

APPENDIX 1



Unaudited
ANNUAL REPORT AND
FINANCIAL STATEMENT
FOR THE YEAR ENDED
31 MARCH 2012

STATEMENT OF ACCOUNTS 2011/12

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EXPLANATORY FOREWORD BY THE TREASURER

INTRODUCTION

The Aberdeen City & Shire Strategic Development Planning Authority (SDPA) is one of 4 City-Region planning authorities in Scotland. The primary role of the Authority is to prepare and maintain a strategic development plan for the area. The impact of the wider economic climate on the Authority's activities is considered to be minimal.

Aberdeenshire Council provides the accounting and treasury management services to the Authority and the Head of Finance of Aberdeenshire Council is Treasurer to the Authority.

The purpose of the annual Statement of Accounts is to demonstrate proper stewardship of the Strategic Development Planning Authority's financial affairs. The Statement has been prepared in accordance with the current Code of Practice on Local Authority Accounting in the United Kingdom 2011/12: A Statement of Recommended Practice (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC).

The Code constitutes proper accounting practice under section 12 of the Local Government (Scotland) Act 2003.

This foreword provides an explanation of the Statement of Accounts.

FINANCIAL STATEMENTS

These Statements are produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and under International Financial Reporting Standards. An explanation of the purpose of each statement has been included.

Movement in Reserves Statement

Reserves are classified as either Usable or Unusable. Usable reserves are available to meet the cost of running the service. Unusable reserves will generally hold unrealised gains or losses and can only be used once they are realised. This Statement will analyse the movement in Reserves between periods. The nature of the SDPA limits the range of Reserves it can operate.

Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement summarises all of the resources that the Authority has generated, consumed or set aside in providing services during the year. As such, it is intended to show the true financial position of the Authority.

Balance Sheet

This Statement brings together all the assets and liabilities of the Authority, including balances and reserves and current assets employed in its operations. This statement presents the overall financial position of the Authority as at 31 March 2012.

Cash Flow Statement

The Cash Flow Statement provides the details of cash movements arising from transactions for the financial year.

Statement on the System of Internal Financial Control

This Statement acknowledges the responsibility for internal financial control and indicates the main features of the systems in use and the level of assurance that the system of internal financial control can provide.

Financial Performance

The results of the Authority's activities for the year are presented below with a comparison against budget. This presentation differs slightly from that in the Comprehensive Income & Expenditure Statement and allows for an understanding of performance and activity costs to be better determined.

	2010/11 £000 Actual	2011/12 £000 Budget	2011/12 £000 Actual	Actual v Budget %
Requisitions	300	200	150	75%
Sales and Other Income	-	-	-	
Interest on Balances	1	-	1	
Total Income	301	200	151	
Employee Costs	140	154	86	56%
Property Costs	15	5	8	160%
Supplies and Services	11	18	4	22%
Transport Costs	1	2	1	50%
Administration Costs	10	21	18	86%
Total Operating Costs	177	200	117	
Net (Income)/Expenditure	(124)	0	(34)	

The costs of the Authority in 2011/12 were significantly below budget principally due to the reduced staff complement in the year and prudent cost management in other areas. The net underspend in 2011/12 is £34,000 and this will be returned to constituent authorities. In 2010/11, an underspend of £124,000 was similarly returned.

Acknowledgements

The production of the Statement of Accounts is very much a team effort involving staff from Aberdeenshire Council, Aberdeen City Council and the Strategic Development Planning Authority. I would like to take this opportunity to thank all those involved for their assistance and co-operation.

Alan Wood, MA (Hons), CPFA
Treasurer
22 June 2012

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The Authority is required to: -

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this case, that officer is the Treasurer to the Authority.
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 (the Code).

In preparing this statement of accounts, the Treasurer has: -

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the local authority Code.

The Treasurer has also

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

I confirm that this Statement of Accounts gives a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2012.

Alan Wood, MA (Hons), CPFA
Treasurer
22 June 2012

MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on reserves held by the Authority, analysed into 'usable' reserves and 'unusable' reserves. Usable reserves are those that can be applied to fund expenditure subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. Unusable reserves include reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the line "Adjustments between accounting basis and funding basis under regulations". The Authority does not have any unusable reserves.

