

## **Item: 6**

**Orkney and Shetland Valuation Joint Board: 4 October 2022.**

**Annual Accounts 2021/22.**

**Report by Treasurer of the Board.**

### **1. Purpose of Report**

To present the Annual Accounts for the Orkney and Shetland Valuation Joint Board for financial year 2021/22.

### **2. Recommendations**

The Board is invited to note:

#### **2.1.**

That the Local Authority Accounts (Scotland) Regulations 2014 require the Board to consider and approve an audited set of accounts, including an annual governance statement, by 30 September each year, and publish the accounts on a website by 31 October.

#### **2.2.**

That, in terms of the Local Authority (Capital and Finance Accounting) (Scotland) (Coronavirus) Amendment Regulations 2022, the deadline for approval of the final accounts can be extended by two months, if required, from 30 September 2022 to 30 November 2022, with publication of the final accounts extended, if required, from 31 October 2022 to 15 December 2022.

#### **2.3.**

The management commentary, comprising pages 1 to 7 of the Annual Accounts, attached as Appendix 1 to this report, which provides an overview of the most significant matters reported in the Annual Accounts for financial year ended 31 March 2022, with the key facts and figures summarised at section 4.3 of this report.

**It is recommended:**

#### **2.4.**

That the Annual Accounts for financial year 2021/22, attached as Appendix 1 to this report, be approved.

## **3. Background**

### **3.1.**

The Valuation Joint Board (VJB) exists for the discharge of statutory functions relating to the preparation, publication and maintenance of both the Valuation Roll and Council Tax List (Valuation List). The Assessor and Electoral Registration Office also provides the electoral registration function on behalf of both island areas resulting in the publication and maintenance of the Register of Electors.

### **3.2.**

The Local Authority Accounts (Scotland) Regulations 2014 (“the Regulations”) require the Board to prepare and publish annual accounts that are subject to an external audit. The Board’s appointed external auditor is Deloitte LLP.

### **3.3.**

On 30 June 2022, the Board approved its unaudited accounts, together with the Annual Governance Statement, for the year ending 31 March 2022.

## **4. Main Issues**

### **4.1.**

The Annual Accounts for the year ended 31 March 2022, attached as Appendix 1 to this report, have been prepared in accordance with proper accounting practice as required by section 12 of the Local Government in Scotland Act 2003.

### **4.2.**

Proper accounting practices include compliance with the Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code) and the Service Reporting Code of Practice, supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee.

### **4.3.**

The management commentary, comprising pages 1 to 7 of the Annual Accounts, provides an overview of the most significant matters reported in the Annual Accounts for financial year ended 31 March 2022. These issues can be summarised as follows:

#### **4.3.1.**

Key risks identified by the Board include staffing, particularly in relation to the loss of key members of staff and/or an inability to recruit or retain staff to support the valuation and electoral registration functions of the Board. In response to the recruitment and retention issues, an independent consultant was commissioned in 2020 to determine if the structure in place for pay and grading met the current and

future needs of the Board. This review process concluded in May 2021 when a revised pay and grading model was approved and introduced by the Board.

#### **4.3.2.**

The Board reported an overall overspend of £23,922 against its budget in 2021/22. This can be attributed to an overspend of £72,235 in operating costs, mainly as a result of external consultants brought in to provide additional capacity to support valuation work, together with additional audit costs for work carried out as a result of governance and decision making issues raised in the 2020/21 audit. This overspend was reduced by an underspend of £38,236 in employee costs, due in the main to the Depute Assessor post remaining vacant for part of the year, and also grant funding of £10,000 being unspent in 2020/21 and therefore brought forward into 2021/22.

#### **4.3.3.**

The Balance Sheet sets out the net worth of the Board at 31 March 2022. When compared to 31 March 2021, there has been an overall decrease in the net liabilities of the Board of £629,213. This is due to a decrease in pension liabilities that represent a long-term commitment for the Board, and do not require to be met in any single year.

#### **4.4.**

The Annual Governance Statement sets out how the Board is governed, which includes details of the Governance Framework, a review of effectiveness and reports on significant governance issues. Issues identified during the 2020/21 audit process meant that the Board was no longer compliant with five of the seven principles of the CIPFA/SOLACE framework. No significant governance issues were identified during 2021/22. The Board is currently fully compliant with three and partially compliant with four of the seven principles of the CIPFA/SOLACE framework.

## **5. Corporate Governance**

Preparation and presentation of the annual accounts is a key element of the Board's overall governance and reporting arrangements. The Orkney and Shetland Valuation Joint Board has a responsibility to make arrangement for the proper administration of its financial affairs and to approve the annual accounts for signature.

## **6. Financial Implications**

There are no financial implications arising as a result of this report.

## **7. Governance Aspects**

### **7.1.**

Section 12 of the Local Government (Scotland) Act 2003 requires the Board to observe proper accounting practice, including compliance with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) issued by CIPFA / LASAAC. The Code is based on International Financial Reporting Standards (IFRSs).

## 7.2.

The content and implications of this report have been reviewed and, at this stage, it is deemed that the Board **DOES NOT** require external legal advice in consideration of the recommendations of this report.

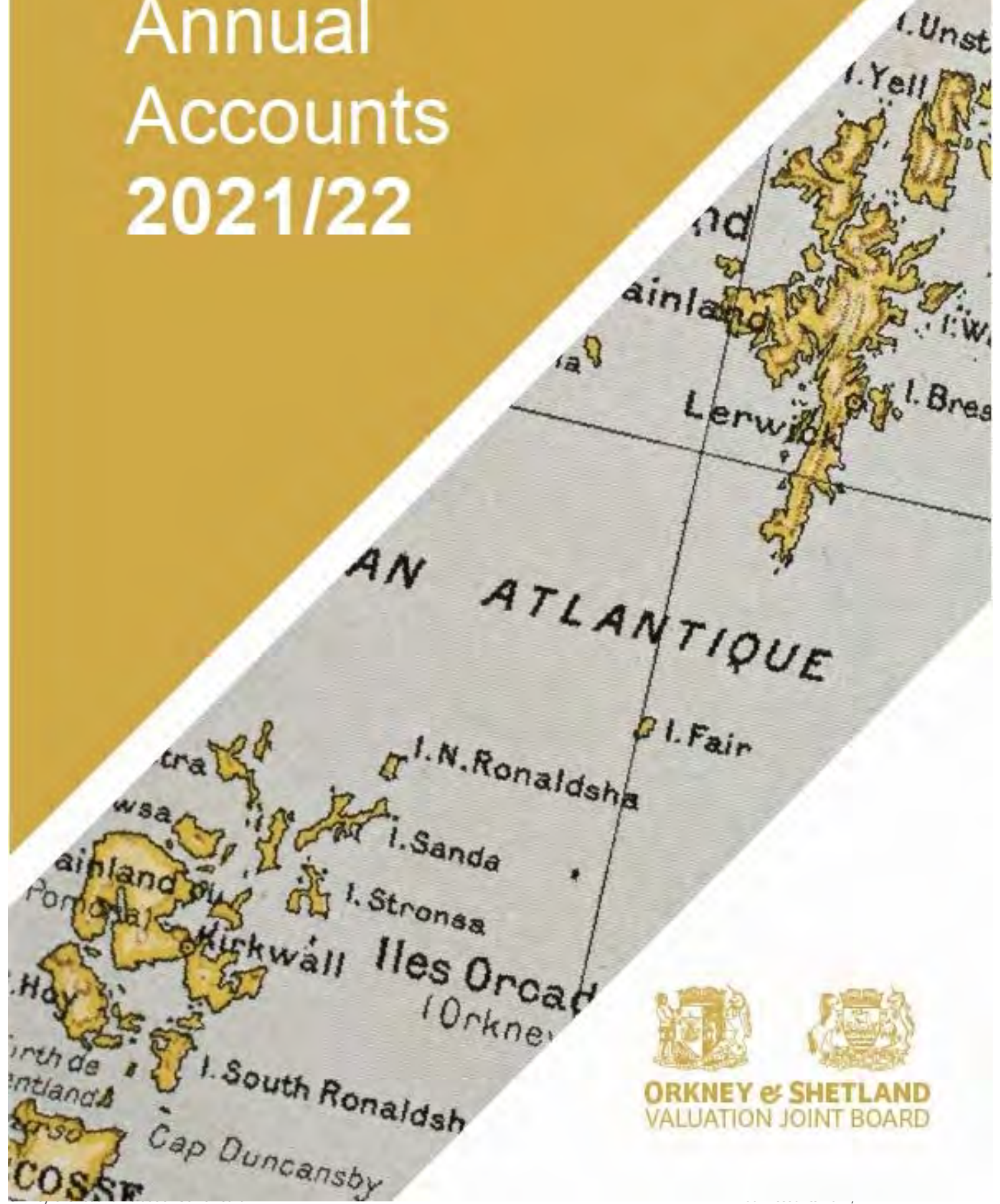
## 8. Contact Officer

Erik Knight, Treasurer to the Board, Email [erik.knight@orkney.gov.uk](mailto:erik.knight@orkney.gov.uk).

## 9. Appendix

Appendix 1: Annual Accounts for financial year 2021/22.

# Audited Annual Accounts 2021/22



**ORKNEY & SHETLAND**  
VALUATION JOINT BOARD

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## Management Commentary

The purpose of the Management Commentary is to help all users of the accounts to assess how the Orkney & Shetland Valuation Joint Board (“the Board”) has performed during 2021/22 and understand the year-end financial position as at 31 March 2022. In addition, it provides a narrative on the financial outlook for the Board during financial year 2022/23 and beyond.

### Introduction

The Board exists for the discharge of statutory functions relating to the preparation, publication and maintenance of both the Valuation Roll and Council Tax List (Valuation List).

The role of the Assessor and Electoral Registration Officer is to undertake the duties of Assessor and to provide the electoral registration function on behalf of both island areas.

All three documents (Valuation Roll, Valuation List and Electoral Register) are available for public inspection at the Assessor's offices, at the public libraries and offices of the two constituent authorities. As public offices may be closed or access may be limited due to COVID-19 a searchable online facility for the Valuation Roll and Council Tax List is available here: <https://www.saa.gov.uk/orkneyandshetland/>

Amendments to the Electoral Register can be processed online at: <http://gov.uk/register-to-vote>

There are 14 Assessors in Scotland, of which four are appointed directly by a single Council and the remaining 10 are appointed by Valuation Joint Boards comprising elected members from two or more Councils. Where a Valuation Joint Board exists, as in Orkney and Shetland, the duties, powers and responsibilities of the constituent Councils as Valuation Authorities are delegated to the Board. An Assessor is responsible for the valuation of both domestic and non-domestic properties within one or more Council areas. Each board appoints an independent Assessor to ensure that valuations are free from political influence or interference. This is essential to the performance of the Assessor's statutory duties, which can involve situations where the interests of the local authority and the ratepayer may conflict.

## Composition of the Board

The Board is a separate public body from the two constituent authorities, being Orkney Islands Council and Shetland Islands Council and draws its membership from them, each nominating five Councillors to serve on the Board. Board members are as follows:

### Members:

Orkney Islands Council
Andrew Drever (Convener)*
Rob Crichton*
David Dawson*
Barbara Foulkes*
Harvey Johnston*
Stephen Clackson (from 16 May 2022) <sup>2</sup>
Lindsay Hall (from 16 May 2022)
Kristopher Leask (from 16 May 2022)
John Ross Scott (from 16 May 2022)
Jean Stevenson (from 16 May 2022)
Shetland Islands Council
Theo Smith (Vice-Convener)**
Alastair Cooper**
Allison Duncan
John Fraser**
George Smith**
Stephen Leask (from 23 May 2022) <sup>1</sup>
Liz Peterson (from 23 May 2022)
Gary Robinson (from 23 May 2022)
Ryan Thomson (from 23 May 2022)

\* Until 16 May 2022.

