

Privy Council Office

Resource Accounts 2006-07

(For the year ended 31 March 2007)

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*Ordered by the House of Commons to be printed
3rd July 2007*

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Annual Report 2006-2007

The Privy Council Office is an autonomous Government Department whose ministerial head is the Lord President of the Council and whose Permanent Head is the Clerk of the Privy Council. The Clerk of the Council retired on 31 December 2006 and the post is currently vacant.

Aims and Objectives

The aim of the Privy Council Office is to support The Queen in Council, the Lord President, and the Judicial Committee of the Privy Council; and to provide administrative support to the Offices of the Leader of the House of Commons, and the Offices of the Commons and Lords' Chief Whips, enabling them to fulfil their constitutional and statutory roles effectively. The Privy Council Office's objectives are:

- To ensure the orderly conduct of Privy Council business;
- To support the proper discharge of judicial responsibilities;
- To support the Lord President of the Council and Leader of the House of Lords in both her roles.
- To provide administrative support for the Office of the Leader of the House of Commons, his Deputy and to the Chief Whips' Offices of the House of Commons and House of Lords.

Principal activities

The Privy Council Office's primary function is to act as the Secretariat to the Privy Council. Through the Lord President's Private Office, it also supports her in her wider ministerial responsibilities. This includes the Lord President's role as Leader of the House of Lords and as Government spokesperson on International Development.

The Judicial Committee of the Privy Council is the final court of appeal for the Channel Islands and the Isle of Man, the United Kingdom overseas territories and those independent Commonwealth countries that have retained this avenue of appeal. It also adjudicates on 'devolution issues' that is, questions as to the powers and functions of the devolved executive and legislative authorities in Scotland, Northern Ireland, and Wales; and hears appeals against pastoral schemes made by the Church Commissioners.

The Privy Council Office supports the Office of the Leader and Deputy Leader of the House of Commons in its responsibility for the modernisation programme for the House of Commons, management of House of Commons business, and the planning and management of the Government's legislative programme. The PCO also supports the Commons Chief Whips Office in its objective to provide support to the Government Chief Whip, to enable her to fulfil her role of timetabling and securing the passage of Bills through the House of Commons and successfully completing the Government's legislative programme; and the Office of the Lords Chief Whip in its objective to support the Government Whips and Government business in the House of Lords.

Departmental boundary

There are no other bodies within the PCO Departmental boundary, and no public sector bodies outside the boundary for which the Department has lead policy responsibility.

Management Commentary

The Privy Council Office has no programme spending and delivers no services directly to the public. Its main functions are to support the Lord President and to provide an internal Government secretariat charged with securing collective agreement on policy issues that fall to "the Privy Council" rather than to "the Secretary of State". The constitutional framework within which it works, though susceptible to change over time, is unlikely to alter significantly in the short term. Its purpose and function has been reinforced by devolution, since it alone, in liaison with the devolved administrations, can deal with certain prerogative matters relating to devolved functions. External factors are the main drivers of operational developments for the Department.

The Department received a Winter Supplementary Estimate of £200,000 resource, involving a claim on the Reserve. The Winter Supplementary Estimate was required to facilitate the move of the Leader of the House of Commons Office to Dover House, Whitehall. The Department also received a Spring Supplementary Estimate increase of £311,000. This change in the resource element of DEL arose from the draw down of End year Flexibility to make provision for early departure costs.

The net Resource Departmental Expenditure Limit, following the Supplementary Estimates was £7,078,000. Final outturn for 2006-07 was £6,701,000 a difference of £377,000. The variance was owing to uncertainty over the costs of the move by the Leader of the Commons Office.

Two-thirds of the Department's expenditure is devoted to salary and accommodation costs. HM Treasury has agreed that, given the size of the Department, and the lack of any programme budget, there is no need to set a formal efficiency target. Despite the financial limitations, however, the Department constantly seeks to improve its efficiency and effectiveness wherever possible. The biggest efficiency driver on the Department is currently our 2004 Spending Review settlement. As agreed with Ministers and HMT, the Department receives no increase on its 2005/06 baseline (agreed in SR2002), in 06/07 and 07/08. The Gershon Review targets on Government Departments to deliver efficiencies of 2.5% per annum over three years. The Department will exceed this target.

The PCO negotiated an early settlement of the 2007 Comprehensive Spending Review for the financial years 2008-09, 2009-10 and 2010-11. The settlement provides the PCO with £6,656,000/£6,495,000/£6,338,000 in resource and £124,000/£121,000/£118,000 in capital DEL over the CSR period, equivalent to average annual real reductions of 5% on the 2007-08 baseline. This was a challenging settlement which will require a strong focus on value for money.

The Privy Council Office continues to look at ways to improve and modernise its management practices and to increase the use of electronic systems to deliver its business. The Department continues to draw on external consultants to meet specialist needs in areas such as accountancy, website management, and staff development.

The Department has no potential environmental or contingent liabilities.

Reconciliation of resource expenditure between Estimates, Accounts and Budgets

	2006-07	2005-06
	£000	£000
Net Resource Outturn (Estimates)	6,701	6,507
CFERs in the Operating Cost Statement	58	21
Net Operating Cost (Accounts)	6,643	6,486
Resource Budget Outturn (Budget)	6,701	6,507
<i>of which</i>		
Departmental Expenditure Limits (DEL)	6,701	6,507
Annually Managed Expenditure (AME)	-	-

Departmental Report

The Privy Council Office produced its annual Departmental Report which was published in June 2006. This sets out the aims and targets of the PCO and is available on our website www.privycouncil.gov.uk. Owing to the size and nature of the PCO, we are not required to produce a Spring Departmental Report or Autumn Performance Report.

Pension and Early Departure Costs

Details of Ministers and PCO employees' pension schemes are detailed in the Remuneration Report, which forms part of this document.

Machinery of Government

No Machinery of Government changes took place during this financial year, although it was announced on 7th March 2007 that, following a machinery of government review, in order to manage the functions of the Privy Council Office better, these functions would be split between the Cabinet Office and the Department for Constitutional Affairs (Ministry of Justice, since 9th May).

Events since the end of the financial year

Consequently, on 2nd April, the four Ministerial Offices (Leader of the House of Lords, Leader of the House of Commons, and the Chief Whips Offices of the Commons and Lords) transferred to the Cabinet Office. The Secretariat to the Privy Council and the Judicial Committee transferred to the Department for Constitutional Affairs (DCA), now the Ministry of Justice. These continue to retain a separate identity and report to the Leader of the House of Lords, who remains as Lord President of the Council.

Ministers

The Minister with responsibility for the Department during the year remained the Lord President of the Council and Leader of the House of Lords, Baroness Amos.

The PCO also has administrative responsibility for the Rt Hon Jack Straw and Paddy Tipping as Deputy Leader. Following a reshuffle in May 2006, Jack Straw took over as Leader of the House of Commons from the Rt Hon. Geoff Hoon. Nigel Griffiths resigned as Deputy Leader in March 2007, and was replaced by Paddy Tipping MP. Although the PCO has administrative responsibility for the Offices of the Chief Whips of the House of Commons and House of Lords, the Whips, for historical reasons, remain on the payroll of HM-Treasury.