The 'Surplus or (Deficit) on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. The 'Net Increase / Decrease before transfers to other statutory reserves' line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

	General Fund £000	Total Usable Reserves £000	Unusable Reserves £000	Total SDPA Reserves £000
Balance at 31 March 2011	104	104	0	104
Surplus or (deficit) on provision of services	0	0	0	0
Other Comprehensive Expenditure and Income	0	0	0	0
Total Comprehensive Expenditure and Income	0	0	0	0
Adjustments between accounting basis & funding basis under regulations	0	0	0	0
Net Increase / (Decrease) before Transfers to Other Statutory Reserves	0	0	0	0
Transfers to / from Other Statutory Reserves	0	0	0	0
Increase / (Decrease) in Year	0	0	0	0
Balance at 31 March 2012	104	104	0	104

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices. The Authority receives contributions to cover expenditure in accordance with agreements. The effect on the General Fund is shown in the Movement in Reserves Statement.

	2010/11				2011/12		
£000 Expenditure	£000 Income	£000 Net		Note	£000 Expenditure	£000 Income	£000 Net
174	0	174	Cultural,environmental, regulatory and planning services		114	0	114
3	0	3	Corporate and Democratic Core		3	0	3
0	0	0	Non Distributed Costs		0	0	0
177	0	177	Cost Of Services		117	0	117
0	(1)	(1)	Financing and Investment Income and Expenditure	5	0	(1)	(1)
0	(176)	(176)	Requisitions and Non- Specific Grant Income	13	0	(116)	(116)
			(Surplus) or Deficit on Provision of Services				0
		0	Actuarial gains / losses on pension assets / liabilities				0
		0	Other Comprehensive Income and Expenditure				0
		0	Total Comprehensive Income and Expenditure				0

BALANCE SHEET AS AT 31ST MARCH 2012

The Balance Sheet shows the value as at the Balance Sheet date of assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority.

Reserves are reported in two categories. The first category of reserves is usable reserves, i.e. those reserves that the Authority may use to provide services. The second category of reserves is unusable reserves, i.e. those that are not able to use to provide services. The Authority does not have any unusable reserves.

31 March 2011 £000		Note	31 March 2012 £000
2	Short Term Debtors	6	0
183	Cash and Cash Equivalents	7	140
185	Current Assets		0
(81)	Short Term Creditors	8	(36)
(81)	Current Liabilities		(36)
0	Other Long Term Liabilities		0
104	Net Assets		104
104	Usable reserves		104
0	Unusable Reserves		0
104	Total Reserves		104

The unaudited accounts were issued on 30 April 2012 and the audited accounts were authorised for issue on September 2012.

Alan Wood, MA (Hons), CPFA
Treasurer
22 June 2012

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. It demonstrates how the Authority generates and uses cash and cash equivalents by classifying cash flows as; operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of requisitions and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery, i.e. assets. Flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital if the Authority was to borrow.

31 March 2011 £000		31 March 2012 £000
0	Net surplus or deficit on the provision of services	0
(52)	Adjust net surplus or deficit on the provision of services for non cash movements	(43)
0	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0
(52)	Net cash flows from Operating Activities	(43)
0	Investing Activities	0
0	Financing Activities	0
(52)	Net increase or decrease in cash and cash equivalents	(43)
235	Cash and cash equivalents at the beginning of the reporting period	183
183	Cash and cash equivalents at the end of the reporting period	140

NOTES TO THE ACCOUNTS

Note 1 Accounting Policies

General Principles

The Statement of Accounts summarises the SDPA's transactions for the 2011/12 financial year and its position at the year-end of 31 March 2012. The SDPA is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland) Regulations 1985, which section 12 of the Local Government in Scotland Act 2003 require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and the Best Value Accounting Code of Practice 2011/12, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The accounting convention adopted in the Statement of Accounts is historical cost.

The Code of Practice on Local Authority Accounting in the United Kingdom 2011/12: Based on International Reporting Standards

These financial statements are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12. The SDPA has applied IFRS 1 in preparing these financial statements, except where interpretations or adaptations to fit the public sector are detailed in the Code. The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

Accruals and Income and Expenditure

Income and Expenditure activities are accounted for in the year in which they take place, not simply when cash payments are made or received.

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

Financial Assets and Liabilities

The SDPA's Financial Assets are Loans and Receivables which have fixed or determinable payments but are not quoted in an active market.