\*\* Until 23 May 2022 (following Local Government elections).

<sup>1</sup> Convener from 30 June 2022.

<sup>2</sup> Vice-Convener from 30 June 2022.

### Substitute Members:

Orkney Islands Council
Steven Heddle*
Heather Woodbridge*
James Moar (from 16 May 2022)
Gillian Skuse (from 16 May 2022)
Shetland Islands Council
Stephen Leask**
Emma Macdonald**
Robbie McGregor**
Ryan Thomson**



Bryan Peterson (from 23 May 2022)  
John Leask (from 23 May 2022)  
Neil Pearson (from 23 May 2022)  
Andrea Manson (from 23 May 2022)  
Arwed Wenger (from 23 May 2022)

\* Until 16 May 2022.

\*\* Until 23 May 2022 (following Local Government elections)

Copies of the minutes of meetings and audited accounts of the Board can be found on the Board's website: [www.orkney-shetland-vjb.co.uk](http://www.orkney-shetland-vjb.co.uk).

## Chief Officials

Assessor & Electoral Registration Officer:  
Dennis M Stevenson MRICS IRRV  
(Until 31 March 2022)

Darryl Rae BSc (Hons) MRICS AEA (Cert Scotland)  
(From 16 May 2022)

Acting Assessor:  
Robert Eunson MRICS  
(From 1 April 2022 to 15 May 2022)

Acting Electoral Registration Officer:  
Ian Leslie AEA (Cert – Scotland)  
(From 1 April 2022 to 15 May 2022)

The following appointed office bearers of the Board are employed on a substantive basis by Orkney Islands Council:

Treasurer:  
Colin Kemp CPFA  
(Until 11 September 2022)

Treasurer:  
Erik Knight FCCA  
(From 12 September 2022)

Clerk:  
Karen Greaves BEM

## Background

The functions of the Assessor are different from those of most other Local Government Officers, whose duties are to carry out the policies of local authorities, as determined by elected Councillors. The Assessor is required to balance the interests of individual ratepayers against those of others in terms of valuation levels.

The independence of the Assessor is necessary to ensure that decisions are made on considerations of value, without political pressure. The actions of the Assessor are subject to scrutiny however, through an appeals process.

Further detail can be found here:

<http://www.saa.gov.uk/the-assessor.html>

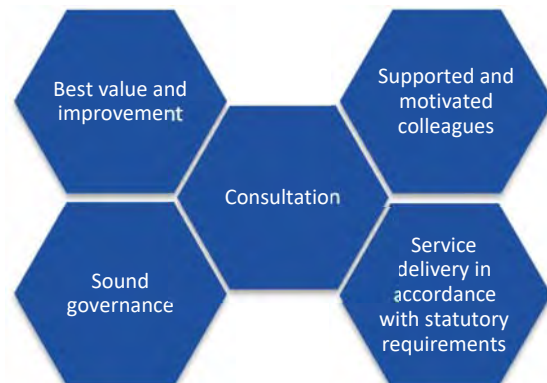
## Strategy

### Corporate Plan

The Board has a three-year corporate plan covering financial years 2019 to 2022. It sets out the Board's vision as follows:

“to provide a range of valuation and electoral services to the stakeholders of the Valuation Joint Board in accordance with statute and at levels of excellence which meet or exceed their expectations”

Five core strategic objectives have been identified in the corporate plan, as follows:



The Board's senior management team monitors the plan. Any review or update to the plan is reported to the Board through the 6-monthly Best Value progress report.



The five core strategic objectives are always at the forefront of planned activities, which has been tested as the Board conducted business during the COVID-19 pandemic. While recognising the duty to secure the Best Value and Consultation objectives, the focus has been on maintaining a core service within statutory requirements, sound governance and supporting employees throughout the period of remote working.

The corporate plan can be found at: <http://www.orkney-shetland-vjb.co.uk/THE%20BOARD.html>

## Performance Information

2021/22 was another active year for the Board and its employees involving the continuing citation and negotiation of non-domestic 2017 rating revaluation appeals, which have to be settled by 31 December 2022, in addition to ongoing valuation duties. Along with the annual electoral canvass, 2021/22 included the Scottish Parliament Election on 6 May 2021 and preparations for the Local Government Elections on 5 May 2022. There were no unplanned electoral events.

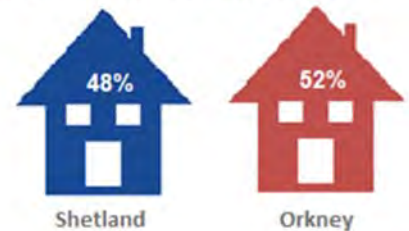
Individual Electoral Registration (IER) continues to be a demand on resources. Funding from the Cabinet Office was last received in 2019/20, however with the introduction of Canvass reform in 2020 no further IER Cabinet Office funding is available.

Work on the rolling programme to update and revalue subjects contained in the asset register, along with insurance valuations on behalf of Orkney Islands Council, continues to be an extra service provided by

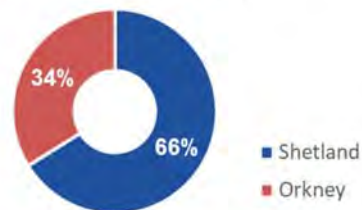
the Board. While this service is funded, the impact on the statutory functions of the Board is continually monitored. There has been no adverse impact on existing resources in provision of this valuation service.

As at 31 March 2022, the Board had:

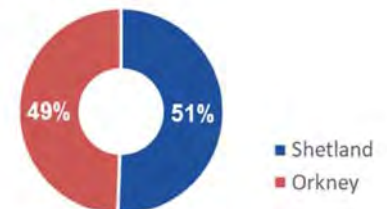
### ENTRIES IN VALUATION ROLL: 5,040



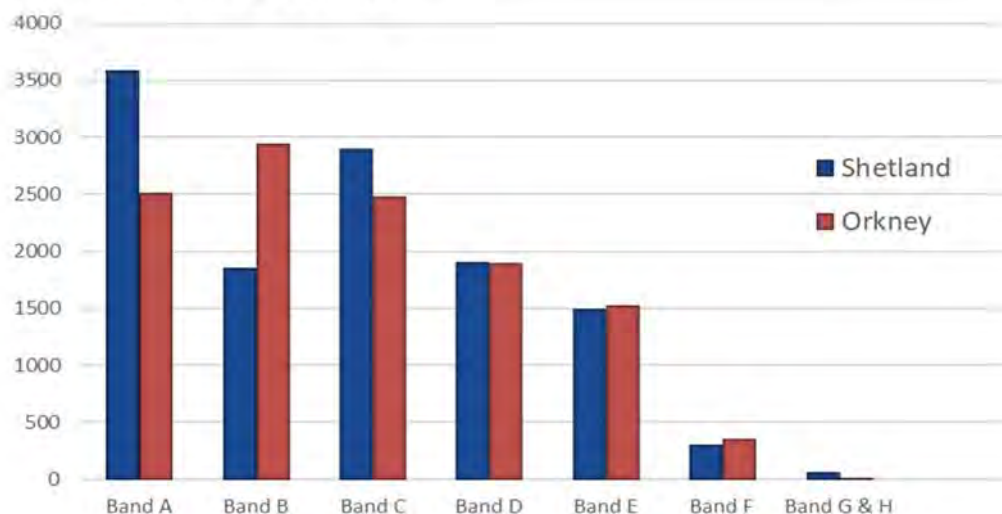
### RATEABLE VALUE: £85,605,100



### ELECTORS: 35,728



### COUNCIL TAX PROPERTIES: 23,854



## Key Performance Indicators

The Board has adopted an agreed range of local non-financial Key Performance Indicators (KPIs) with reference to those published by other VJBs. Performance targets are set annually by the Assessor with consideration of previous achievements, pressures on resources and anticipated workload.

The non-financial KPIs are:

Council Tax List	2021/22		2020/21
	Target %	Actual %	Actual %
% entered in List within 3 months of occupation	87.00	96.32	93.78
% entered in List within 6 months of occupation	96.00	98.86	97.30
% entered in List more than 6 months after occupation	<4.00	1.14	2.70
Valuation Roll	2021/22		2020/21
	Target %	Actual %	Actual %
% entered in Roll within 3 months of effective date	75.00	77.82	81.12
% entered in Roll within 6 months of effective date	90.00	90.15	90.90
% entered in Roll more than 6 months after effective date	<10.00	7.73	9.10
Total Reduction on appeal	<1.00	6.14	3.03

The non-financial targets have remained the same as for 2018/19 up to 2021/22.

The Depute Assessor's post was filled in November, however the long-term nature of this vacancy has had an effect on the Valuation Roll non-financial KPIs, along with a resource focus on settling the outstanding 2017 Revaluation non-domestic rating appeals.

Further information on performance can be found here:

<http://www.orkney-shetland-vjb.co.uk/KPIWeb06.html>

Financial KPIs:

Financial Management	2021/22	2020/21
Actual net expenditure as a percentage of budgeted net expenditure.	103%	88%

The comparison of the actual outturn to budgeted net expenditure is a measure of the effectiveness of financial management. Quarterly revenue monitoring reports inform this key financial indicator of the Board's performance over the financial year and of the affordability of its ongoing commitments. The Financial Performance section on the following page contains further information.

The performance targets and outcomes for 2021/22 were duly reported and considered by the Board on 04 October 2022.

## Risks and Uncertainties

The maintenance of a risk register ensures the Board's functions operate effectively under all assessable and identifiable risks. The risk register assesses the likelihood and impact of identifiable risks and provides actions to mitigate or minimise them. A traffic light system is used to show the overall risk rating - green being low risk, amber medium and red high.

Progress against actions are regularly monitored and the latest report was presented to the Board on 18 November 2021. The risk register identified a total of 47 risks and of these no risks are red, six are amber and the remainder are green.

The Board's risks and uncertainties can be summarised as:

- Staffing - in relation to the loss of key members of staff and/or an inability to recruit or retain staff to support the valuation functions of the Board;
- Staffing – an inability to appoint sufficient staff to deliver an electoral registration function;
- Failure to maintain an up to date Electoral register, through late or non-delivery of household enquiry forms and/or invitations to register; and

- In response to the long running recruitment and retention challenges being faced by the Board, an Independent Consultant was commissioned in 2020 to determine if the structure in place for pay and grading of staff met the current and future needs of the Board. This review process concluded in May 2021 when a revised pay and grading model was approved and introduced by the Board.

Full details on the risks identified along with the steps to mitigate these can be found at:

<http://www.orkney-shetland-vjb.co.uk/THE%20BOARD.html>

Since the most recent presentation of the risk register in November, the Board has faced no further risks and uncertainties that have not yet been reported.

## Primary Financial Statements

The accounting framework defines local authorities as Councils constituted under Section 2 of the Local Government (Scotland) Act 1994 and the Valuation Joint Boards (Scotland) Order 1995 and those bodies to which Section 106(1) of the Local Government (Scotland) Act 1973 applies (i.e. committees, joint committees and joint boards, the members of which are appointed by local authorities and charities, etc.).

The Annual Accounts summarise the Board's transactions for the year and its year-end position at 31 March 2022. The Annual Accounts are prepared in accordance with the International Accounting Standards Board Framework for the Preparation and Presentation of Financial Statements as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

A description of the purpose of the Primary Financial Statements has been included immediately prior to each statement: the Comprehensive Income and Expenditure Statement (CIES), Movement in Reserves Statement and Balance Sheet. These three statements are accompanied by Notes to the Accounts, which set out the Accounting Policies adopted by the Board and provide more detailed analysis of the figures disclosed on the face of the Primary Financial Statements.