Permanent Head of Department and Senior Officials

The position of permanent head of the Department was held by Alex Galloway, Clerk of the Council, until his retirement at the end of December 2006. The following were the other senior officials during the year:

Roy Stone	Principal Private Secretary to the Commons Chief Whip
Jake Vaughan	Principal Private Secretary to the Lords Chief Whip
Mary Macdonald	Registrar of the Judicial Committee of the Privy Council
Stephen Hillcoat	Principal Private Secretary, Leader of the House of Commons
Sue Ball	Principal Private Secretary to the Lord President and Leader of the House of Lords (until November 2006)
Andrew Cooke	Principal Private Secretary to the Lord President and Leader of the House of Lords (From September 2006)
Christine Cook	Director of Secretariat
Ceri King	Director of Corporate Services

Board of Management

The permanent head of the Department and all the senior officials form the Board of Management for the Privy Council Office, which includes a non-executive Director Lindsay Kennedy, BT Global Services. Given the size of the Department, no functions are delegated to sub-committees.

Audit & Risk Committee

The Audit & Risk Committee (ARC) is chaired by the non-executive member of the Management Board and meets two or three times a year. The ARC has an additional non-executive member, who is a certified accountant. Although not members of the Committee, the Accounting Officer, Director of Corporate Services, our Internal Auditors, and representatives of the National Audit Office attend each meeting.

Appointment of the Permanent Head of the Department and Senior Officials

The Permanent Head of the Department (Clerk of the Council) was appointed by Order in Council. The Registrar of the Judicial Committee was appointed by Royal Warrant under the Judicial Committee Act 1833.

Ministers' and Senior Officials' Remuneration

Ministers' remuneration is set out in the Ministerial and Other Salaries Act 1975 and the Ministerial and Other Pensions and Salaries Act 1991.

The pay of the Head of the Department was determined in accordance with a formula agreed by the Permanent Secretary of the Cabinet Office in 2003.

The pay of the Department's senior officials is determined by the Head of the Department in accordance with the rules set out in Chapter 7.1, Annex A, of the Civil Service Management Code.

Equal opportunities

The Privy Council Office operates an equal opportunities policy designed to ensure that everyone has the opportunity for employment and advancement on the basis of their ability, qualifications and suitability, regardless of gender, ethnic origin, disability, sexual orientation or age.

Payment of suppliers

The Privy Council Office policy is to pay suppliers within 30 days of receipt of goods or services, or a correctly documented invoice (whichever is received later), or according to contract where a different payment period is agreed. 99.8% of undisputed Privy Council bills were paid on time in the period 1 April 2006 to 31 March 2007, slightly up on the 99.7% in the period 1 April 2005 to 31 March 2006.

Corporate Governance

Internal Audit undertook an Audit of Corporate Governance arrangements within the PCO in 2005-06. Their findings indicated a number of areas of good operation of controls and gave full assurance on risk management practices. These remain in place and are set out in the Statement on Internal Control. During 2006-07 we received reports on Knowledge Management, Travel & Subsistence, Security and Procurement. No areas of significant weakness were identified.

The PCO complies with the key aspects of the Code of Good Practice on Corporate Governance in Central Government Departments.

The Companies Act

As far as I am aware, there is no relevant audit information of which the Privy Council Office's auditors are unaware and I have taken appropriate steps to satisfy myself that any relevant audit information has been identified and that information passed on to the Privy Council Office's auditors.

Remuneration Report

Remuneration Policy

The remuneration of senior civil servants is set by the Prime Minister following independent advice from the Review Body on Senior Salaries.

The Review Body also advises the Prime Minister from time to time on the pay and pensions of Members of Parliament and their allowances; on Peers' allowances; and on the pay, pensions and allowances of Ministers and others whose pay is determined by the Ministerial and Other Salaries Act 1975.

In reaching its recommendations, the Review Body has regard to the following considerations:

- the need to recruit, retain and motivate suitably able and qualified people to exercise their different responsibilities;
- regional/local variations in labour markets and their effects on the recruitment and retention of staff;
- Government policies for improving the public services including the requirement on departments to meet the output targets for the delivery of departmental services;
- the funds available to departments as set out in the Government's departmental expenditure limits;
- the Government's inflation target.

The Review Body takes account of the evidence it receives about wider economic considerations and the affordability of its recommendations.

Below SCS level, the Privy Council Office has a Pay Committee, based on the arrangements used by the Cabinet Office (on which PCO pay, terms and conditions are based). The Committee meets to agree tranche and bonus recommendations and ensure decisions are 'equality proofed'.

Service Contracts

Civil service appointments are made in accordance with the Civil Service Commissioners' Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments, which are open-ended until they reach the normal retiring age of 60. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at www.civilservicecommissioners.gov.uk.

Salary and pension entitlements

The following sections provide details of the remuneration and pension interests of the Ministers and most senior officials of the department.

Ministers	2006-07		2005-06	
	Salary £	Benefits in Kind	Salary £	Benefits in Kind
Rt. Hon Baroness Amos of Brondesbury <i>Lord President & Leader of the House of Lords</i>	103,108	None	101,668	None
Rt. Hon. Geoff Hoon <i>Leader of the House of Commons</i> (until 5th May 2006)	6,242	13,410	74,902	130,323
Rt. Hon Jack Straw <i>Leader of the House of Commons</i> (from 5th May 2006)	69,659	None	N/A	None
Nigel Griffiths <i>Parliamentary Secretary</i> (to 12th March 2007)	N/A	None	N/A	None
Paddy Tipping <i>Parliamentary Secretary</i> (from 28th March 2007)	N/A	None	N/A	None

Geoff Hoon occupied a flat in London at a cost to the PCO of £13,410 in 2006-07 and £130,323 in 2005-06. No other benefits in kind were received by Ministers during the financial year 2006-07.

Remuneration	2006-07	2005-06
Officials (in £5k pay bands)	Salary £'000	Salary £'000
Alex Galloway <i>Clerk of the Council</i> (until 31 December 2006)	60-65	75-80
Mary Macdonald <i>Registrar of the Judicial Committee</i>	60-65	50-55
Roy Stone <i>Principal Private Secretary to the Chief Whip (Commons)</i>	75-80	70-75
Stephen Hillcoat <i>Principal Private Secretary to Leader of the House of Commons</i>	50-55	25-30
Jake Vaughan <i>Principal Private Secretary to the Chief Whip (Lords)</i>	60-65	55-60
Sue Ball <i>Principal Private Secretary to Lord President & Leader of the House of Lords</i> (until 30 November 2006)	30-35	45-50
Andrew Cooke <i>Principal Private Secretary to Lord President & Leader of the House of Lords</i> (From 4th September 2006)	20-25	N/A
Christine Cook <i>Director of Secretariat</i>	50-55	10-15
Ceri King <i>Director of Corporate Services</i>	50-55	10-15
Lindsay Kennedy <i>Non-executive Director</i>	0-5	0-5

The information in the table above is audited.