The SDPA's loans and receivables (debtors) are for less than 12 months or are charged at a market rate of interest and so are initially measured at fair value and are carried at amortised cost, which equates to the actual cash value at 31 March 2012.

The SDPA's Liabilities are shown as Creditors in the Balance Sheet and are for less than 12 months and so are initially measured at fair value and are carried at amortised cost, which equates to the actual cash value at 31 March 2012.

Requisitions and Contributions

Requisitions and contributions relating to revenue expenditure are accounted for on an accruals basis and recognised immediately in the Comprehensive Income & Expenditure Statement as income except where the grant or contribution has a condition(s) (as opposed to restriction) that the SDPA not satisfied

NOTES TO THE ACCOUNTS (continued)

Note 1 Accounting Policies (continued)

Cash and Cash Equivalents

The Authority uses Aberdeenshire Council's bank account for financial transactions and the balance is invested in the Council's Loans Fund. This balance is repayable on demand and therefore treated as a cash equivalent and is included in the Balance Sheet at amortised cost, which equates to the actual cash value at 31 March 2012.

Employee Benefits & Pension Costs

Benefits Payable During Employment

The SDPA does not directly employ staff but only reimburses the employing authority, Aberdeenshire Council, for staff costs paid including any pension related costs as they are incurred.

Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice 2011/12 (BVACOP). The total absorption costing principle is used with all overhead costs identified with the Authority are included in the accounts within the accounts the exception of:

Corporate and Democratic Core – costs relating to the SDPA's status as a democratic organisation.

Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early.

These two cost categories are defined in BVACOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Cost of Services.

Exceptional Items and Prior Period Adjustments

Exceptional items are those which are separately identified by virtue of their size or incidence to allow a full understanding of the performance of the SDPA.

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimate do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the SDPA's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for prior periods as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

NOTES TO THE ACCOUNTS (continued)

Note 1 Accounting Policies (continued)

Events after Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable that occurs between the end of the reporting period (the balance sheet date) and the date when the financial statements are authorised for issue.

There are two types of events:

- a) those that provide evidence of conditions that existed at the balance sheet date (adjusting events after the reporting period) and
- b) those that provide evidence of conditions that arose after the balance sheet date (non-adjusting events after the reporting period)

The accounts are adjusted to reflect adjusting events after the reporting period and are not adjusted to reflect non-adjusting events after the reporting period. Where a non-adjusting event would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

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

Reserves and Provisions

The nature of SDPA operations precludes it from creating reserves or provisions other than a General Fund. This Fund or general reserve captures all assets and liabilities that are not assigned to a special purpose fund.

Provision can also be made for known liabilities that can only be estimated. These liabilities, if applicable, will generally relate to losses on debts and loans due at 31 March 2012.

Value Added Tax

VAT will be included in the Comprehensive Income and Expenditure Statement only to the extent that it is irrecoverable.

Note 2 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Treasurer has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements made in the Statement of Accounts are:

- There is a degree of uncertainty about future levels of funding for local government and hence to funding for the SDPA. However, the Treasurer has determined that the level of uncertainty is not yet sufficient to provide an indication that the activities of the Authority might be affected by the need to reduce levels of service provision.

NOTES TO THE ACCOUNTS (continued)

Note 3 Assumptions Made About The Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts does not contain any estimated figures that are based on assumptions made by the SDPA about the future or that are otherwise uncertain

Note 4 Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Treasurer to the Authority on 30 April 2012. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2012, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

Note 5 Financing and Investment Income and Expenditure

	2010/11 £000	2011/12 £000
Interest receivable and similar income	(1)	(1)
	<u>(1)</u>	<u>(1)</u>

Note 6 Short Term Debtors

	2009/10 £000	2010/11 £000	2011/12 £000
Government bodies	-	-	-
Other Local Authorities	3	2	0
Other Entities and Individuals	-	-	-
	<u>3</u>	<u>2</u>	<u>0</u>

Note 7 Cash and Cash Equivalents

The balance of Cash and Cash Equivalents comprises:

	2009/10 £000	2010/11 £000	2011/12 £000
Temporary Investment in the Aberdeenshire Council Loans Fund	235	183	140
	<u>235</u>	<u>183</u>	<u>140</u>

NOTES TO THE ACCOUNTS (continued)

Note 8 Short Term Creditors

	2009/10 £000	2010/11 £000	2011/12 £000
Central Government bodies	-	-	-
Other Local Authorities	131	78	34
Other Entities and Individuals	3	3	2
Total	<u>134</u>	<u>81</u>	<u>36</u>

Note 9 Reserves

Movements in the SDPA's usable reserves are detailed in the Movement in Reserves Statement. The Authority does not have any unusable reserves.