There is no Cashflow Statement because the Board does not have a bank account. All transactions are accounted for through Orkney Islands Council as administering authority.

The Primary Financial Statements and notes to the accounts, including the accounting policies, form the relevant Annual Accounts for the purpose of the auditor's report.

## Financial Performance

The purpose of the Annual Accounts is to present a public statement on the stewardship of funds for the benefit of both members of the Board and the public. The Board meets several times a year, with its budget meeting taking place in February or March. A proposed budget is presented to the Board annually and takes account of any known commitments and costs pressures. This is viewed within the context of the available resources of the constituent authorities before the Board approves the budget for the year.

The Board's budget is its prime annual planning document and actual expenditure is monitored against it during the year. Any underspend or overspend of budget is reported to the Board in the quarterly revenue monitoring reports and annual requisitions are adjusted accordingly.

The 2022/23 budget was approved by the Board on 3 March 2022 and has been funded by the two constituent authorities.

The Comprehensive Income and Expenditure Statement (CIES) presents the full economic cost of providing the Board's services in 2021/22. This differs from the budgeted outturn position shown in the following table as the CIES includes accounting adjustments required to comply with proper accounting practice. The difference between the CIES and the actual outturn position is purely as a result of necessary accounting adjustments in the former. The Cost of Services of £1,063k (£764k in 2020/21), which is disclosed on the CIES, has been reconciled to the outturn used for management decision making of £947k (£710k in 2020/21), within Note 1: Expenditure and Funding Analysis.

Expenditure (net of income from fees and charges) that is funded from Orkney and Shetland Islands Councils and the Cabinet Office in 2021/22 is summarised in the following table:

	2021/22		
	Revised Budget £	Actual £	Variance £
<b>Expenditure:</b>			
Employee Costs	760,500	722,264	38,236
Operating Costs	205,300	277,535	(72,235)
<b>Income:</b>			
Fees and Charges	(43,200)	(43,277)	77
Specific Grant Income	0	(10,000)	10,000
<b>Net Expenditure</b>	<b>922,600</b>	<b>946,522</b>	<b>(23,922)</b>

Overall in 2021/22, the Board overspent against its budget. An underspend on employee costs for the year was due in the main to the Depute Assessor post remaining vacant for part of the year. Operating costs were overspent as a result of external consultants brought in to provide additional capacity to support valuation work, together with additional audit costs. Savings on transport and administration costs also arose as a result of ongoing restrictions on staff travel and subsistence during the year, which were offset in part by the need for additional printing for the elections.

## The Balance Sheet as at 31 March 2022

The Balance Sheet sets out the total net worth of the Board at a snapshot in time. When comparing the net worth of the Board at 31 March 2022 to that of the prior year, an overall decrease in the net liabilities of the organisation of £629k (£528k increase in 2020/21) can be seen.

This has been driven by a decrease in pension liabilities that represent a long-term commitment for the Board and do not require to be met in any single year. The decrease results from updated pension assumptions which interact in complex ways. For example, an increase in the net discount rate has the effect of decreasing pension liabilities, as a lower value is placed on benefits paid in the future. Changes in these assumptions are further discussed in Note 15: Defined Benefit Pension Schemes.

## Material Transactions

### Pension Liability

In order to comply with International Accounting Standard (IAS) 19 - Employee Benefits, a valuation of the Shetland Islands Council Pension Fund was made

by the Fund Actuary as at 31 March 2022. This indicated a net pension liability for the Board of £1.804m compared to a net pension liability of £2.435m as at 31 March 2021. The movement in the year is influenced by actuarial assumptions and changes which have acted to decrease the valuation as at 31 March 2022.

The pension fund is a long-term commitment and is subject to a triennial actuarial valuation; the last valuation at 31 March 2020 recorded a funding level of 75% and determined that the contributions the Board makes to the pension fund should increase in line with the actuary's valuation and recommendations.

Given the net pension liability is an actuarial estimation, i.e. an attempt to look into the future which is dependent on complex judgements, its value is subject to a high degree of uncertainty. The actual results could therefore be materially different from estimates however, such effects can be measured. The effects of changes of assumptions are further discussed in Note 15: Defined Benefit Pension Schemes.

Detailed information on the Shetland Islands Council Pension Fund can be found here:

<http://www.shetland.gov.uk/about/finances/>

## Looking Ahead

### 2022/23 Budget

Looking forward, the Board approved its 2022/23 budget at the Board meeting on 3 March 2022. The approved budget has been set at £956k, which is an increase of £33k (4%) on the 2021/22 revised budget and principally included an allowance for the pay award and for increases in employers National Insurance and pension contributions. This will allow the Board to discharge its duties and meet the challenges it faces in response to the planned reform of business rates.

The Scottish Government has allocated £70k to each constituent Council in 2022/23 to support the additional costs of implementing the Barclay Review recommendations. This funding is included in the above approved budget of £956k.

Further information on the Barclay Review can be found here:

<https://www.gov.scot/Publications/2017/08/3435>

## COVID-19

Prior to the start of financial year 2021/22, the Board's senior management team had reacted to the UK and Scottish Government's announcements on a second countrywide lockdown at the beginning of January 2021 by re-introducing a range of temporary measures. These measures focused on, amongst other things, the welfare of staff, and continued homeworking in order that statutory undertakings could continue to be carried out where possible. Arrangements put in place to deal with all correspondence, both electronic and by post, and for Board staff to have access to IT systems have since been maintained for the duration of financial year 2021/22, to facilitate the following:

- The Valuation Roll for non-domestic rating to be maintained, however activity in this area did reduce in respect of alterations where physical survey was required. Appeals continued to be dealt with where possible. Additionally, over 170 appeals had been received against Valuation Roll entries as a result of the pandemic as at April 2021. No further appeals were received as at April 2022.
- The Valuation List for Council Tax to be maintained, new entries added to the List including any band increases as a result of dwellings being materially altered and then subsequently sold where information existed which allowed such changes to be made without the need to undertake site visits. Proposals and appeals continued to be dealt with where possible; and
- The Electoral Registers to be maintained and monthly updates produced as normal. Invitation to Register forms to be issued and processed as appropriate, although there was a current halt on any door-to-door visits. Working processes and gearing up resources, with the aid of funding, for the Scottish Parliamentary Election held on 6 May 2021 and the Local Government Elections on 5 May 2022.

## Beyond 2022

A medium-term financial plan (MTFP), forecasting the Board's income and expenditure requirements over the medium-term was presented to the Board on 3 March 2022. The MTFP aims to allow the Board to demonstrate value for money and improved transparency by setting out how available resources will be deployed going forward, as well as identifying any opportunities where efficiencies may exist. The MTFP identifies a funding gap of between £92,000 to £100,000 in respect of "Best Case" and "Worst Case" scenarios over the three-year period 2022/23 to 2024/25 with £97,000 based on a most "Likely Case" scenario. The MTFP will provide a practical framework within which choices can be identified, debated and approved.

## Acknowledgements

Finally, we would like to acknowledge all the hard work of the officers in Orkney Islands Council and the officers of the Board who have had a role in the preparation of these Annual Accounts and those who have worked diligently throughout the year in the delivery of the Board's objectives.

.....  
Stephen Leask  
Convener  
Orkney & Shetland Valuation Joint Board  
04 October 2022

.....  
Erik Knight FCCA  
Treasurer  
Orkney & Shetland Valuation Joint Board  
04 October 2022

.....  
Darryl Rae BSc (Hons) MRICS AEA (Cert Scotland)  
Assessor and Electoral Registration Officer  
Orkney & Shetland Valuation Joint Board  
04 October 2022



## Annual Governance Statement

### Scope of Responsibility

The Orkney & Shetland Valuation Joint Board's responsibilities are to:

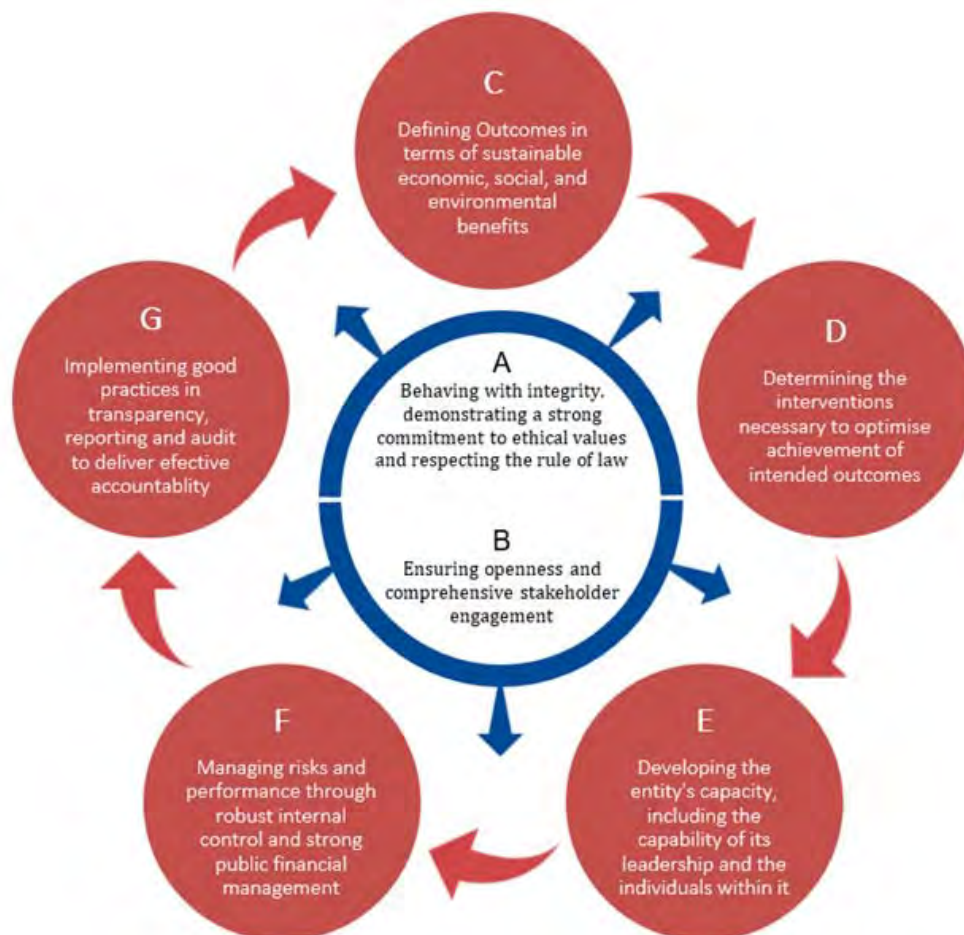
- Ensure its business is conducted in accordance with the law and proper standards;
- Safeguard and properly account for public money; and
- Use public money economically, efficiently and effectively.

To discharge the Board's responsibilities, the Board must put in place proper arrangements for the governance of its affairs, to facilitate the effective exercise of its functions which includes arrangements for the management of risk.

## The Governance Framework

The Board is committed to the pursuit of proper corporate governance throughout the services it delivers and to establishing the principles and practices by which this can be achieved. The governance framework is the system by which the Board leads, directs and controls its functions and relates to the community and other stakeholders. It includes the systems, processes, cultures and values through which the Board strives to adhere to the principles of good governance of openness, inclusivity, integrity and accountability.

The Board's governance environment is consistent with the seven core principles of the revised 2016 CIPFA/SOLACE framework pictured below, which shows each of the seven principles and their interactions.