Jake Vaughan is seconded to the PCO from the House of Lords and his salary costs are paid to them, via invoice arrangements. No benefits in kind were received by senior officials in 2006-07.

Salary

'Salary' includes gross salary; performance pay or bonuses; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation.

This report is based on payments made by the Department and thus recorded in these accounts. In respect of Ministers in the House of Commons, departments bear only the cost of the additional ministerial remuneration; the salary for their services as an MP (£60,227 from November 2006) and various allowances to which they are entitled are borne centrally. However, the arrangement for Ministers in the House of Lords is different in that they do not receive a salary but rather an additional remuneration, which cannot be quantified separately from their ministerial salaries. This total remuneration, as well as the allowances to which they are entitled, is paid by the department and is therefore shown in full in the figures above.

Benefits in Kind

The monetary value of benefits in kind covers any benefits provided by the employer.

Pension Benefits

Ministerial pensions

Ministers	Real increase in pension at age 65	Total accrued pension at age 60 at 31/3/07 and related lump sum	CETV at 31/3/07	CETV at 31/3/06	Real increase in CETV
	£000	£000	£000	£000	£000
Rt. Hon Baroness Amos of Brondesbury <i>Leader of the House of Lords</i>	2.0-2.5	15-20	172	140	12.4
Rt Hon Geoff Hoon <i>Leader of the House of Commons (Until 5th May 2006)</i>	0-2.5	10-15	120	119	0.5
Rt Hon Jack Straw <i>Leader of the House of Commons (From 5th May 2006)</i>	0-2.5	15-20	285	253	16
Nigel Griffiths <i>Parliamentary Secretary</i>	N/A	N/A	N/A	N/A	N/A
Paddy Tipping <i>Parliamentary Secretary</i>	N/A	N/A	N/A	N/A	N/A

Pension benefits for Ministers are provided by the Parliamentary Contributory Pension Fund (PCPF). The scheme is statutory based (made under Statutory Instrument SI 1993 No 3253, as amended).

Those Ministers who are Members of Parliament are also entitled to an MP's pension under the PCPF. The arrangements for Ministers provide benefits on an 'average salary' basis with either a 1/50th or 1/40th accrual rate, taking account of all service as a Minister. (The accrual rate has been 1/40th since 15 July 2002 but Ministers, in common with all other members of the PCPF, can opt to increase their accrual rate from 5 July 2001, or retain the former 1/50th accrual rate and the lower rate of employee contribution.)

Benefits for Ministers are payable at the same time as MPs' benefits become payable under the PCPF or, for those who are not MPs, on retirement from ministerial office on or after age 65. Pensions are increased annually in line with changes in the Retail Prices Index. Members pay contributions of 6% of their ministerial salary if they have opted for the 1/50th accrual rate. Those members who have opted for the 1/40th accrual rate are required to pay an increased contribution. The rate was increased from 9% to 10% from 1 April 2004. There is also an employer contribution paid by the Exchequer representing the balance of cost. This is currently 24% of the ministerial salary.

The Cash Equivalent Transfer Value (CETV)

This is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. It is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the pension benefits they have accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total ministerial service, not just their current appointment as a Minister. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

The real increase in the value of the CETV

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the Minister (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Officials

	Real increase in pension and related lump sum at age 60	Accrued pension at age 60 at 31 March 2007 and related lump sum	CETV at 31 March 2007	CETV at 31 March 2006	Real increase in CETV
	£000	£000	£000	£000	£000
Senior Management					
Alex Galloway* <i>Clerk of the Council (until 31 December 2006)</i>	2.5 plus 5-7.5 lump sum	35-40 plus lump sum of 105-110	709	638	49
Mary Macdonald <i>Registrar of the Judicial Committee</i>	0-2.5	15-20	257	211	27
Roy Stone <i>PPS to the Chief Whip (Commons)</i>	0-2.5 plus 5-7.5 lump sum	25-30 plus lump sum of 80-85	440	371	38
Stephen Hillcoat <i>PPS to Leader of the House of Commons</i>	0-2.5 plus 5-7.5 lump sum	10-15 plus lump sum of 40-45	170	146	22
Jake Vaughan <i>PPS to the Chief Whip (Lords)</i>	0-2.5 plus 2.5-5 lump sum	5-10 plus lump sum 25-30	99	74	8
Sue Ball <i>PPS to Lord President & Leader of the House of Lords (until 31st November 2006)</i>	0-2.5 plus 0-2.5 lump sum	25-30 plus lump sum of 75-80	537	471	5
Andrew Cooke <i>PPS to Leader of the Lord President & Leader of the House of Lords (From 4th September 2006)</i>	0-2.5	0-5	3	–	2
Christine Cook <i>Director of Secretariat</i>	0-2.5	0-5	58	40	11
Ceri King <i>Director of Corporate Services</i>	0-2.5 plus 5-7.5 lump sum	15-20 plus lump sum of 45-50	224	200	23

The information in the table above is audited.

*Alex Galloway left the PCO in December 2006 on compulsory retirement terms. He received a lump sum payment of £122,749 and annual pension provision of £38,848.

Civil Service Pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 October 2002, civil servants may be in one of three statutory based 'final salary' defined benefit schemes (classic, premium, and classic plus). The schemes are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, and classic plus are increased annually in line with changes in the Retail Prices Index. New entrants after 1 October 2002 may choose between membership of premium or joining a good quality 'money purchase' stakeholder arrangement with a significant employer contribution (partnership pension account).

Employee contributions are set at the rate of 1.5% of pensionable earnings for classic and 3.5% for premium and classic plus. Benefits in classic accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years' pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). Classic plus is essentially a variation of premium, but with benefits in respect of service before 1 October 2002 calculated broadly in the same way as in classic.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a selection of approved products. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

Further details about the Civil Service pension arrangements can be found at the website www.civilservice-pensions.gov.uk

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The CETV figures, and from 2003-04 the other pension details, include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the Civil Service pension arrangements and for which the CS Vote has received a transfer payment commensurate with the additional pension liabilities being assumed. They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries.

Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Auditors

The Comptroller and Auditor General is the auditor for the Department's accounts. The notional cost of the audit service provided was £34,000 and no other audit services were provided during the year.

Ceri King

Director of Corporate Services and Temporary Accounting Officer

26 June 2007

Statement of Accounting Officer's Responsibilities

Under the Government Resources and Accounts Act 2000, the Department is required to prepare resource accounts for each financial year, in conformity with a Treasury direction, detailing the resources acquired, held, or disposed of during the year and the use of resources by the Department during the year.

The resource accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Department, the net resource outturn, resources applied to objectives, recognised gains and losses, and cash flows for the financial year.

HM Treasury has appointed the Director of Corporate Services as temporary Accounting Officer of the Department, with responsibility for preparing the Department's accounts and for transmitting them to the Comptroller and Auditor General.

In preparing the accounts, the Accounting Officer is required to comply with the *Financial Reporting Manual* (FreM) prepared by HM Treasury, and in particular to:

- observe the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards, as set out in the *Financial Reporting Manual*, have been followed, and disclose and explain any material departures in the accounts;
- prepare the accounts on a going concern basis.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which an Accounting Officer is answerable, for keeping proper records and for safeguarding the Department's assets, are set out in the Accounting Officers' Memorandum issued by HM Treasury and published in *Government Accounting*.