Note 10 Cash Flow - Operating Activities

The cash flows for operating activities includes the following item:

	2010/11 £000	2011/12 £000
Interest Received	<u>1</u>	<u>1</u>

Note 11 Cash Flow – Investing and Financing Activities

There were no investing or financing activities in 2011/12 (2010/11 Nil)

Note 12 External Audit Costs

The Board has incurred the following costs in relation to the audit of the Statement of Accounts.

	2010/11 £000	2011/12 £000
Fees payable in respect of external audit Services:		
Audit Fee	<u>3</u>	<u>3</u>

NOTES TO THE ACCOUNTS (continued)

Note 13 Requisition Income

The SDPA credited the following requisitions to the Comprehensive Income and Expenditure Statement.

	2010/11 £000	2011/12 £000
Credited to Requisitions and Non Specific Grant Income		
Requisition from Aberdeen City Council	150	75
Requisition from Aberdeenshire Council	150	75
Total	<u>300</u>	<u>150</u>
Returned to constituent authorities		
Aberdeen City Council	62	17
Aberdeenshire Council	62	17
Total	<u>124</u>	<u>34</u>
Net Requisitions	<u>176</u>	<u>116</u>

Note 14 Related Parties

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

Councillors/Board Members

Members have direct control over the Authority's financial and operational policies and decision making. No allowances or fees have been paid to Members in 2011/12 and there were no contracts awarded in which a Board Member had an interest.

Aberdeenshire Council

Aberdeenshire Council has a significant element of control over the general operations of the Authority. It provides a significant element of funding through two specific grants and the elected Members that it appoints to the managing Board of the Authority can exert significant influence on its operations and decision making processes. The Council paid a total of £89,483 in 2011/12 and £142,214 in 2010/11

City of Aberdeen City Council

City of Aberdeen City Council has a significant element of control over the general operations of the Authority. It provides a significant element of funding through two specific grants and the elected Members that it appoints to the managing Board of the Authority can exert significant influence on its operations and decision making processes. The Council paid a total of £9,742 in 2011/12 and £27,447 in 2010/11

NOTES TO THE ACCOUNTS (continued)

Note 14 Related Parties (continued)

Officers

The management of the Authority is disclosed in the remuneration report on pages 19-21 of this document. These officers have the responsibility for planning, directing or otherwise controlling the activities of the Authority. Their scope of control is determined by reference to the scheme of delegation and financial regulations adopted by the Board. The Board is satisfied that appropriate controls are in place to manage and monitor the activities of the key management personnel.

Note 15 Financial Instruments

The SDPA's financial instruments comprise debtors and creditors. All of these are for less than 12 months and so are measured at fair value and carried at amortised cost which equates to the actual cash value at 31 March 2012.

There are no gains or losses recognised in the Comprehensive Income & Expenditure Statement in relation to financial instruments.

Nature and Extent of Risks Arising from Financial Instruments:

The Authority has no material exposure to any of the following financial risks:

- Credit risk – the possibility that other parties might fail to pay amounts due
- Liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments
- Market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

The Authority has reviewed all financial risks and does not believe that it requires to make any provision within the financial statements for any financial risk exposure.

Note 16 Pension Scheme Accounted for as a Defined Contribution Scheme

The Authority's staff are on secondment from Aberdeenshire Council and as such are entitled to be members of the Superannuation Scheme which is administered by the Aberdeen City Council. This provides staff with defined benefits upon their retirement, and the Authority contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

It is neither appropriate nor possible for the Authority to identify a share of the underlying liabilities in the scheme attributable to its staff. For the purposes of this statement of accounts it is therefore accounted for as a defined contribution scheme.

In 2011/12, the Authority reimbursed Aberdeenshire Council with £12,903 (£20,921 in 2010/11) in respect of superannuation contributions representing 19.3% of pensionable pay (19% 2010/11). The employing authority is responsible for all pension payments related to "added years" it has awarded, together with related increases. There are no awards in respect of staff seconded to SDPA.

STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

This statement is given in respect of the 2011/12 Financial Statements for The Aberdeen City and Shire Strategic Development Planning Authority (SDPA). I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources deployed by the SDPA.

The system of internal financial control can provide only reasonable assurance that assets and other resources are safeguarded, that transactions are authorised and properly recorded and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of financial regulations, regular financial and other management information, appropriate administrative procedures and processes which include segregation of duties, an appropriate management structure and a system of supervision, delegation and accountability. Development and maintenance of the system is undertaken by managers within the SDPA and partner Councils who advise or otherwise assist in the management of the Authority.

The internal financial control system includes:

- A comprehensive budgeting system;
- Production of regular financial statements which indicate financial performance against the budgets and appropriate forecasts;
- An annual financial report which indicates actual financial performance against budget;
- Clearly defined standing orders.

The SDPA operates the corporate financial systems of Aberdeenshire Council. These systems are subject to review by both the Council's internal audit section and the Council's external auditor.

My review of the effectiveness of the system of internal financial controls is informed by the work of internal and external audit, as well as the work of managers within Aberdeenshire Council and the SDPA.

I am satisfied that the SDPA has a sound system of internal financial control in place and at this time there are no material weaknesses or failures identified that could have a material effect on the operations of the SDPA.

I am also satisfied that these statements of account give a true and fair view, in accordance with applicable law and the 2011/12 Code, of the state of the affairs of Aberdeen City and Shire Strategic Development Planning Authority as at 31 March 2012 and of its income and expenditure for the year then ended;

Alan Wood, MA (Hons), CPFA
Treasurer
22 June 2011

REMUNERATION REPORT

Introduction

The remuneration report has been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 1985 (as amended by the Local Authority (Scotland) Amendment Regulations 2011). These Regulations require various disclosures about the remuneration and pension benefits of senior Councillors and senior employees in respect of earnings etc paid by the Authority. SDPA does not make payment to any member of the Board, whether elected Member or otherwise appointed, by way of salary, enhanced pension benefits or reimbursement of expenses.

The Treasurer and Clerk to the Authority do not receive remuneration from the SDPA. The duties of the posts are covered by the post holder's substantive posts in their respective Councils.

The information disclosed in the tables below has been independently audited.

Arrangements for Remuneration

The remuneration of all employees of SDPA is set by reference to national arrangements agreed by the Scottish Joint Negotiating Committee (SJNC) for Local Authority Services.

SDPA does not pay bonuses or performance related pay. Officers receive business mileage and subsistence allowances in accordance with amounts either agreed nationally by SJNC or as approved locally by Aberdeenshire Council and adopted by SDPA. Officers are eligible to join the Local Government Pension Scheme (LGPS).

Remuneration

The term remuneration means gross salary, fees and bonuses, allowances and expenses, and compensation for loss of employment. It excludes pension contributions paid by the Employer. Pension contributions made to a person's pension are disclosed as part of the pension benefits disclosure below.

Remuneration of Senior Employees

Total Remuneration for Year							
	Gross salary, fees & allowances	Bonuses	Taxable Expenses	Non-cash expenses & benefits-in-kind	Compensation for loss of office	Total 2011/12	Total 2010/11
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
David Jennings	52	0	1	0	0	53	53
Totals	52	0	1	0	0	53	53

Exit Packages

There is a new requirement to disclose details of all staff Exit Packages agreed in the year. An Exit Package is the value of all termination benefits which include redundancy costs, pension contributions in respect of added years and any ex gratia and other departure costs. The SDPA has not agreed any Exit Package in 2011/12, (2010/11 – Nil)

Notes

The term senior employee means:

1. any employee who has responsibility for the management of the SDPA to the extent that the person has the power to direct or control the major activities of the Authority (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons;
2. Who holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of Local Government and Housing Act 1989 (4); or
3. Whose annual remuneration, including any remuneration from a local authority subsidiary body, is £150,000 or more.

Remuneration of Employees receiving more than £50,000

Those SDPA employees receiving more than £50,000 remuneration for the year were paid the following amounts. In accordance with the disclosure requirement of the Regulations, the information in the table shows the number of employees in bands of £5,000. This information includes the senior employee who is subject to the fuller disclosure requirements in the tables above.

