-	3
3	-	3	Third Party Payments	20	34	-	34
8	-	8	Corporate and Democratic Core	8	8	-	8
211	-	211	Cost Of Services	296	248	-	248
-	(2)	(2)	Other Operating Income & Expenditure	-	-	(19)	(19)
-	(1)	(1)	Financing and Investment Income and Expenditure (note 4)	(1)	-	(1)	(1)
211	(3)	208	(Surplus)/Deficit on Provision of Services before Requisitions	295	248	(20)	228
-	(240)	(240)	Requisition Income	(240)	-	(240)	(240)
211	(243)	(32)	Total Comprehensive Income and Expenditure	55	248	(260)	(12)

**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 2012 £000		As at 31 March 2013 £000
	Current Assets	
211	Cash Held By Dundee City Council	222
3	Short Term Debtors	7
214		229
	Less Current Liabilities	
(7)	Short Term Creditors	(10)
<u>207</u>	Total Net Assets	<u>219</u>
	Represented By:	
209	Useable Reserve	224
(2)	Unusable Reserve	(5)
<u>207</u>		<u>219</u>



Marjory M Stewart FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife Strategic
Development Planning Authority
16 September 2013

**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.

2011/12		2012/13
£000		£000
(32)	Net (surplus) or deficit on the provision of services	(12)
<u>(5)</u>	Adjust net surplus or deficit on the provision of services for non cash movements	<u>1</u>
(27)	Net cash flows from Operating Activities (note 7)	(11)
-	Investing Activities	-
<u>-</u>	Financing Activities	<u>-</u>
(27)	Net increase or decrease in cash and cash equivalents	(11)
<u>(184)</u>	Cash and cash equivalents at the beginning of the reporting period	<u>(211)</u>
<u>(211)</u>	Cash and cash equivalents at the end of the reporting period (note 8)	<u>(222)</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 Statement of Accounts summarises the Authority's transactions for the 2012/13 financial year and its position at the year-end of 31 March 2013. The Authority is required to prepare an annual Statement of 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 2012/13 and the Service Reporting Code of Practice 2010/11, supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

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:

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- 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 9), 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 (egg 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 when the Authority is demonstrably committed to either terminating the employment of an employee or group of employees or making an offer to encourage voluntary redundancy. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Reserve balance to be charged with the amount payable by the Authority 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)

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 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 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 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 2012/13 £000
Movements in 2012/13			
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	3	(3)	-
Total Adjustments	3	(3)	-

	General Reserve Balance £000	Movement in Unusable Reserves £000	Total 2011/12 £000
Comparative Movements in 2011/12			
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	(3)	3	-
Total Adjustments	(3)	3	-

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

2011/12 £000		2012/13 £000
(1)	Interest receivable and similar income	(1)
(1)	Total	(1)

5 BALANCE SHEET - USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement on page 10.

6 BALANCE SHEET - UNUSABLE RESERVES

2011/12 £000		2012/13 £000
(2)	Accumulating Compensated Absences Adjustment Account	(5)
(2)	Total Unusable Reserves	(5)

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.

2011/12		2012/13
£000		£000
(5)	Balance at 1 April	(3)
5	Settlement or cancellation of accrual made at the end of the preceding year	3
(2)	Amounts accrued at the end of the current year	(5)
(3)	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)
(3)	Balance at 31 March	(5)

7 CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

2011/12		2012/13
£000		£000
(1)	Interest received	(1)
(1)	Total Operating Activities	(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 2012		31 March 2013
£000		£000
211	Cash managed By Dundee City Council	222
211	Total cash and cash equivalents	222

9 MEMBERS ALLOWANCES

In 2012/2013 the Authority there were no payments made for Members Allowances (2011/2012 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 KPMG LLP. The total fee payable to Audit Scotland for 2012/2013 for external audit services is £2,790 offset by rebate on previous year of £234 resulting in a net charge of £2,556 (2011/2012 £2,917).

11 EVENTS AFTER THE BALANCE SHEET DATE

There were no events that occurred between 1 April 2013 and 16 September 2013 that would have an impact on the 2012/2013 financial statements (2011/2012 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 2012/2013 financial year, the Authority entered into the following transactions with these four Councils as detailed below:

2011/2012			2012/2013	
Income From £000	Charges From £000		Income From £000	Charges From £000
		Angus Council		
<u>60</u>	-	Local Authority Contribution	<u>60</u>	=
<u>60</u>	-		<u>60</u>	=
		Dundee City Council		
60	-	Local Authority Contribution	60	-
1	-	Interest On Revenue Balances	1	-
=	8	Corporate Services	=	8
<u>61</u>	<u>8</u>		<u>61</u>	<u>8</u>
		Perth & Kinross Council		
60	-	Local Authority Contribution	60	-
<u>60</u>	=		<u>60</u>	=
		Fife Council		
<u>60</u>	-	Local Authority Contribution	<u>60</u>	=
<u>60</u>	-		<u>60</u>	=

The undernoted balance existed between the Authority and its related parties as at 31 March 2012.

31 March 2012			31 March 2013	
Amounts Due from £000	Amounts Due To £000		Amounts Due From £000	Amounts Due To £000
214	-	Dundee City Council Amounts	224	1

13 Authority as Lessee

Finance Leases

The Authority held no assets on finance lease during 2012/2013 and accordingly, there were no finance lease rentals paid to lessors during 2012/2013 (2011/2012 Nil). The Authority has no commitments to making payments to lessors in respect on finance leases.

Operating Leases

Operating lease rental payments of £14,190 were made during 2011/2012 (2011/2012 £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 20013/14 on a lease expiring after 2016/2017.

14 SHORT TERM DEBTORS

	31 March 2012 £000	31 March 2013 £000
Other local authorities	3	2
Other entities and individuals	-	5
Total	3	7

15 SHORT TERM CREDITORS

	31 March 2012 £000	31 March 2012 £000
Central government bodies	2	2
Local authorities	-	1
Other entities and individuals	5	7
Total	7	10

16 CONTINGENT LIABILITIES

No contingent liabilities existed at 31 March 2013 (31 March 2012 None).

17 CONTINGENT ASSETS

No contingent assets existed at 31 March 2013 (31 March 2012 None).

INDEPENDENT AUDITOR'S REPORT

Independent auditor's report to the members of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority and the Accounts Commission for Scotland

We have audited the financial statements of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority for the year ended 31 March 2013 set out on pages 10 to 20. 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 2012-13 (the 2012-13 Code).

This report is made solely to the members of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority and the Accounts Commission for Scotland, in accordance with Part VII of the Local Government (Scotland) Act 1973. Our audit work has been undertaken so that we might state to those two parties those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority and the Accounts Commission for Scotland, for this report, or the opinions we have formed.

Respective responsibilities of the Treasurer and auditor

As explained more fully in the Statement of Responsibilities on page 9, the Treasurer is responsible for the preparation of financial statements which give a true and fair view. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the statement of accounts to identify material misstatements or inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the affairs of the body as at 31 March 2013 and of its expenditure and income for the year then ended;
- have been properly prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012-13
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government Scotland Act 2003.

Opinion on other matters prescribed by the Local Government (Scotland) Act 1973

In our opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with the Local Authority Accounts (Scotland) Regulations 1985; and
- the information given in the Treasurer's Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent auditor's report to the members of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority and the Accounts Commission for Scotland (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Local Government (Scotland) Act 1973 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- the Statement on the System of Internal Financial Control does not comply with the 2012-13 Code; or
- there has been a failure to meet a prescribed financial objective.

Stephen Reid

for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

Saltire Court

20 Castle Terrace

Edinburgh

EH1 2EG

19 September 2013