Statement on Internal Control

Scope of Responsibility

As temporary Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of Privy Council Office policies, aims, and objectives, whilst safeguarding the public funds and Departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Government Accounting.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level, rather than to eliminate all risk of failure to achieve policies, aims, and objectives. It can therefore only provide reasonable, and not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Departmental policies, aims and objectives; to evaluate the likelihood of those risks being realised and the impact should they be realised; and to manage them efficiently, effectively and economically. The system of internal control has been in place in the PCO for the year ended 31 March 2007 and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

Capacity to handle risk

I am fully committed to embedding risk management throughout the PCO so that we meet the requirements embodied in HMT's Code of Good Practice for Corporate Governance. I receive advice on the handling of risk from the PCO Management Board and the Audit and Risk Committee (ARC). The Management Board meets on average seven – ten times a year. It comprises the head of each Management Unit within the PCO. To December 2006 it was chaired by the Accounting Officer and (since January 2007) is chaired by a non-executive member. The Board reviews the Department's management accounts and corporate issues at each meeting and regularly reviews unit performance. The Board also agrees the Departmental Plan, which is published annually.

The ARC is also chaired by the non-executive member of the Management Board and meets up to three times a year. The purpose of these meetings is to review reports from the Internal Auditor and the NAO and to review the PCO's risk matrix. The ARC has an additional non-executive member, who is a certified accountant. Although not members of the Committee I, as temporary Accounting Officer and Head of Finance, our Internal Auditors, and representatives of the National Audit Office attend each meeting. Heads of Management Units are continually encouraged to develop the steps they are taking to manage risks in their areas of responsibility, including progress reports on key projects. All have undertaken Risk Management Workshops and continue to make good progress by embedding the Risk Management strategy that has been in place since the beginning of the accounting period.

The risk control framework

The main elements of the Department's control framework include:

- A clearly defined 'Statement of Accounting Officer's Responsibilities' (which forms part of these Resource Accounts)
- A Management Board with clear terms of reference and defined membership (including a non-executive member), which meets regularly to consider all aspects of the PCO's business strategy, internal policies and direction.
- An Audit and Risk Committee chaired by the non-executive director of the Management Board.

The Management Board has developed the PCO risk matrix by looking at corporate level risk to delivery of objectives. All Management Units have conducted an assessment to identify additional risks in their work area to formalise and, if necessary, establish plans to mitigate and deal with risk. The ARC agreed the PCO risk management strategy in 2003 and this is reviewed annually by the Management Board. The risk matrix is reviewed at every ARC meeting.

During the year we have continued to maintain and develop our good operation of the following controls:

- The Management Board has clear terms of reference and includes a non-executive director;
- An Audit and Risk Committee meets regularly and its function is reviewed against the HMT Model and NAO checklist;
- The PCO's Risk Management Policy has been reviewed. Staff across the PCO have participated in risk workshops and review the outcomes on a regular basis;
- The PCO risk register is reviewed at each meeting of the Audit and Risk Committee;
- There is an additional non-executive member of the Audit & Risk Committee, with financial expertise, who receives monthly management accounts;
- A framework has been established to support staff and promote equality, diversity, provide information, training and to encourage a corporate identity;
- A security policy and procedures have been established;
- Health and safety risk assessments continue on a regular basis; and
- A business continuity plan has been produced and is continuously under review.

The Privy Council Office received full assurance from Internal Audit for management of risk and substantial assurance for governance and control issues in 2005-06 and I am confident that these high standards continue to be maintained.

During 2006-07 we received reports on Knowledge Management, Travel & Subsistence, Security and Procurement. No areas of significant weakness were identified.

Review of effectiveness

As temporary Accounting Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Privy Council Office who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Management Board and the Audit and Risk Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The Management Board, the Audit and Risk Committee (ARC) and the Internal Auditor all participate in the review of the effectiveness of the system of internal control. The ARC reviews all reports from internal and external auditors, which include management responses and agreed remedial action, and receives a written report on the progress of implementing the agreed remedies. The head of internal audit gave an annual assurance on the effectiveness of the systems of internal control. He is satisfied that the overall control environment and structures are basically sound and is of the opinion that proper and adequate risk management, control and governance processes have been largely established within Privy Council Office. Risk management techniques have been generally applied consistently and appropriately across PCO activities. Pressure on resources will rightly lead to questions being raised about accepted practices and it is important that when making changes that the risks are identified and accepted. Implementation of recommendations from Internal Audit reports is reviewed at each Audit and Risk Committee meeting.

Significant Internal Control Problems

I am pleased to report that no internal control problems of any significance were identified during the year.

Ceri King

26 June 2007

The Certificate and Report of the Comptroller and Auditor General to the House of Commons

I certify that I have audited the financial statements of the Privy Council Office for the year ended 31 March 2007 under the Government Resources and Accounts Act 2000. These comprise the Statement of Parliamentary Supply, the Operating Cost Statement and Statement of Recognised Gains and Losses, the Balance Sheet, the Cashflow Statement and the Statement of Operating Costs by Departmental Aim and Objectives and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

Respective responsibilities of the Accounting Officer and auditor

The Accounting Officer is responsible for preparing the Annual Report, which includes the Remuneration Report, and the financial statements in accordance with the Government Resources and Accounts Act 2000 and HM Treasury directions made thereunder and for ensuring the regularity of financial transactions. These responsibilities are set out in the Statement of Accounting Officer's Responsibilities.

My responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements, and with International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with HM Treasury directions issued under the Government Resources and Accounts Act 2000. I report to you whether, in my opinion, certain information given in the Annual Report, which comprises the introductory sections of the Annual Report, the Management Commentary and the unaudited parts of the Remuneration Report, is consistent with the financial statements. I also report whether in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

In addition, I report to you if the Department has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by HM Treasury regarding remuneration and other transactions is not disclosed.

I review whether the Statement on Internal Control reflects the Department's compliance with HM Treasury's guidance, and I report if it does not. I am not required to consider whether this statement covers all risks and controls, or to form an opinion on the effectiveness of the Department's corporate governance procedures or its risk and control procedures.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. I consider the implications for my certificate if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

Basis of audit opinions

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. My audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements and the part of the Remuneration Report to be audited. It also includes an assessment of the significant estimates and judgments made by the Accounting Officer in the preparation of the financial statements, and of whether the accounting policies are most appropriate to the Department's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements and the part of the Remuneration Report to be audited are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements and the part of the Remuneration Report to be audited.

Opinions

Audit Opinion

In my opinion:

- the financial statements give a true and fair view, in accordance with the Government Resources and Accounts Act 2000 and directions made thereunder by HM Treasury, of the state of the Department's affairs as at 31 March 2007, and the net cash requirement, net resource outturn, net operating cost, operating costs applied to objectives, recognised gains and losses and cashflows for the year then ended;
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with HM Treasury directions issued under the Government Resources and Accounts Act 2000; and
- information given within the Annual Report, which comprises the introductory sections of the Annual Report, the Management Commentary and the unaudited parts of the Remuneration Report, is consistent with the financial statements.