Principles A and B contain the overarching principles of good governance which percolate down through the remaining principles.

The table below summarises the Board’s compliance with the CIPFA/SOLACE framework and the CIPFA Financial Management Code and gives examples where the Board demonstrates adherence.

Principle	Compliance	Comment
<p><b>A – Behaving with integrity, demonstrating a strong commitment to ethical values and respecting the rule of law</b></p>	<p style="text-align: center;">✓ (Partial)</p>	<p>Elected members and officers from both constituent authorities are expected to abide by their respective codes of conduct. In order to avoid duplication, the Board relies on the register of interests and gifts maintained by the relevant constituent authorities for elected members. These can be found at:</p> <ul style="list-style-type: none"> <li>• <a href="#">Orkney Islands Council - Register of Interests &amp; Gifts</a></li> <li>• <a href="#">Shetland Islands Council - Register of Interests &amp; Gifts</a></li> </ul> <p>The Assessor is bound by the policies of the Board and also must adhere to the professional standards and ethics regime set by the RICS.</p> <p>There were no recorded breaches of codes of conduct by officer or members during the 2021/22.</p> <p>Standing Orders regulate the form and content of Board meetings.</p> <p>Financial Regulations and Contract Standing Orders, modelled on those of Orkney Islands Council, provide a scheme of delegation for financial decisions. These can be found here:</p> <ul style="list-style-type: none"> <li>• <a href="#">OIC Financial Regulations</a></li> <li>• <a href="#">OIC Contract Standing Orders</a></li> </ul> <p>The Board reviewed its Standing Orders on 30 June 2022, while work to develop Financial Regulations specific to the Board is underway.</p> <p>The Board did not follow its own Standing Orders when holding an informal meeting to discuss the recruitment process for the Assessor &amp; ERO post and some actions taken by officers following this meeting have been identified as being ultra vires in that officers did not have the proper authority to make these. A separate report on this subject was presented to a special meeting of the Board on 20 January 2022, including an action plan to address this issue.</p> <p>A training session on the respective roles and responsibilities of members and officers was provided to the Board on 25 February 2022.</p> <p>An induction programme commenced for members of the Board on 30 June 2022, following the recent local elections in May 2022 and new appointments to the Board.</p>
<p><b>B – Ensuring openness and comprehensive stakeholder engagement</b></p>	<p style="text-align: center;">✓</p>	<p>The Assessor’s annual public performance report and annual accounts are available on the Board’s website:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.orkney-shetland-vjb.co.uk/THE%20BOARD.html">http://www.orkney-shetland-vjb.co.uk/THE%20BOARD.html</a></li> <li>• <a href="http://www.orkney-shetland-vjb.co.uk/KPIWeb06.html">http://www.orkney-shetland-vjb.co.uk/KPIWeb06.html</a></li> </ul> <p>The Assessor also makes significant use of media to communicate relevant items of news. For example, to publicise the annual electoral canvass the Assessor pre-recorded a broadcast on local radio.</p> <p>Procedures are in place to meet requests made under the Freedom of Information (Scotland) Act 2002. Community engagement is driven by</p>



		<p>the priorities of the particular aspect of the service under consideration. This is particularly evident during the lead up to elections when the information supplied and personal engagement through the media, gives timely information to the voting public of timescales to meet and the value to be gained, for example, by maximising absent voting options.</p> <p>The financial management arrangements conform to the governance requirements in the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016), which will ensure the Board's financial management arrangements are sound and robust.</p> <p>The Board further engages stakeholders and demonstrates continuous improvement in its journey of increasing openness and transparency, in agreeing to live-stream Board meetings at its meeting on 3 March 2022.</p>
<b>C – Defining outcomes in terms of sustainable, economic, social and environmental benefits</b>	✓	<p>Progress and performance reports are presented to Board meetings on a regular basis. Records of decision-making, meeting agendas, reports (and any supplementary appendices) and minutes of Board meetings are published timeously with effect from 24 June 2021 on Orkney Islands Council's website: <a href="http://Orkney.gov.uk">Diary of Meetings (orkney.gov.uk)</a>. Prior to this date this information is held on the Shetland Islands Council's website: <a href="http://Shetland.gov.uk">Council Meetings – Shetland Islands Council</a>.</p>
<b>D – Determining the interventions necessary to optimise the achievement of intended outcomes</b>	✓	<p>Key performance indicators have been established for the service and performance against these indicators are reported through the Assessor's annual report.</p> <p>Standing Orders provide a framework for decision making, with Financial Regulations providing a scheme of delegation for financial decisions.</p> <p>The annual budget complies with obligations on the budget setting process.</p> <p>A medium-term financial plan (MTPF) aims to demonstrate value for money and improved transparency by setting out how available resources will be deployed by the Board over the short to medium term, as well as identifying any opportunities where efficiencies may exist. The plan has linkages to the Board's Corporate and Service Plan and the Workforce Plan. The principal focus of the MTPF is on maintaining the provision of an effective valuation assessor and electoral registration officer services for the Orkney and Shetland Islands areas. The MTPF also aims to provide some certainty to both constituent authorities with regards to resource requirements in future years. The Board duly approved a MTPF on 3 March 2022.</p>
<b>E – Developing the entity's capacity, including the capability of its leadership and the individuals within it</b>	✓ (Partial)	<p>Functions and roles of statutory posts including the Assessor, Clerk, Electoral Registration Officer (ERO) and Treasurer have clearly defined job descriptions.</p> <p>Member development plans are in place for elected members in Orkney Islands Council and Shetland Islands Council, which are refreshed each year. Additionally, elected members have access to the Improvement Service's CPD framework for elected members</p> <p>Officers are supported in achieving their continued personal development obligations to remain professionally competent.</p>

		<p>Standing Orders provide a framework for decision making, with Financial Regulations providing a scheme of delegation for financial decisions.</p> <p>Some actions taken by officers following the informal meeting of the Board on 6 September 2021 have been assessed as being ultra vires in that they did not have the proper authority to make these decisions. It is also recognised that there is a need to clarify the respective roles and responsibilities between the Board and the constituent local authorities going forward. A separate report on this subject was presented to the Board on 20 January 2022, including an action plan to address this issue.</p>
<p><b>F – Managing risks and performance through robust internal control and strong public financial management</b></p>	<p style="text-align: center;"> <b>(Partial)</b></p>	<p>The Board reviews and approves the Annual Governance Statement.</p> <p>Scrutiny is secured through internal and external audit.</p> <p>Decisions of the Assessor are subject to public scrutiny and scrutiny via an appeal and complaint process to the respective judicial bodies and external stakeholders that monitor performance, such as the Electoral Commission and the Electoral Management Board for Scotland.</p> <p>The provision of objective advice that supports evidenced-based decision making, in terms of policy or strategic direction, is an important element in how the Board demonstrates it manages its risks effectively. The proper officer roles of Clerk and Treasurer to the Board act to strengthen the internal control environment.</p> <p>Following the appointment of a consultant to provide depute assessor services in 2015 proper process had not been followed with the contract repeatedly extended in contravention of the requirements of the contract and good practice. A follow-up review, was undertaken by the Assessor and ERO, has confirmed that this was an isolated case and that senior management of the Board will follow and reflect procurement law and regulations going forward.</p>
<p><b>G – Implementing good practices in transparency, reporting and audit to deliver effective accountability</b></p>	<p style="text-align: center;"> <b>(Partial)</b></p>	<p>The Board maintains a website where users can find further information about the Board’s performance and the financial accounts, including feedback from external audit in the form of the external audit report and action plan.</p> <p>The Board adopts the Scottish Information Commissioner’s “Model Publication Scheme” and publish on its website a guide to information. This is valid for 3 years effective from 31 May 2021. Information published include the Board’s data protection policy, data retention policy and privacy notices.</p> <p>The administering authority function transferred to Orkney Islands Council during 2020, with the provision of financial services effective from 1 April 2021.</p> <p>Audit recommendations and action points are now routinely reported to and monitored by the Board.</p> <p>The Board further engages stakeholders and demonstrate continuous improvement in its journey of increasing openness and transparency, in agreeing to live-stream Board meetings at its meeting on 3 March 2022.</p>

		<p>The Board did not follow its own Standing Orders when holding an informal meeting to discuss the recruitment process for the Assessor &amp; ERO post and some actions taken by officers following this meeting have been identified as being ultra vires in that officers did not have the proper authority to make these decisions. Although the Board duly considered a report on 30 September 2021 to homologate the actions of officers, the reporting was considered incomplete as to the status of the situation. The Board is not able to retrospectively approve unlawful actions. A separate report on this subject was presented to the Board on 20 January 2022, including an action plan to address this issue.</p>
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## Review of Effectiveness

The Board has a responsibility for ensuring the continuing effectiveness of the governance framework and systems of internal control. The review of effectiveness is informed by:

- Progress towards key strategic and service objectives, as demonstrated through regular performance reporting on targets and key performance indicators;
- Financial and budget monitoring;
- Internal audit reviews on the systems of the Council as used by the Board;
- The work of managers within the Board;
- The Annual Accounts; and
- External audits.

The internal audit function is provided by Orkney Islands Council following the transfer of the administering authority function along with the provision of financial services with effect from 1 April 2021. Strategic planning, professional management and reporting for the internal audit function of Orkney Islands Council is provided by the Council's Chief Internal Auditor. An Internal Audit Strategy and Plan was considered by the Board at its meeting on 30 June 2022.

During the year, no specific internal audits were carried out for the board. Internal audits undertaken within Orkney Islands Council that focused on the internal control environment found no serious deficiencies that impacted on the Board's activity.

The Board acknowledges in the table above that, while progress has been made over the last year to strengthen its compliance with the CIPFA/SOLACE principles of good governance, further work is still required.

## Significant Governance Issues

The system of governance can provide only reasonable, and not absolute, assurance that assets are safeguarded, transactions are authorised and properly recorded, material errors or irregularities are either prevented or would be detected within a timely period and all the significant risks impacting on the achievement of our objectives have been mitigated.

No new significant governance issues were identified during financial year 2021/22.

## Update on Significant Governance Issues previously reported

The following table details the actions taken to address the significant governance issues previously reported in the Annual Governance Statement.

Prior Years Significant Governance Issues	Responsible Officer(s)	Agreed Action	Progress
The Board does not have a MTFP or current financial strategy in place. The Board had been waiting for further information about the implementation of the Barclay Review in order to more realistically determine the likely level of resources required to deliver services in the short and medium terms.	Treasurer to the Board	A commitment to develop a MTFP and revised financial strategy for presentation to the Board before the end of 2019.	MTFP plan presented to the Board on 3 March 2022. This action is now complete.
Unsuccessful recruitment of the Depute Assessor Post.	Assessor and Electoral Registration Officer	That the Board keep the situation under constant review and the Assessor reports on recruitment options in 2019/20.	Efforts to recruit a Depute Assessor had been put on hold in 2020 pending the outcome of the pay and grading review. While a revised pay and grading model was approved and implemented by the Board early in 2021/22, this issue was further compounded by the planned retiral of the Assessor and Electoral Registration Officer in 2021. The Assessor and Electoral Registration Officer subsequently agreed to delay his planned retirement to 31 March 2022 to allow the Board sufficient time to carry out a recruitment exercise. This led to the successful appointment of a Depute Assessor effective from 22 November 2021 and the Assessor and Electoral Registration Officer from 16 May 2022. This action is now complete.