Remuneration Bands	Number of Employees	
	2011/12	2010/11
£50,000 - £54,999	1	1
£55,000 - £59,999	0	0
Totals	1	1

Pension Benefits

The term pension benefits covers in-year pension contributions for the employee by the Council and the named person's accrued pension benefits at the reporting date.

Pension Benefits of Senior Employees

	In-year pension contributions		Accrued annual pension benefits		Accrued pension Lump Sum	
	For year to 31 March 2012	For year to 31 March 2011	As at 31 March 2012	As at 31 March 2011	As at 31 March 2012	As at 31 March 2011
	£000's	£000's	£000's	£000's	£000's	£000's
David Jennings	10	10	9	8	20	20
Totals	10	10	9	8	20	20

Notes:

All employees working for SDPA are eligible to become members of the Local Government Pension Scheme (LGPS).

The LGPS provides defined benefits on retirement. The pension is based on the member's pensionable service (how long he or she has been a member of the LGPS) and his or her pay. For elected members, pay is based on a "career average" – the aggregate of each year's pay (adjusted for inflation) is divided by the total number of years and part years they have been a member of the LGPS. For officers, pay is based on their final year's salary. For most people, for service up to 31 March 2009, the annual pension is calculated by dividing their pay by 80 (60 for service after 31 March 2009) and multiplying this by their total membership. Pensions payable are increased annually in line with changes in The Pensions (Increase) Act 1971 and Section 59 of the Social Security Pension Act 1975.

The lump sum, which is automatically paid when the person retires for service up to 31 March 2009, is normally three times his or her annual pension and is tax-free. There is no automatic lump sum for service after 31 March 2009. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004.

A Scheme member's contribution depends on his or her full-time equivalent pay. From 1 April 2009, a five tier contribution system was introduced with contribution from members being based on how much pay falls into each tier. The tiers and rates for 2011-2012 remain at the 2010-2011 rates (due to a negative increase in the cost of living index for 2011-2012). The tiers and rates are as follows - up to and including £18,000 5.5%; above £18,000 and up to £22,000 7.25%; above £22,000 and up to £30,000 8.5%; above £30,000 and up to £40,000 9.5%; and above £40,000 12%.

The value of the accrued benefits in the above tables has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The normal retirement age for members of the LGPS is 65.

The pension figures shown relate to the benefits that the person has accrued as consequence of their total local government service, and not just their current appointment. The above explanatory notes provide general information on the Local Government Pension Scheme and do not override the provisions of the Scheme.

Councillor Peter Argyle
Chairman
Strategic Development and Planning
Authority

Alan Wood, MA (Hons), CPFA
Treasurer

22 June 2012

Independent Auditor's Report

Independent auditor's report to the members of Aberdeen City and Shire Strategic Development Planning Authority and the Accounts Commission for Scotland

GLOSSARY OF TERMS

EXPENDITURE

Employee Costs:

Includes wages, salaries and overtime, employer's national insurance and superannuation contributions as well as relocation costs and allowances.

Property Costs:

Includes rent, rates, repairs and maintenance, heating, lighting costs as well as feu duties, metered water charges.

Supplies and Services:

Includes the cost of purchasing equipment, materials and payments to third parties for the provision of services.

Transport Costs:

This is staff travel expenses.

Administration Costs:

Includes telephone, printing, stationery, advertising, postage, and training expenses.

Corporate Democratic Core (CDC):

These are costs associated with democratic representation and costs relating to the corporate management of the SDPA.

Non Distributed Costs (NDC):

These are costs which cannot be allocated to the cost of a service.

INCOME

Requisitions:

Funding received from the constituent authorities.

OTHER

BVACOP

Best Value Accounting Code of Practice

CIPFA

The Chartered Institute of Public Finance and Accountancy

OTHER

LASAAC

Local Authority (Scotland) Accounts Advisory Committee

IFRS

International Financial Reporting Standard

The Code

The Code of Practice on Local Authority Accounting in the United Kingdom

GLOSSARY OF TERMS CONTINUED

UKGAAP

UK Generally Accepted Accounting Practice

FAIR VALUE

Fair Value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. For land and buildings, fair value is the amount that would be paid for the asset in its existing use.

ECONOMIC COST

The total cost of performing an activity or following a decision or course of action