Audit Opinion on Regularity

In my opinion, in all material respects, the expenditure and income have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Report

I have no observations to make on these financial statements.

John Bourn

Comptroller and Auditor General
National Audit Office
157-197 Buckingham Palace Road
Victoria
London SW1W 9SP

29 June 2007

Statement of Parliamentary Supply

Summary of Resource Outturn 2006-07 (£000s)

	Estimate			Outturn			2006-07	2005-06
	Gross Expenditure	A in A	Net Total	Gross Expenditure	A in A	Net Total	Net total outturn compared with Estimate saving/ (excess)	Net Total
	£000	£000	£000	£000	£000	£000	£000	£000
Request for resources 1 Ensuring the orderly conduct of P.C.O business	7,248	170	7,078	6,871	170	6,701	377	6,507
Total resources	7,248	170	7,078	6,871	170	6,701	377	6,507
Non-operating cost A in A	-	-	-	-	-	-	-	-

Net cash requirement 2006-07 (£000s)

	Estimate		Outturn		2006-07	2005-06
	Estimate	Outturn	Estimate	Outturn	Net total outturn compared with Estimate saving/ (excess)	Outturn
Net cash requirement	<u>8,357</u>	<u>5,970</u>	<u>2,387</u>	<u>6,468</u>		

Summary of income payable to the Consolidated Fund (£000s)

(In addition to appropriations in aid, the following income relates to the department and is payable to the Consolidated Fund)

	Note	Forecast 2006-07		Outturn 2006-07	
		Income	Receipts	Income	Receipts
Total	4	<u>-</u>	<u>-</u>	<u>58</u>	<u>34</u>

Explanation of the variance between Estimate and outturn are given in Notes 2 and 3, and in the Management Commentary.

The notes on pages 24 to 36 form part of these accounts

Operating Cost Statement for the year ended 31 March 2007 (£000s)

	Note	<u>2006-07</u>	<u>2005-06</u>
Administration costs:			
Staff costs	7	3,798	3,686
Other administration costs	8	3,075	2,861
Operating income	5	(230)	(61)
Net Operating Cost	2a	<u>6,643</u>	<u>6,486</u>

All income and expenditure are derived from continuing operations

Statement of Recognised Gains and Losses for the year ended 31 March 2007 (£000s)

	<u>2006-07</u>	<u>2005-06</u>
Net loss on revaluation of tangible fixed assets	-	-
Net gain on revaluation of tangible fixed assets	7	-
Receipt of donated asset	-	25
Recognised gains and losses for the financial year	<u>7</u>	<u>25</u>

The notes on pages 24 to 36 form part of these accounts

Balance Sheet as at 31 March 2007 (£000s)

	Note	31 March 2007	31 March 2006
Fixed assets			
Tangible assets	9	4,442	4,451
Current assets:			
Debtors	10	214	1,767
Cash at bank and in hand	11	104	99
		<u>318</u>	<u>1,866</u>
Creditors (amounts falling due within one year)	12	<u>(677)</u>	<u>(2,004)</u>
Net current (liabilities)		<u>(359)</u>	<u>(138)</u>
Total assets less current liabilities		4,083	4,313
Provisions for liabilities and charges	13	<u>(655)</u>	<u>(143)</u>
		<u>3,428</u>	<u>4,170</u>
Taxpayers' equity:			
General fund	14	(630)	119
Revaluation reserve	15a	12	5
Donated asset reserve	15b	4,046	4,046
		<u>3,428</u>	<u>4,170</u>

Ceri King
Accounting Officer
26 June 2007

The notes on pages 24 to 36 form part of these accounts

Cash Flow Statement for the year ended 31 March 2007 (£000s)

	Note	2006-07	2005-06
Net cash outflow from operating activities	16a	(7,377)	(4,777)
Capital expenditure and financial investment	16b	(72)	(178)
Receipts due to the Consolidated Fund which are outside the scope of the department's activities		–	–
Payments of amounts due to the Consolidated Fund	16d	–	(13)
Financing	16c	7,454	5,051
Increase in cash in the period		<u>5</u>	<u>83</u>

The notes on pages 24 to 36 form part of these accounts

Statement of Operating Costs by Departmental Aim and Objectives for the year ended 31 March 2007 (£000s)

AIM: To act as the secretariat to the Privy Council in its constitutional and statutory role and to support the President of the Council in her Privy Council and other responsibilities as efficiently and effectively as possible.

	2006-07			2005-06		
	Gross	Income	Net	Gross	Income	Net
Objective 1	1,157	–	1,157	1,182	–	1,182
Objective 2	1,005	(100)	905	1,036	(61)	975
Objective 3	803	–	803	747	–	747
Objective 4	3,908	(130)	3,778	3,582	–	3,582
Net operating costs	6,873	(230)	6,643	6,547	(61)	6,486

The Department's objectives were as follows:

- Objective 1 To ensure the orderly conduct of Privy Council business.
- Objective 2 To support the proper discharge of judicial responsibilities.
- Objective 3 To support the Lord President of the Council and Leader of the House of Lords in both her roles.
- Objective 4 To provide administrative support for the Office of the Leader of the House of Commons, his Deputy, and to the Chief Whips' Offices of the House of Commons and House of Lords.

See Note 17

The notes on pages 24 to 36 form part of these accounts

Notes to the departmental resource accounts

1 Statement of accounting policies

These financial statements have been prepared in accordance with the 2006-07 *Government Financial Reporting Manual (FReM)* issued by HM Treasury. The accounting policies contained in the *FReM* follow UK generally accepted accounting practice for companies (UK GAAP) to the extent that it is meaningful and appropriate to the public sector.

In addition to the primary statements prepared under UK GAAP, the *FReM* also requires the Department to prepare two additional primary statements. The *Statement of Parliamentary Supply* and supporting notes show outturn against Estimate in terms of the net resource requirement and the net cash requirement. The *Statement of Operating Costs by Departmental Aim and Objectives* and supporting notes analyse the Department's income and expenditure by the objectives agreed with Ministers.

Where the *FReM* permits a choice of accounting policy, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Department for the purpose of giving a true and fair view has been selected. The Department's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts.

1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of fixed assets.

1.2 Tangible fixed assets

Tangible assets are stated at the lower of replacement cost and recoverable amount. Expenditure on tangible fixed assets over £1,500 is capitalised. On initial recognition assets are measured at cost including any costs, such as installation, directly attributable to bringing them into working condition.

Furniture and fittings, information technology and plant and machinery are restated to current value each year, using appropriate indices from the historical table 4 of the ONS publication "Producer Price Indices" and the Retail Prices Index. Antique furniture and heritage silver are at market valuation, using external valuers. The valuation of antique furniture is reviewed every year by the external valuer, and the heritage silver is revalued every five years.

1.3 Depreciation

Furniture and fittings, information technology and plant and machinery are depreciated at rates calculated to write them down to estimated residual value on a straight-line basis over their estimated useful lives.