Prior Years Significant Governance Issues	Responsible Officer(s)	Agreed Action	Progress
Weaknesses were identified in the governance framework of the Board as part of the 2019-20 external audit review.	Chief Executive - Orkney Islands Council and Chief Executive - Shetland Islands Council.	That training should be provided to Board members and officers to clarify their understanding of roles and responsibilities.	The Improvement Service carried out an independent review of the Board's governance arrangements in 2021 with the findings duly reported to the Board on 25 March 2021. Overall, the findings of the report were positive with no significant weaknesses identified. An action plan was agreed to reaffirm respective roles and responsibilities with a member training session provided on 25 February 2022. This action is now complete.
The Board should meet as a matter of priority to properly consider the timeline of changes to the Assessor's contract and consider delegating signing authority to a named officer to issue an appropriately revised contract to the Assessor, implementing the earlier 30 September 2021 Board decision.	Clerk to the Board	The Board will properly consider this matter at the special meeting of the Board in January 2022.	This matter was duly considered at the special meeting of the Board in January 2022, with a revised contract of employment issued thereafter. This action is now complete.
The Board should review its internal governance documents, ensuring that its Constitution is appropriately tailored and up to date, and supported by VJB-specific Financial Regulations, Contract Standing Orders and other governance documents as appropriate.	Clerk to the Board	The Board will review its internal governance documents.	A review of the Standing Orders was reported to the meeting of the Board on 30 June 2022. This action remains ongoing.
The Board should consider whether the significant issues identified with regards to the Depute Assessor are isolated or indicative of wider issues in the Board's procurement processes. This review should assess the robustness of the Board's processes and controls, compliance with them, and whether relevant individuals have sufficient training to implement them.	Assessor	The Board will undertake an appropriate review and ensure senior staff are aware of Procurement Law and regulations in all future instances.	The Assessor has confirmed that this was an isolated case and that senior management of the Board will follow and reflect procurement law and regulations going forward. This action is now complete.

Prior Years Significant Governance Issues	Responsible Officer(s)	Agreed Action	Progress
A need to carry out a skills analysis of the Board and the Leadership team was identified as part of the 2020-21 external audit review.	Clerk to the Board	A skills analysis exercise will be carried out with training provided as appropriate for the Board and the Leadership team.	Officers are working with the Improvement Service to develop this programme and provide training as appropriate. Additionally, training for Members will for part of the Induction Programme. This action remains ongoing.

## COVID-19

The COVID-19 pandemic continued to have a significant impact both on constituent authorities, the Board and the residents of Orkney and Shetland, resulting in changes to the way services were delivered across the Isles during 2021-22.

The impact of the COVID-19 pandemic on the Board can be summarised under three areas:

- Service delivery and administration;
- Governance arrangements; and
- Longer-term consequences.

### Service Delivery and Administration

The Board activated business continuity arrangements and put a range of measures in place to facilitate the continuity of service and to protect the safety and wellbeing of staff and customers. The Board enacted business continuity plans to ensure the essential services were delivered remotely. Arrangements were put in place to facilitate remote working through ICT and the management of correspondence to ensure continuity of workflow.

### Governance Arrangements

As the Board follows the Orkney Islands Council governance framework, arrangements were made so that virtual Board meetings could be held to ensure elected members and officers from both constituent authorities adhered to national guidance on social and physical distancing. These temporary arrangements have been in place for the duration of financial year 2021/22 and will be kept under review as circumstances develop over the coming months.

### Longer-term consequences

It has become clear that the world will be living with COVID-19 for the foreseeable future. Whilst our attention focuses on rolling out a programme of vaccinations as a means of containing the virus, efforts to date are being thwarted by human behaviour and more virulent strains of the virus as national restrictions on travel and social distancing are lifted. The consequences arising from the pandemic, from both a health and an economic perspective, will be felt for many years to come.

There remains uncertainty over the longer-term impact of COVID-19 on public sector funding, especially as UK public sector net debt reaches new

historic levels, which may influence future funding levels of the Board.

Long-term health implications arising from COVID-19 are not yet fully known, which may have consequences on the wider global economy and temper any efforts for societies across the world to resume 'normal' life. In turn, that will also influence the extent to which the Board is able to resume normal service, and how those services may be delivered.

## Conclusion

The Governance Framework has been in place for the financial year ended 31 March 2022 and up to the date of approval of the annual accounts. Effective governance arrangements remain a key priority for the Board and it is felt that good progress has been made to date in addressing the previously identified weaknesses in the governance arrangements of the Board. The transfer of support services from Shetland Islands Council to Orkney Islands Council has worked well, while implementation of the revised pay and grading model during the year was another major milestone for the Board. The latter undoubtedly made a positive contribution to the successful recruitment to both the long term vacant Depute Assessor post and more recently the Assessor & ERO post.

Notwithstanding the additional governance issues identified above, overall, we consider that the governance arrangements and internal control environment operating throughout financial year 2021/22 provide reasonable and objective assurance that significant risks impacting on the achievement of our principal objectives will be identified at an early stage, and that this should allow for appropriate and timely actions to be taken to avoid or mitigate their impact.

.....  
Stephen Leask  
Convener  
Orkney & Shetland Valuation Joint Board  
04 October 2022

.....  
Darryl Rae BSc (Hons) MRICS AEA (Cert Scotland)  
Assessor and Electoral Registration Officer  
Orkney & Shetland Valuation Joint Board  
04 October 2022



# Remuneration Report

## Introduction

The Remuneration Report is set out in accordance with the Local Authority (Scotland) Regulations 2014 (SSI 2014/200). These regulations require various disclosures on the remuneration and pension benefits of senior Councillors and employees.

All disclosures in the tables below in relation to remuneration, pay bands, exit packages and pension benefit are audited by Deloitte LLP. The other sections of the Remuneration Report are reviewed by Deloitte LLP to ensure that they are consistent with the Financial Statements.

## Remuneration arrangements of Senior Councillors

The remuneration of Councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) SSI No. 2018/38 and the (Remuneration) Regulations 2007 (SSI No. 2007/183). The Regulations provide for

the grading of Councillors for the purposes of remuneration arrangements, as the Leader of the Council, the Convener of the Council, Senior Councillors and Councillors. These regulations set out the amounts a Councillor may be paid for being a Convener or Vice-Convener of a Joint Board. This is inclusive of any amount payable to them as either a Councillor or Senior Councillor. The Convener and Vice-Convener are the only two Senior Councillor positions recognised by the Board.

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

The Convener and Vice-Convener of the Board are remunerated by the Council of which they are an elected member. The regulations permit remuneration of Senior Councillors to one position held.

## Disclosure of remuneration for Senior Councillors

Name	Designation	2021/22			2020/21
		Salary, fees and allowances £	Taxable Expenses £	Total Remuneration £	Total Remuneration £
Andrew Drever	Convener	4,637	0	4,637	4,426
Theo Smith	Vice-Convener	3,491	0	3,491	3,278

## Remuneration of Senior Employees

The employees of the Board are employed on the same terms and conditions as the employees of Shetland Islands Council. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish Local Authorities. Circular CO/150 details the salaries paid to Chief Officers. Senior employees are defined as having responsibility for the management of the Board to the extent that they can direct or control the major activities of the Board.

## Disclosure of remuneration for Senior Employees

Name	Designation	2021/22			2020/21
		Salary, fees and allowances £	Taxable Expenses £	Total Remuneration £	Total Remuneration £
Dennis M Stevenson	Assessor & Electoral Registration Officer	103,900	0	103,900	75,839

## Remuneration of Officers

The number of officers who received remuneration (excluding pension contributions) in excess of £50k, disclosed in bands of £5k, for the financial year is shown below:

Remuneration Bands	Number of Employees	
	2021/22	2020/21
£50,000 - £54,999	1	0
£55,000 - £59,999	0	0
£60,000 - £64,999	0	0
£65,000 - £69,999	0	0
£70,000 - £74,999	0	0
£75,000 - £79,999	0	1
£80,000 - £84,999	0	0
£85,000 - £89,999	0	0
£90,000 - £94,999	0	0
£95,000 - £99,999	0	0
£100,000 - £104,999	1	0
<b>Total Employees</b>	<b>2</b>	<b>1</b>

The Treasurer and the Clerk to the Board do not receive remuneration from the Board. The duties of

## Pension details of Senior Councillors

The pension disclosure for Joint Boards for a Convener or Vice-Convener is limited to the contribution the Board has been asked to make to that person's pension by the Council of which the Convener or Vice-Convener is a member. No accrued pension benefit needs to be disclosed. Local Government Finance Circular 8/2011 (revised) details the disclosure requirements for Senior Councillors of Joint Boards.

## Pension employer contributions – Senior Councillors

Name	Designation	In-Year Employer Pension Contributions	
		Year ending 31 March 2022	Year ending 31 March 2021
		£	£
Andrew Drever	Convener	788	752
Theo Smith	Vice-Convener	726	682

Andrew Drever is a member of the Orkney Islands Council Pension Fund. Theo Smith is a member of the Shetland Islands Council Pension Fund.

the posts are covered by the post holders' substantive posts in Orkney Islands Council. Details of their salaries are included in the remuneration report for Orkney Islands Council.

## Exit Packages

The Regulations require the Board to disclose in bands the number of exit packages agreed and the cost of those packages to the Board in the financial year in rising bands of £20k up to £100k, and bands of £50k thereafter.

The Regulations also require disclosure of the number of compulsory redundancies and other agreed departures.

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

No exit packages were agreed by the Board during 2021/22 or the during the previous year.

## Pension details of Senior Employees

Pension benefits for local government employees are provided through the Local Government Pension Scheme (LGPS). The LGPS is a funded pension scheme, consisting of contributions received from members of the scheme as well as from employers.

From 1 April 2015, the LGPS moved away from a final salary pension scheme to a career average revalued earnings scheme (CARE). This means that pension benefits from 1 April 2015 onwards, are worked out using career average revalued earnings rather than final salary.

The scheme's normal retirement age for employees is now linked to their state pension age, with the minimum age of 65.

From 1 April 2009, a tiered contribution system was introduced, with contributions from scheme members ranging from a minimum contribution of 5.5% to a maximum contribution of 12%.

This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009 contributions were set at a fixed rate of 6% for all non-manual employees.

If a person works part-time, their contribution rate is worked out on their actual pay for the job. There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for a lump sum of up to 25% of their pension value at retirement. The accrual rate guarantees a pension based on 1/49th of actual pay (prior to 1 April 2015 the actual rate guaranteed 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).

The tiered contribution rates are as follows:	2021/22
On earnings up to and including £22,200	5.50%
On earnings above £22,301 and up to £27,300	7.25%
On earnings above £27,301 and up to £37,400	8.50%
On earnings above £37,401 and up to £49,900	9.50%
On earnings above £49,901	12.00%

## Pension benefits – Senior Employees

The accrued pension benefits have been calculated to 31 March 2022. These are standard benefits, 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.

Name and Designation	In-Year Employer Pension Contributions			Accrued Pension Benefits		
	Year ending 31 March 2022 £	Year ending 31 March 2021 £		As at 31 March 2022 £	As at 31 March 2021 £	Increase / (Decrease) £
Dennis M Stevenson - Assessor & Electoral Registration Officer	27,504	19,339	Pension	46,776	37,448	9,328
			Lump Sum	78,025	62,513	15,512

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 Stephen Leask  
 Convener  
 Orkney & Shetland Valuation Joint Board  
 04 October 2022

.....  
 Darryl Rae BSc (Hons) MRICS AEA (Cert Scotland)  
 Assessor and Electoral Registration Officer  
 Orkney & Shetland Valuation Joint Board  
 04 October 2022

# Statement of Responsibilities for the Annual Accounts

## The Board's responsibilities

The Board is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that the appointed Treasurer has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). For the Board, that officer is the Interim Head of Finance of Orkney Islands Council;
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets;
- Ensure that 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 Annual Accounts for signature.