Asset lives are normally in the following ranges:

Furniture and fittings	3-10 years
Information technology	3-10 years
Plant and machinery	3-10 years

No depreciation is provided on antique furniture or heritage silver since they have unlimited or very long estimated useful lives.

1.4 Donated assets – heritage silver

The department has a collection of silver which was donated by Queen Anne and other donors. This was valued in May and August 2005 by Anderson Omell Associates, independent fine art valuers, on the basis of a mid auction estimate. The silver is revalued every five years.

The value of these donated assets was credited to the donated asset reserve and subsequent additions and revaluations are also taken to this reserve.

1.5 Operating income

Operating income principally comprises fees for work carried out by the Judicial Committee, which is deemed to be earned when the case is completed. The Judicial Fees are set by Statute SI 1879 of 2003, the Judicial Committee General Appellate Jurisdiction Rules (amendment) Order 2003, rather than being calculated following the principles of HM Treasury's *Fees and Charges Guide*. Income includes not only income appropriated-in-aid of the Estimate but also income payable to the Consolidated Fund, which in accordance with the *FReM* is treated as operating income.

1.6 Administration expenditure

Administration costs reflect the costs of running the department. These include both administrative costs and associated operating income. Income is analysed in the notes between that which, under the administration cost-control regime, is allowed to be offset against gross administrative costs in determining the outturn against the administration budget, and that operating income which is not.

1.7 Capital charge

A charge, reflecting the cost of capital utilised by the Department, is included in operating costs. The charge is calculated at the real rate set by HM Treasury (currently 3.5 per cent) on the average carrying amount of all assets less liabilities, except for:

- (a) donated assets, and cash balances with the Office of the Paymaster General, where the charge is nil;
- (b) amounts owed by or to the Consolidated Fund, where the charge or credit is nil.

1.8 Foreign exchange

Transactions which are not covered by a related forward contract are translated into sterling at the exchange rate ruling on the date of each transaction, except where rates do not fluctuate significantly, in which case an average rate for the period is used. Monetary assets and liabilities denominated in foreign currency at the balance sheet date are translated at the rates ruling at that date. These translation differences are dealt with in the Operating Cost Statement.

1.9 Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Schemes which are described in Note 7. The defined benefit schemes are unfunded and are non-contributory except in respect of dependants' benefits. The department recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the Principal Civil Service Pension Schemes (PCSPS) of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS. In respect of the defined contribution schemes, the department recognises the contributions payable for the year.

1.10 Early departure costs

The department is required to meet the additional cost of benefits beyond the normal PCSPS benefits in terms of employees who retire early. The department provides in full for this cost when the early retirement programme has been announced and is binding on the department.

1.11 Leases

All leases are operating in nature, and the rentals are charged to the Operating Cost Statement on a straight-line basis over the term of the lease.

1.12 Provisions

The department provides for legal or constructive obligations which are of uncertain timing or amount at the balance sheet date on the basis of the best estimate of the expenditure required to settle the obligation. Where the effect of the time value of money is significant, the estimated risk-adjusted cash flows are discounted using the real rate set by HM Treasury (currently 2.2 per cent).

1.13 Value Added Tax

Most of the activities of the department are outside the scope of VAT and, in general, output tax does not apply and input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of fixed assets. Where input VAT is recoverable, the amounts are stated net of VAT.

1.14 Contingent liabilities

In addition to contingent liabilities disclosed in accordance with FRS 12, the department discloses for parliamentary reporting and accountability purposes certain contingent liabilities where the likelihood of a transfer of economic benefit is remote, but which have been reported to Parliament in accordance with the requirements of *Government Accounting*.

Where the time value of money is material, contingent liabilities which are required to be disclosed under FRS 12 are stated at discounted amounts and the amount reported to Parliament separately noted. Contingent liabilities that are not required to be disclosed by FRS 12 are stated at the amounts reported to Parliament.

1.15 Third party assets

The Judicial Committee of the Privy Council, where required, holds security costs lodged by the appellant. These are not recognised in the accounts since neither the department, nor government more generally, has a direct beneficial interest in them.

2 Reconciliation of outturn to net operating cost and against Administration Budget**2a Reconciliation of net resource outturn to net operating cost**

			2006-07	2005-06
			£000	£000
			Outturn compared with	Outturn
	Note	Outturn	Supply Estimate	Estimate
Net resource outturn		6,701	7,078	377
Prior Period Adjustments		-	-	-
Non-supply income (CFERs)	6	(58)	-	58
Non-supply Expenditure		-	-	-
Net operating cost		<u>6,643</u>	<u>7,078</u>	<u>435</u>
				<u>6,486</u>

2b Outturn against final Administration Budget

		2006-07	2005-06
		£000	£000
		Budget	Outturn
Gross Administration Budget		7,248	6,871
Income allowable against the Administration Budget		(170)	(170)
Net outturn against the final Administration Budget		<u>7,078</u>	<u>6,701</u>
			<u>6,507</u>

The variance is due to uncertainty over certain costs. Detailed explanation of the variance is given in the Management Commentary.

3 Reconciliation of resources to cash requirement

			2006-07	2005-06
			£000	£000
			Net total outturn compared with Estimate:	Prior-year Outturn
	Note	Estimate	Outturn	Outturn
			saving/ (excess)	
Resource outturn	2a	7,078	6,701	377
Capital:				
Acquisition of fixed assets	9	127	72	55
Investments		-	-	-
Non-operating A in A		-	-	-
Proceeds of fixed asset disposals		-	-	-
Accruals adjustments:				
Non-cash items	8	(393)	(615)	222
Changes in working capital other than cash		1,513	(220)	1,733
Changes in creditors falling due after more than one year		-	-	-
Use of provision	13	32	32	-
Net cash requirement		<u>8,357</u>	<u>5,970</u>	<u>2,387</u>
				<u>6,468</u>

The variance in cash is due to an overestimate of the cash required to settle liabilities from previous years.

4 Analysis of income payable to the Consolidated Fund

In addition to appropriations in aid, the following income relates to the department and is payable to the Consolidated Fund

	Forecast 2006-07		Outturn 2006-07	
	Income £000	Receipts £000	Income £000	Receipts £000
Operating income and receipts – excess A in A	–	–	58	34
Non-operating income and receipts – excess A in A	–	–	–	–
Subtotal	–	–	58	34
Other operating income and receipts not classified as A in A	–	–	–	–
Other non-operating income and receipts not classified as A in A	–	–	–	–
Other amounts collectable on behalf of the Consolidated Fund	–	–	–	–
	–	–	58	34

5 Income and appropriations in aid

	2006-07 £000	2005-06 £000
Operating income – fees and charges for services provided by the Judicial Committee	100	61
Operating income – rental income	130	–
	230	61

6 Reconciliation of income recorded within the Operating Cost Statement to operating income payable to the Consolidated Fund

	Note	2006-07 £000	2005-06 £000
Operating income		230	61
Income authorised to be appropriated-in-aid		(170)	(40)
Operating income payable to the Consolidated Fund	4	60	21

7 Staff numbers and related costs

Staff costs comprise:

	2006-07 £000		2005-06 £000			
	Total	Permanently employed staff	Judges and Agency Staff	Ministers	Special advisers	Total
Wages and salaries	2,910	2,319	103	179	309	2,865
Social security costs	246	185	–	27	34	159
Other pension costs	462	280	–	–	182	499
Sub total	3,618	2,784	103	206	525	3,523
Inward secondments	180	180	–	–	–	163
Total	3,798	2,964	103	206	525	3,686
Less recoveries in respect of outward secondments	–	–	–	–	–	–
Total net costs	3,798	2,964	103	206	525	3,686

No employee costs have been capitalised.