I confirm that these Draft Annual Accounts were approved for signature by the Board at its meeting on 30 June 2022.

Signed on behalf of the Orkney & Shetland Valuation Joint Board.

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Darryl Rae BSc (Hons) MRICS AEA (Cert Scotland)  
Assessor and Electoral Registration Officer  
Orkney & Shetland Valuation Joint Board  
04 October 2022

## The Treasurer's responsibilities

The Treasurer, or Proper Officer for Finance, is responsible for the preparation of the Board's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

In preparing these Annual Accounts, the Proper Officer 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 (in so far as it is compatible with legislation).

The Treasurer/Proper Officer for Finance has also:

- Kept adequate accounting records which were up to date; and
- 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 Orkney & Shetland Valuation Joint Board at the reporting date and the transactions of the Board for the year ended 31 March 2022.

.....  
Erik Knight FCCA  
Treasurer  
Orkney & Shetland Valuation Joint Board  
04 October 2022

# Independent Auditor's Report

## Independent auditor's report to the members of Orkney and Shetland Valuation Joint Board and the Accounts Commission

### Reporting on the audit of the financial statements

#### Opinion on financial statements

We certify that we have audited the financial statements in the annual accounts of Orkney and Shetland Valuation Joint Board for the year ended 31 March 2022 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, and any other disclosures presented as financial statements and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 (the 2021/22 Code).

In our opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2021/22 Code of the state of affairs of the body as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2021/22 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

#### Basis for opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is 6 years. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern basis of accounting

We have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, we report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the [Audit Scotland website](#).

## **Risks of material misstatement**

We report in our Annual Audit Report the most significant assessed risks of material misstatement that we identified and our judgements thereon.

## **Responsibilities of the Treasurer and Orkney and Shetland Valuation Joint Board for the financial statements**

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

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

The Orkney and Shetland Valuation Joint Board is responsible for overseeing the financial reporting process.

## **Auditor's responsibilities for the audit of the financial statements**

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

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

## **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- considering the nature of the body's control environment and reviewing the body's documentation of their policies and procedures relating to fraud and compliance with laws and regulations. We also enquired with management, internal audit and those charged with governance about their own identification and assessment of the risks of irregularities;
- obtaining an understanding of the applicable legal and regulatory framework and how the body is complying with that framework;
- identifying which laws and regulations are significant in the context of the body;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

We obtained an understanding of the legal and regulatory framework that the body operates in, and identified the key laws and regulations that:

- had a direct effect on the determination of material amounts and disclosures in the financial statements. This included the Valuation Joint Boards (Scotland) Order 1995.

- do not have a direct effect on the financial statements but compliance with which may be fundamental to the body's ability to operate or to avoid a material penalty. These included the Data Protection Act 2018 and relevant employment legislation.

We discussed among the audit engagement team regarding the opportunities and incentives that may exist within the organisation for fraud and how and where fraud might occur in the financial statements.

As a result of the performing the above, we identified the greatest potential for fraud was in relation to the recognition of income from the constituent Councils. The risk is that the Councils do not provide additional income to cover any overspends incurred. In response to this risk, we tested the income recognised to ensure that the correct contributions have been received in accordance with that agreed as part of the budget process.

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override. In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments; assessed whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluated the business rationale of any significant transactions that are unusual or outside the normal course of business.

In addition to the above, our procedures to respond to the risks identified included the following:

- reviewing financial statement disclosures by testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- enquiring of management, internal audit and internal legal counsel concerning actual and potential litigation and claims, and instances of non-compliance with laws and regulations; and
- reading minutes of meetings of those charged with governance and reviewing internal audit reports.

The extent to which our procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

## Reporting on other requirements

### Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report

We have audited the part of the Remuneration Report described as audited. In our opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

### Other information

The Treasurer is responsible for other information in the annual accounts. The other information comprises the Management Commentary, Annual Governance Statement, Statement of Responsibilities and the unaudited part of the Remuneration Report.

Our responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial



statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

### **Opinions prescribed by the Accounts Commission on the Management Commentary and Annual Governance Statement**

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

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

### **Matters on which we are required to report by exception**

We are required by the Accounts Commission to report to you if, in our opinion:

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

We have nothing to report in respect of these matters.

### **Conclusions on wider scope responsibilities**

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

## **Use of our report**

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

Pat Kenny, CPFA (for and on behalf of Deloitte LLP)  
110 Queen Street  
Glasgow  
G1 3BX  
United Kingdom

04 October 2022

## Primary Financial Statements

### Comprehensive Income and Expenditure Statement for the year ended 31 March 2022

The CIES shows the accounting cost in the year of providing the service in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation by way of central government grant-in-aid and amounts requisitioned from Orkney and Shetland Islands Councils. Where accounting costs are different from those to be funded from taxation in the year (e.g. pension costs) the difference is shown in the Movement in Reserves Statement.

2020/21 £	Note	Orkney Islands Council £	Shetland Islands Council £	2021/22 £
591,272	Employee Costs	419,526	419,525	839,051
31,233	Property Costs	23,749	11,161	34,910
55,074	Supplies and Services	87,970	98,098	186,068
1,822	Transport Costs	2,994	2,994	5,988
183,165	Administration Costs	22,731	22,447	45,178
5,282	Payments to Other Bodies	2,696	2,695	5,391
(43,311)	Sales, Fees and Charges	(21,731)	(21,546)	(43,277)
(60,160)	Specific Grant Income	(5,000)	(5,000)	(10,000)
<b>764,377</b>	<b>Cost of Services</b>	<b>532,935</b>	<b>530,374</b>	<b>1,063,309</b>
	<b>Financing and Investment Income and Expenditure</b>			
45,000	Pension Interest Cost and Expected Return on Pension Assets			50,000
	<b>Taxation and non-specific grant income</b>			
(709,963)	Requisitions from Member Authorities	(474,540)	(471,982)	(946,522)
<b>99,414</b>	<b>Deficit on the Provision of Services</b>			<b>166,787</b>
	<i>Items that will not be reclassified to the (surplus) or deficit on the provision of services</i>			
429,000	Remeasurement of the net defined benefit liability/(asset)			(796,000)
<b>429,000</b>	<b>Other Comprehensive Income and Expenditure</b>			<b>(796,000)</b>
<b>528,414</b>	<b>Total Comprehensive Income and Expenditure</b>			<b>(629,213)</b>

#### Explanation of major movements in Cost of Services

**Employee Costs** – The majority of the increase relates to salary costs for the pay review, associated back pay, commencement of the Depute Assessor and movement in the pension fund.

**Administration, Supplies and Services** - The decrease in Administration Costs and corresponding increase in Supplies and Services is a reflection of the different mapping of expenditure codes used in the respective SIC and OIC finance systems.

**Specific Grant Income** – Grant unspent in 2020/21 carried forward into 2021/22. See Note 6.

## Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Board, analysed into usable reserves (i.e. those that can be applied to fund expenditure) and other unusable reserves. The Board has no usable reserves.

2021/22	Usable Reserve £	Pension Reserve £	Employee Benefits Reserve £	Total Unusable Reserves £	Total Reserves £
<b>Balance at 1 April 2021</b>	<b>0</b>	<b>2,435,000</b>	<b>28,928</b>	<b>2,463,928</b>	<b>2,463,928</b>
<b>Movement in reserves during the year</b>					
Total comprehensive income and expenditure	166,787	(796,000)	0	(796,000)	(629,213)
Adjustments between accounting basis & funding basis per regulations (Note 6)	(166,787)	165,000	1,787	166,787	0
<b>Decrease/(Increase) in year</b>	<b>0</b>	<b>(631,000)</b>	<b>1,787</b>	<b>(629,213)</b>	<b>(629,213)</b>
<b>Balance at 31 March 2022</b>	<b>0</b>	<b>1,804,000</b>	<b>30,715</b>	<b>1,834,715</b>	<b>1,834,715</b>

Comparative movements in 2020/21	Usable Reserve £	Pension Reserve £	Employee Benefits Reserve £	Total Unusable Reserves £	Total Reserves £
<b>Balance at 1 April 2020</b>	<b>0</b>	<b>1,925,000</b>	<b>10,514</b>	<b>1,935,514</b>	<b>1,935,514</b>
<b>Movement in reserves during the year</b>					
Total comprehensive income and expenditure	99,414	429,000	0	429,000	528,414
Adjustments between accounting basis & funding basis per regulations (Note 6)	(99,414)	81,000	18,414	99,414	0
<b>Decrease in year</b>	<b>0</b>	<b>510,000</b>	<b>18,414</b>	<b>528,414</b>	<b>528,414</b>
<b>Balance at 31 March 2021</b>	<b>0</b>	<b>2,435,000</b>	<b>28,928</b>	<b>2,463,928</b>	<b>2,463,928</b>

## Balance Sheet as at 31 March 2022

This shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board.

As at 31 March 2021 £		Note	As at 31 March 2022 £
81,009	Short-term Debtors	8	69,646
<b>81,009</b>	<b>Current Assets</b>		<b>69,646</b>
(109,937)	Short-term Creditors	9	(100,361)
<b>(109,937)</b>	<b>Current Liabilities</b>		<b>(100,361)</b>
(2,435,000)	Pension Liability	16	(1,804,000)
<b>(2,435,000)</b>	<b>Long-Term Liabilities</b>		<b>(1,804,000)</b>
<b>(2,463,928)</b>	<b>Net Liabilities</b>		<b>(1,834,715)</b>
(28,928)	Employee Benefits Reserve	10	(30,715)
(2,435,000)	Pension Reserve	10	(1,804,000)
<b>(2,463,928)</b>	<b>Total Reserves</b>		<b>(1,834,715)</b>

The audited financial Statements were issued on 04 October 2022.

.....  
 Erik Knight FCCA  
 Treasurer  
 Orkney & Shetland Valuation Joint Board  
 04 October 2022

## Notes to the Financial Statements

### Note 1: Expenditure and Funding Analysis

The objective of the Expenditure and Funding Analysis is to demonstrate how the funding available to the Board for the year has been used in providing services in comparison with those resources consumed or earned in accordance with accounting practices.

2021/22	Net Expenditure chargeable to VJB £	Adjustments for pensions net change £	Other adjustments £	Net Expenditure in the CIES £
Employee Costs	722,264	115,000	1,787	839,051
Property Costs	34,910	0	0	34,910
Supplies and Services	164,168	0	0	164,168
Transport Costs	5,988	0	0	5,988
Administration Costs	45,178	0	0	45,178
Apportioned Costs	21,900	0	0	21,900
Payments to Other Bodies	5,391	0	0	5,391
Sales, Fees and Charges	(43,277)	0	0	(43,277)
Specific Grant Income	(10,000)	0	0	(10,000)
<b>Net Cost of Services</b>	<b>946,522</b>	<b>115,000</b>	<b>1,787</b>	<b>1,063,309</b>
<b>Other Income and Expenditure:</b>				
Requisitions from Member Authorities	(946,522)	0	0	(946,522)
Net Interest Expense	0	50,000	0	50,000
<b>Deficit</b>	<b>0</b>	<b>165,000</b>	<b>1,787</b>	<b>166,787</b>

2020/21	Net Expenditure chargeable to VJB £	Adjustments for pensions net change £	Other adjustments £	Net Expenditure in the CIES £
Employee Costs	536,858	36,000	18,414	591,272
Property Costs	31,233	0	0	31,233
Supplies and Services	55,074	0	0	55,074
Transport Costs	1,822	0	0	1,822
Administration Costs	183,165	0	0	183,165
Payments to Other Bodies	5,282	0	0	5,282
Sales, Fees and Charges	(43,311)	0	0	(43,311)
Specific Grant Income	(60,160)	0	0	(60,160)
<b>Net Cost of Services</b>	<b>709,963</b>	<b>36,000</b>	<b>18,414</b>	<b>764,377</b>
<b>Other Income and Expenditure:</b>				
Requisitions from Member Authorities	(709,963)	0	0	(709,963)
Net Interest Expense	0	45,000	0	45,000
<b>Deficit</b>	<b>0</b>	<b>81,000</b>	<b>18,414</b>	<b>99,414</b>

## Note 2: Accounting Standards Issued but not yet Adopted

Standards, amendments and interpretations issued but not adopted this year

At the date of authorisation of these Financial Statements, the Board has not applied the following new and revised IFRS Standards that have been issued but are not yet effective:

- IFRS 16: Leases. HM Treasury have agreed to defer implementation until 1 April 2024;
- Annual Improvements to IFRS Standards 2018-2020:
  - IFRS 1 (First-time adoption) – amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS
  - IAS 37 (Onerous contracts) – clarifies the intention of the standard
  - IFRS 16 (Leases) – amended removes a misleading example that is not referenced in the material
  - IAS 41 (Agriculture) – one of a small number of IFRSs that are only expected to apply to local authorities in limited circumstances

## Note 3: Critical Judgements in Applying Accounting Policies

In applying the accounting policies, The Board is obliged to highlight whether it has had to make certain judgements about complex transactions or those involving uncertainty about future events. There have been no critical judgements required in the Annual Accounts.

## Note 4: Assumptions made about the future and other major sources of estimation uncertainty

The Financial Statements contain estimated figures that were based on assumptions made by the Board about the future or that which is otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from assumptions and estimates.

## Note 5: Adjustments between Accounting Basis and Funding Basis under regulations

This note, as disclosed in the tables below, details the adjustments that are made to the total CIES, recognised by the Board in the year, in accordance with proper accounting practice, to the resources that are specified by statutory provisions as being available to the Board to meet future expenditure. Such adjustments involve the Pension Reserve and Employee Benefits Reserve by amounts charged for holiday pay to the CIES that are different from the cost of settlements chargeable in the year in accordance with statutory requirements.

2021/22	Usable reserves £	Unusable reserves £
<b>Adjustments involving the Pensions Reserve:</b>		
Reversal of items relating to retirement benefits debited or credited to the CIES (Note 16)	(311,000)	311,000
Employer's pension contributions and direct payments to pensioners payable in the year	146,000	(146,000)
<b>Adjustments involving the Employee Benefits Reserve:</b>		
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(1,787)	1,787
<b>Total Adjustments</b>	<b>(166,787)</b>	<b>166,787</b>

2020/21	Usable reserves £	Unusable reserves £
<b>Adjustments involving the Pensions Reserve:</b>		
Reversal of items relating to retirement benefits debited or credited to the CIES (Note 16)	(183,000)	183,000
Employer's pension contributions and direct payments to pensioners payable in the year	102,000	(102,000)
<b>Adjustments involving the Employee Benefits Reserve:</b>		
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(18,414)	18,414
<b>Total Adjustments</b>	<b>(99,414)</b>	<b>99,414</b>

## Note 6: Specific Grant Income

2020/21 £		2021/22 £
(60,160)	Scottish Government - Electoral Registration	(10,000)
<b>(60,160)</b>	<b>Total</b>	<b>(10,000)</b>

Grant unspent in 2020/21 carried forward into 2021/22.

## Note 7: Short-term Debtors

As at 31 March 2021 £		As at 31 March 2022 £
80,796	Other Local Authorities	69,646
213	Other Entities and Individuals	0
<b>81,009</b>	<b>Total</b>	<b>69,646</b>

At the end of 2021/22, £55.5k was owed to the Board from Orkney Islands Council (£0 in 2020/21), £14.1k was owed to the Board from Shetland Islands Council (£69.2k in 2020/21).

## Note 8: Short-term Creditors

As at 31 March 2021 £		As at 31 March 2022 £
(56,356)	Other Local Authorities	(23,253)
(37,515)	Other Entities and Individuals	(41,211)
(6,066)	Public Corporations and Trading Funds	(35,897)
(10,000)	Scottish Government Grant Received in advance	0
<b>(109,937)</b>	<b>Total</b>	<b>(100,361)</b>

At the end of 2021/22, the Board owed Shetland Islands Council £23.3k (£56.4k was owed by the Board to Orkney Islands Council in 2020/21).

## Note 9: Unusable Reserves

As at 31 March 2021 £		As at 31 March 2022 £
(2,435,000)	Pension Reserve	(1,804,000)
(28,928)	Employee Benefits Reserve	(30,715)
<b>(2,463,928)</b>	<b>Total</b>	<b>(1,834,715)</b>



## Pension Reserve

The Pension Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions.

The Board accounts for post-employment benefits in the CIES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pension Reserve therefore shows a substantial shortfall in the resources set aside by the Board to meet the benefits earned by past and current employees. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2020/21 £		2021/22 £
1,925,000	<b>Balance at 1 April</b>	2,435,000
429,000	Actuarial (gains)/losses on pensions assets and liabilities	(796,000)
183,000	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CIES	311,000
(102,000)	Employer's pensions contributions and direct payments to pensioners payable in the year	(146,000)
2,435,000	<b>Balance at 31 March</b>	1,804,000

## Employee Benefits Reserve

The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

2020/21 £		2021/22 £
(10,514)	<b>Balance at 1 April</b>	(28,928)
10,514	Settlement or cancellation of accrual made at the end of the preceding year	28,928
	<b>Amounts accrued at the end of the current year:</b>	
(28,928)	Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(30,715)
(28,928)	<b>Balance at 31 March</b>	(30,715)

## Note 10: Nature and Extent of Risks Arising from Financial Instruments

A variety of financial risks may be faced by the Board in holding financial instruments. An assessment on their impact on the Annual Accounts is detailed below:

### Credit risk

The possibility that other parties might fail to pay amounts due to the Board. This is considered

immaterial on the basis of past experience and the fact that most debt payable to the Board is due from other public bodies.

### Liquidity risk

The possibility that the Board might not have funds available to meet its commitments to make payments. Given the Board's statutory responsibility to have a balanced budget and its constituent authorities' obligations to fund its activities, this risk is considered immaterial.

## Interest rate risk

The possibility that the Board might be exposed to interest rate movements on borrowing and investments. The Board did not hold any borrowing or investments at 31 March 2022.

## Price risk

The possibility that fluctuations in equity prices have a significant impact on the value of financial instruments held by the Board. The Board does not currently invest in equity shares.

## Foreign Exchange risk

The possibility that fluctuations in exchange rates could result in losses to the Board. The Board conducts all its transactions in £ Sterling.

## Note 11: Events after the Reporting Period

The Annual Accounts were authorised for issue on 04 October 2022. Events taking place after this date are not reflected in the Financial Statements or notes. Where events took place before this date, providing information about conditions existing at 31 March 2022, then the figures in the Financial Statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no events after the reporting date to disclosed.

## Note 12: External Audit costs

2020/21 £		2021/22 £
8,603	Fees payable with regard to external audit services carried out by the appointed auditor	38,504
<b>8,603</b>	<b>Total</b>	<b>38,504</b>

The additional costs in 2021/22 relate to the additional audit work carried out in 2020/21. A separate report on this subject was presented to a special meeting of the Board on 20 January 2022.

## Note 13: Related Parties

The Board's related parties are those bodies or individuals that have the potential to control or significantly influence the Board, or to be controlled or significantly influenced by the Board. The Board is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties.

To enable the Board to carry out its objectives, the member authorities of the Board have contributed requisitions in the following proportions:

- Orkney Islands Council: 50.1% (£474.5k)
- Shetland Islands Council: 49.9% (£472.0k)

The Board pays the member authorities for services.

2020/21 £		2021/22 £
22,553	<b>Shetland Islands Council:</b> Support Services	5,391
11,000	Property Services	11,000
10,669	IT Services	12,360
10,335	<b>Orkney Islands Council:</b> Support Services	21,900
15,099	Property Services	13,200
4,000	IT Services	0
<b>73,656</b>	<b>Total</b>	<b>63,851</b>

The Board in turn provides services to the member authorities:

2020/21 £		2021/22 £
(40,000)	<b>Orkney Islands Council:</b> Valuation Services	(40,000)
<b>(40,000)</b>	<b>Total</b>	<b>(40,000)</b>

## Note 14: Operating Leases

The Board leases a property in Orkney from Orkney Islands Council. The lease covers a five-year period and is due to expire in June 2026.

The expenditure charged to the CIES during the year in relation to this lease was:

2020/21 £		2021/22 £
13,200	Minimum lease payments	13,200
<b>13,200</b>	<b>Total</b>	<b>13,200</b>

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

2020/21 £		2021/22 £
0	Not later than one year	13,200
0	Later than one year and less than five years	42,430
<b>0</b>	<b>Total</b>	<b>55,630</b>

Shetland premises are provided by Shetland Islands Council. There is no formal lease agreement. The Board's only obligation is to fund the actual running costs of its share of the building, which was £11k for 2021/22 (£11k for 2020/21).

## Note 15: Defined Benefit Pension Schemes

### Participation in Pension Schemes

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Board has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Board participates in two post-employment schemes:

- The Local Government Pension Scheme, administered locally by Shetland Islands Council, is a funded defined benefit career average related earnings scheme, meaning that the Board and

employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets; and

- Arrangements for the award of discretionary post-retirement benefits upon early retirement – this is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities and cash has to be generated to meet actual pension payments as they eventually fall due.

The Shetland Islands Council Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pension Fund Committee of Shetland Islands Council. The Committee comprises elected members of Shetland Islands Council.

Policy is determined in accordance with the Pensions Fund Regulations. Management of the Fund's investments is carried out by Shetland Islands Council, which receives recommendations from the Pension Fund Committee. Shetland Islands Council selects and appoints a number of external investment managers/partners and periodically monitors their investment performance.

The principal risks to the authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge the contributing authorities the amounts required by statute as described in Note 17: Accounting Policies.

### Impact of McCloud judgement

When the LGPS benefit structure was reformed in 2015, transitional protections were applied to certain older members close to normal retirement age. The benefits accrued from 1 April 2015 by these members are subject to an 'underpin' which means that they cannot be lower than what they would have received under the previous benefit structure. The underpin ensures that these members do not lose out from the introduction of the new scheme, by effectively giving them the better of the benefits from the old and new schemes.

In December 2018 the Court of Appeal upheld a ruling (“McCloud/Sargeant”) that similar transitional protections in the Judges’ and Firefighters’ Pension Schemes were unlawful on the grounds of age discrimination. The implications of the ruling apply to the LGPS.

LGPS benefits accrued from 2015 may therefore need to be enhanced so that all members, regardless of age, will benefit from the underpin. Alternatively, restitution may be achieved in a different way, for example by paying compensation. In either case, the clear expectation is that many more members would see an enhanced benefit rather than just those currently subject to these protections. There will therefore be a retrospective increase to members’

benefits, which in turn will give rise to a past service cost for the Fund employers.

An allowance for the estimated impact of the McCloud judgement was included within the March 2020 funding valuation position. The impact was calculated based on the eligibility criteria of being included within the proposed solution for the McCloud judgement (i.e. any active member who was a participant in the Fund as at 1 April 2012 will be given the greater of the final salary pension or CARE pension upon retirement).

## Transactions Relating to Post-employment Benefits

The Board recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. The charge required to be funded in the year, however, is based on the cash payable in the year, so the real cost of post-employment / retirement benefits is reversed out via the Movement in Reserves Statement.