The Principal Civil Service Pension Scheme (PCSPS) is an unfunded multi-employer defined benefit scheme but the Privy Council Office is unable to identify its share of the underlying assets and liabilities. The scheme actuary valued the scheme as at 31 March 2003. Details can be found in the resource accounts of the Cabinet Office: Civil Superannuation (www.civilservice-pensions.gov.uk).

For 2006–07, employers' contributions of £462,100 were payable to the PCSPS (2005–06 £499,112) at one of four rates in the range 17.1 to 25.5 per cent (2005–06: 12 to 18.5 per cent) of pensionable pay, based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. From 2007-08 the salary bands will be revised but the contribution rates remain unchanged. The contribution rates are set to meet the cost of the benefits accruing during 2006-07 to be paid when the member retires, and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. No employee has opted to do so.

Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows:

				2006-07 Number	2005-06 Number
	Total	Permanent staff	Judges and Agency Staff	Special advisers	Total
Objective 1	12.5	12	0.5	–	11
Objective 2	10	9.5	0.5	–	8.5
Objective 3	10.5	7	0.5	1	9
Objective 4	56.5	47.5	–	4	53.5
Total	89.5	76	1.5	5	82

8 Other administration costs

	£000	2006-07 £000	£000	2005-06 £000
Rentals under operating leases:				
Hire of plant and machinery		35		26
Other operating leases		816		698
Non-cash items:				
Depreciation of tangible fixed assets	62		33	
Downwards revaluation of fixed assets	27		–	
Cost of capital charge:	(52)		1	
Auditor's remuneration and expenses:				
For audit work	34		34	
For non-audit work	–		–	
Provisions for early departure costs:				
Provided in year	541		271	
Unwinding of discount	3		–	
Bad debts written off	2		1	
		617		340
Other property costs		291		347
IT costs		502		432
Telecomms costs		52		52
Government car service costs		299		283
Other expenditure		463		683
		3,075		2,861

9 Tangible fixed assets

	Furniture and fittings £000	Information technology £000	Plant and machinery £000	Antique furniture ^a £000	Heritage silver ^{b,d} £000	Total £000
Cost or valuation						
At 1 April 2006	233	90	72	96	4,046	4,537
Additions	20	49	3	–	–	72
Disposals	–	–	–	–	–	–
Revaluations	8	(2)	(1)	(24)	–	(19)
At 31 March 2007	261	137	74	72	4,046	4,590
Depreciation						
At 1 April 2006	49	14	23	–	–	86
Charged in year	33	20	7	–	–	60
Disposals	–	–	–	–	–	–
Revaluations	1	–	1	–	–	2
At 31 March 2007	83	34	31	–	–	148
Net book value						
At 31 March 2007	178	103	43	72	4,046	4,442
At 31 March 2006	184	76	49	96	4,046	4,451

Note

- a Antique furniture was valued in August 2006 by Anderson Omell Associates, independent fine art valuers, on the basis of market value.
- b Heritage silver was valued in May and August 2005, as at 31 March 2005, by Anderson Omell Associates, on the basis of mid-auction estimate. This is calculated as the average of the minimum and maximum amounts it would be likely to realise at auction.
- c All other tangible fixed assets are valued using indices.
- d Certain items of heritage silver are on loan to Cabinet Office at 10 Downing Street (value £1,500,000) and to the Supreme Court, Wellington, New Zealand (value £150,000).

10 Debtors**10a Analysis by type**

	31.3.07	31.3.06
	£000	£000
Amounts falling due within one year:		
Trade debtors	53	31
VAT and other taxes	54	35
Other debtors	27	65
Prepayments and accrued income	80	124
Cash relating to Machinery of Government		
Transfer due from Consolidated Fund	–	1,512
	<u>214</u>	<u>1,767</u>

Included within trade debtors is £45,000 (2005-06 £21,000) that will be due to the Consolidated Fund once the debts are collected.

10b Intra-Government balances

	2006-07	2005-06
	£000	£000
Amounts falling due within one year		
Balances with other central government bodies	72	1,553
Balances with local authorities	7	7
Balances with NHS Trusts	–	–
Balances with public corporations and trading funds	19	16
Intra-government balances	98	1,576
Balances with bodies external to government	116	191
Total debtors at 31 March	<u>214</u>	<u>1,767</u>

11 Cash at bank and in hand

	2006-07	2005-06
	£000	£000
Balance at 1 April	99	16
Net change in cash balances	5	83
Balance at 31 March	<u>104</u>	<u>99</u>
The following balances at 31 March were held at:		
Office of HM Paymaster General	104	98
Commercial banks and cash in hand	–	1
Balance at 31 March	<u>104</u>	<u>99</u>

Cash deposits held by the Judicial Committee (note 23) have been excluded from the department's cash balances.

12 Creditors**12a Analysis by type**

	31.3.07 £000	31.3.06 £000
Amounts falling due within one year		
Taxation and social security	112	106
Trade creditors	11	–
Other creditors	47	44
Accruals and deferred income	354	220
Amounts issued from the Consolidated Fund for supply but not spent at year end	73	101
Amounts due to Cabinet Office for machinery of government change	–	1,512
Consolidated Fund extra receipts due to be paid to the Consolidated Fund:		
received	34	–
receivable	46	21
	<u>677</u>	<u>2,004</u>

12b Intra-Government balances

	2006-07 £000	2005-06 £000
Amounts falling due within one year		
Balances with other central government bodies	394	1,802
Balances with local authorities	–	–
Balances with NHS Trusts	–	–
Balances with public corporations and trading funds	–	–
Intra-government balances	<u>394</u>	<u>1,802</u>
Balances with bodies external to government	283	202
At 31 March 2007	<u>677</u>	<u>2,004</u>

13 Provisions for liabilities and charges

	Early departure costs £000
Balance at 1 April 2006	143
Provided in the year	541
Provisions not required written back	–
Provisions utilised in the year	(32)
Unwinding of discount	3
Balance at 31 March 2007	<u>655</u>

The department meets the additional costs of benefits beyond the normal PCSPS benefits in respect of employees who retire early by paying the required amounts annually to the PCSPS over the period between early departure and normal retirement date. The department provides for this in full when the early retirement programme becomes binding on the department by establishing a provision for the estimated payments discounted by the Treasury discount rate of 2.2 per cent in real terms.

The provision will be fully utilised by 31 March 2016.

14 General fund

The General Fund represents the total assets less liabilities of the Department, to the extent that the total is not represented by other reserves and financing items.

	2006-07		2005-06
	£000	£000	£000
Balance at 1 April		119	124
Net Parliamentary funding			
Drawn down		6,043	5,051
Deemed		–	6
Supply debtor for transferred function – Whips' Offices		–	1,512
Year end adjustment			
Supply creditor – current year		(73)	(102)
Net transfer from Operating Activities			
Net operating cost		(6,643)	(6,486)
CFERs repayable to Consolidated Fund		(58)	(21)
Non-cash charges:			
Cost of capital	(52)		1
Auditor's remuneration	34		34
		(18)	35
Balance at 31 March		(630)	119

15 Reserves**15a Revaluation reserve**

The revaluation reserve reflects the unrealised element of the cumulative balance of indexation and revaluation adjustments (excluding donated assets).

	2006-07	2005-06
	£000	£000
Balance at 1 April	5	7
Arising on revaluation during the year (net)	7	(2)
Balance at 31 March	12	5

15b Donated asset reserve

The donated asset reserve reflects the value of the heritage silver assets donated to the department by Queen Anne and later donors.

	2006-07	2005-06
	£000	£000
Balance at 1 April	4,046	4,021
Additions during the year	–	25
Revaluations	–	–
Balance at 31 March	4,046	4,046

16 Notes to the Cash Flow Statement**16a Reconciliation of operating cost to operating cash flows**

	Note	2006-07 £000	2005-06 £000
Net operating cost		6,643	6,486
Adjustments for non-cash transactions	8	(617)	(340)
Increase/(decrease) in Debtors	10	(1,553)	1,576
Less movements in debtors relating to items not passing through the Operating Cost Statement		1,512	(1,513)
(Increase)/decrease in Creditors	12	1,327	(1,678)
Less movements in creditors relating to items not passing through the Operating Cost Statement		33	105
Use of provisions	13	32	141
Net cash outflow from operating activities		7,377	4,777

16b Analysis of capital expenditure and financial investment

	Note	2006-07 £000	2005-06 £000
Tangible fixed asset additions	9	72	178
Proceeds from disposal of fixed assets		–	–
Net cash outflow from investing activities		72	178

16c Analysis of financing and reconciliation to the net cash requirement

	Note	2006-07 £000	2005-06 £000
From the Consolidated Fund (Supply) – current year	14	6,043	5,051
From the Consolidated Fund (Supply) – prior year		1,411	–
Transfer from Cabinet Office in respect of transferred function	14	–	–
Net financing		7,454	5,051

16d Reconciliation of Net Cash Requirement to increase/(decrease) in cash

	Note	2006-07 £000	2005-06 £000
Net cash requirement	3	5,970	6,468
From the Consolidated Fund (Supply) – current year	14	(6,043)	(5,051)
From the Consolidated Fund (Supply) – prior year		(1,411)	–
Amounts due to the Consolidated Fund – received in a prior year and paid over		–	13
Amounts due to the Consolidated Fund received and not paid over		(34)	–
Due from Cabinet Office in respect of transferred function		–	(1,513)
Transfer from Cabinet Office in respect of transferred function		1,513	–
(Increase) in cash		(5)	(83)

17 Notes to the Statement of Operating Costs by Departmental Aim and Objectives

The Privy Council Office's capital is employed exclusively for administration purposes. Its distribution between objectives is therefore not markedly different from the proportion of the related gross administration cost. Administration costs have been attributed to objectives to reflect the actual costs incurred, and the relevant proportion of shared costs. Shared costs are apportioned between objectives on an appropriate basis, such as staff numbers or space occupied.

18 Capital commitments

	2006-07 £000	2005-06 £000
Contracted capital commitments at 31 March for which no provision has been made	37	31

19 Commitments under leases

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which the lease expires.

	2006-07 £000	2005-06 £000
Land and Buildings:		
Expiry within 1 year	-	-
Expiry after 1 year but not more than 5 years	-	-
	-	-
Plant and machinery:		
Expiry within one year	9	-
Expiry after 1 year but not more than 5 years	31	48
	40	48

The department has no finance leases. None of the department's leased properties had any commitments at 31 March 2007 or 31 March 2006.

20 Financial instruments

FRS 13, *Derivatives and Other Financial Instruments*, requires disclosure of the role which financial instruments have had during the period in creating or changing the risks an entity faces in undertaking its activities. Because of the largely non-trading nature of its activities and the way in which government departments are financed, the Privy Council Office is not exposed to the degree of financial risk faced by business entities. Moreover, financial instruments play a much more limited role in creating or changing risk than would be typical of the listed companies to which FRS 13 mainly applies. The department has very limited powers to borrow or invest surplus funds and financial assets and liabilities are generated by day-to-day operational activities and are not held to change the risks facing the department in undertaking its activities.

20.1 Liquidity risk

The department's net revenue resource requirements are financed by resources voted annually by Parliament, just as its capital expenditure largely is. The Privy Council Office is not therefore exposed to significant liquidity risks.

20.2 Interest-rate risk

All of the department's financial assets and liabilities carry nil or fixed rates of interest, and the Privy Council Office is not therefore exposed to significant interest-rate risk.

21 Contingent liabilities

There were no contingent liabilities at 31 March 2006 or 31 March 2007.

22 Related-party transactions

The Privy Council Office has had a small number of transactions with other government departments and other central government bodies. Most of these transactions have been with the Cabinet Office, OGC, Scotland Office and the Government Car Service.

No Minister, board member, key manager or other related parties has undertaken any material transactions with the Privy Council Office during the year.

23 Third-party assets

The Judicial Committee of the Privy Council, where required, holds security costs lodged by the appellant. These are held in accordance with Statutory Instrument 'The Judicial Committee (General Appellate Jurisdiction) Rules Order 1982' made 24/11/82 and Statutory Instrument 'The Judicial Committee (Devolution Issues) Rules Order 1999' made 10/06/99. These deposits are not deemed departmental assets and are not included in the accounts.

The amounts held at the balance sheet date were:

	31 March 2006 £000	Gross inflows £000	Gross outflows £000	31 March 2007 £000
Monetary assets such as bank balances and monies held on deposit	130	20	(100)	50

24 Post balance sheet events

On 2 April 2007 the functions of the Privy Council Office transferred under a Machinery of Government move. The four Ministerial Offices (Leader of the House of Lords, Leader of the House of Commons, and the Chief Whips Offices of the Commons and Lords) transferred to the Cabinet Office. The Secretariat to the Privy Council and the Judicial Committee transferred to the Department for Constitutional Affairs (DCA), now the Ministry of Justice. These continue to retain a separate identity and report to the Leader of the House of Lords, who remains as Lord President of the Council.

The split of assets and liabilities being transferred to the Cabinet Office and Ministry of Justice is yet to be determined.

The Privy Council Office's financial statements are laid before the Houses of Parliament by the HM Treasury. FRS 21 requires the Privy Council Office to disclose the date on which the accounts are authorised for issue. This is the date on which the certified accounts are despatched by the Privy Council Office's management to the HM Treasury.

The authorised date for issue is 3 July 2007.



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