The following transactions have been made in the CIES via the Movement in Reserves Statement during the year:

2020/21 £	Local Government Pension Scheme	2021/22 £
	<b>Comprehensive Income and Expenditure Statement</b>	
	<b>Cost of Services:</b>	
138,000	Current service cost	261,000
0	Past service cost (including curtailments)	0
	<b>Financing and Investment Income and Expenditure:</b>	
45,000	Net interest expense	50,000
<b>183,000</b>	<b>Total Post-Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>311,000</b>
	<b>Other Post-Employment Benefit Charged to the CIES</b>	
(842,000)	Return on assets (excluding the amount included in the net interest expense)	(378,000)
(124,000)	Actuarial (gains) and losses arising on changes in demographic assumptions	(35,000)
1,133,000	Actuarial (gains) and losses arising on changes in financial assumptions	(394,000)
262,000	Actuarial (gains) and losses arising from other experience	11,000
<b>612,000</b>	<b>Total Post-Employment Benefit Charged to the CIES</b>	<b>(485,000)</b>
	<b>Movement in Reserves Statement</b>	
183,000	Reversal of net charges made to the surplus or deficit on the provision of services for post-employment benefits in accordance with the Code	311,000
(102,000)	<b>Actual amount charged against the General Fund balance for pensions in the year:</b> Employers' contributions payable to scheme	(146,000)

## Pensions Assets and Liabilities Recognised in the Balance Sheet

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

2020/21 £		2021/22 £
(6,378,000)	Present value of the defined benefit obligation	(6,230,000)
3,943,000	Fair value of assets in the Local Government Pension Scheme	4,426,000
<b>(2,435,000)</b>	<b>Net liability arising from Defined Benefit Obligation</b>	<b>(1,804,000)</b>
(2,388,000)	Local Government Pension Scheme	(1,760,000)
(47,000)	Unfunded liabilities for Pension Fund	(44,000)
<b>(2,435,000)</b>	<b>Total Pension Reserve</b>	<b>(1,804,000)</b>

## Reconciliation of the Movements in Fair Value of the Scheme (Plan) Assets

2020/21 £		2021/22 £
<b>3,239,000</b>	<b>Opening balance at 1 April</b>	<b>3,943,000</b>
74,000	Interest income	79,000
	<b>Re-measurement gains and (losses):</b>	
(188,000)	Other Experience	0
842,000	Return on assets (excluding amounts included in net interest expense)	378,000
102,000	Employer contributions	146,000
26,000	Contributions by scheme participants	32,000
(152,000)	Benefits paid	(152,000)
<b>3,943,000</b>	<b>Closing balance at 31 March</b>	<b>4,426,000</b>

## Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2020/21 £		2021/22 £
<b>5,164,000</b>	<b>Opening balance at 1 April</b>	<b>6,378,000</b>
138,000	Current service cost	261,000
119,000	Interest cost	129,000
26,000	Contributions by scheme participants	32,000
	<b>Remeasurement (gains) and losses:</b>	
(124,000)	Actuarial (gains) and losses from changes in demographic assumptions	(35,000)
1,133,000	Actuarial (gains) and losses from changes in financial assumptions	(394,000)
74,000	Actuarial (gains) and losses from other experience	11,000
0	Past service cost (including curtailments)	0
(152,000)	Benefits paid	(152,000)
<b>6,378,000</b>	<b>Closing balance at 31 March</b>	<b>6,230,000</b>

## Analysis of Pension Fund's Assets

The Board's share of the Pension Fund's assets at 31 March 2022 comprised:

2020/21 £		2021/22 £
<b>32,400</b>	<b>Quoted prices in active markets:</b> Cash and Cash Equivalents (Liquidity Fund)	<b>25,800</b>
	<b>Quoted prices not in active markets:</b>	
	<i>Property:</i>	
453,300	UK Property	440,800
2,900	Overseas Property	700
<b>456,200</b>	<b>Sub-total Property</b>	<b>441,500</b>
0	<i>Debt Securities:</i>	
<b>0</b>	Other	<b>40,000</b>
	<i>Investment Funds and Unit Trusts:</i>	
2,496,400	Equities	2,969,300
315,900	Bonds	305,800
642,100	Other	643,600
<b>3,454,400</b>	<b>Sub-total Investment Funds and Unit Trusts</b>	<b>3,918,700</b>
<b>3,943,000</b>	<b>Total Assets</b>	<b>4,426,000</b>

## Basis for Estimating Assets & Liabilities

The Board's share of the liabilities of Shetland Islands Council Pension Fund have been assessed on an actuarial basis using the projected unit credit method: an estimate of the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels, etc.

Both the Local Government Pension Scheme and discretionary benefits liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, and estimates are based on the latest full valuation of the Pension Fund at 31 March 2020, projected forward to 31 March 2022. The significant assumptions used by the actuary were:

2020/21		2021/22
	<b>Long-term expected rate of return on assets in the Scheme:</b>	
1.88%	Investment Funds and Unit Trusts	1.78%
	<b>Mortality Assumptions:</b>	
	<i>Longevity at 65 for current pensioners (in years):</i>	
20.8	Men	20.7
23.1	Women	22.9
	<i>Longevity at 65 for future pensioners (in years):</i>	
22.3	Men	22.1
25.3	Women	25.1
3.30%	Rate of inflation (RPI)	3.65%
2.85%	Rate of increase in salaries	3.20%
2.85%	Rate of increase in pensions (CPI)	3.20%
2.00%	Rate for discounting scheme liabilities	2.70%
50.00%	Take-up of option to convert annual pension into retirement lump sum (Pre-April 2009)	50.00%
75.00%	Take-up of option to convert annual pension into retirement lump sum (Post-April 2009)	75.00%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above.

The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the analysed assumption changes, while all the other assumptions remain constant. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method.

Change in assumptions as at 31 March 2022	Approximate increase to employer liability %	Approximate monetary amount £
0.1% decrease in Real Discount Rate	2%	108,000
1 year increase in member life expectancy	4%	249,000
0.1% increase in the Salary Increase Rate	0%	15,000
0.1% increase in the Pension Increase Rate (CPI)	1%	92,000

The Pension Funds do not have an asset and liability matching strategy.

## Impact on the Board's Cash Flows

The objectives of the scheme are to keep the employers' contributions rate as constant as possible. The Pension Funds have agreed a strategy with the scheme's actuary to achieve a funding level of 100% in the longer term. The Fund takes account of national changes to the Local Government Pension Scheme in Scotland such as the move from 1 April 2015 to the CARE scheme for future accruals.

Employer's contributions have been set at 29.0% for 2021/22. The three years set out in the latest triennial valuation as at 31 March 2020 are as follows:

Year	Employer contributions
2021/22	29.00%
2022/23	32.50%
2023/24	36.00%

The total contributions expected to be made by the Board to the Pension Fund in the year to 31 March 2023 is £0.158m.

The weighted average duration of the defined benefit obligation for scheme members is 19 years for 2021/22 (19 years for 2020/21).

## Note 16: Accounting Policies

### A General principles

The Financial Statements summarise the Board's transactions for the 2021/22 financial year and its position at the year-end of 31 March 2022. The Board is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland)

Regulations 2014, which Section 12 of the Local Government in Scotland Act 2003 requires to be prepared in accordance with proper accounting practices.

These practices, under Section 21 of the 2003 Act, primarily comprise the Code, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under Section 12 of the 2003 Act.

The accounting convention adopted in the Financial Statements is principally historical cost, modified by the valuation of pension assets and liabilities where appropriate. The Financial Statements have been prepared on a going concern basis.

### 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 contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made; and
- 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 debts



may not be settled, the balance of debtors is written down and a charge made to revenue in financing and investment income and expenditure for the income that might not be collected.

## C Employee benefits

### Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end, such as wages, salaries, paid annual leave, paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, and are recognised as an expense for services in the year in which employees render service to the Board.

An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end, which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit.

The accrual is charged to the Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the holiday absence occurs.

### Termination benefits

Termination benefits are amounts payable as a result of a decision by the Board to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis in the CIES at the earlier of when the Board can no longer withdraw the offer of those benefits or when the Board recognises costs for a restructuring.

### Post-employment benefits

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post-employment benefits. These benefits will not become payable until employees retire. The Board has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

Current employees of the Board are members of the Shetland Islands Council Local Government Pension Scheme which is administered locally, as are all current pensioners except two who are members of the Orkney Islands Local Government Pension Scheme.

The Local Government Pension Scheme is accounted for as a defined benefits plan.

The liabilities of the Shetland Islands Council's Pension Fund attributable to the Board are included in the Balance Sheet on an actuarial basis using the projected unit method, i.e. an assessment to the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of earnings for current employees.

Liabilities are discounted to their value at current prices using a discount rate derived from a corporate bond yield curve constructed from yields on high quality bonds and recognising the weighted average duration of the benefit obligation determined at the most recent actuarial valuation.

The pension fund assets attributable to the Board are included in the Balance Sheet at their fair value:

- Quoted securities – current bid price;
- Unquoted securities – professional estimate;
- Unitised securities – current bid price; and
- Property – market value.

The change in the net pension liability is analysed into the following components:

- **Current service cost** – the increase in defined benefit obligation as a result of employee service in the current period;
- **Past service cost** – the change in defined benefit obligation arising from current year decisions whose effect relates to years of service earned in earlier years, which is debited to the Surplus or Deficit on the Provision of Services in the CIES;
- **Net interest cost on the defined benefit liability, i.e. net interest expense of the Board** – the change during the period in the net defined benefit liability that arises from the passage of time charged to the CIES. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the

period to the net defined benefit liability at the beginning of the period, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments;

- **Return on plan assets** – excluding amounts included in net interest on the net defined benefit liability which are charged to the CIES;
- **Actuarial gains and losses** – changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation, or because the actuaries have updated their assumptions. Actuarial gains and losses are charged to the CIES; and
- **Contributions paid to the pension fund** – cash paid as employer’s contributions to the pension fund in settlement of liabilities which are not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the amount payable by the Board to be the amount paid directly to pensioners in the year, not the amount calculated according to the relevant accounting standards in the CIES.

In the Movement in Reserves Statement this means that there are transfers to and from the Pension Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the Pension Fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pension Reserve thereby measures the beneficial impact to the Board of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

## Discretionary benefits

The Board has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies that are applied to the Local Government Pension Scheme.

## D Overheads and support services

Whereby, under agreement with the Board, the constituent authorities place their own staff at the disposal of the Board, the Board pays to that authority such amounts as may be agreed for such services in

accordance with the Board’s arrangements for accountability and reporting financial performance. Certain support service costs are provided under a Service Level Agreement between the Board and the service provider.

## E Leases

Operating Leases - Board as Lessee: rentals paid under operating leases are charged to the CIES as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease; even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

## F Government grants and other contributions

Whether paid on account, by instalments or in arrears, government grants, third party contributions and donations are recognised as due to the Board when there is reasonable assurance that:

- The Board will comply with the conditions attached to the payments, and
- The grants or contributions will be received.

Amounts recognised as due to the Board are not credited to the CIES until conditions attaching to the grant or contribution have been satisfied.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the Specific Grant Income line in the CIES.

## G Events After the Reporting Period

Events after the Balance Sheet reporting period are those events, both favourable and unfavourable, that occur between the Balance Sheet date 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, whereby the Financial Statements are adjusted to reflect such events; and

- Those that are indicative of conditions that arose after the reporting period, whereby the Financial Statements are not adjusted to reflect such events; where a category or 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 Financial Statements.

## H Value Added Tax

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.